



**SPREP**

South Pacific Regional Environment Programme

# Thirteenth SPREP Meeting of Officials

## Working Papers

22 – 25 July 2002  
Majuro  
Marshall Islands

363.7099  
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## **South Pacific Regional Environment Programme (SPREP)**

Thirteenth SPREP Meeting  
Majuro, Marshall Islands  
20 - 27 July 2002

### **MEETING INFORMATION**

#### **Welcome**

The Host Government, the Republic of Marshall Islands and the Director and Staff of the South Pacific Regional Environment Programme (SPREP) extend to you a very warm and cordial welcome to the Republic of Marshall Islands for the Thirteenth SPREP Meeting.

#### **Dates and Venue**

The Meetings of Parties to the Waigani, Apia and SPREP Conventions will be held on the 20<sup>th</sup> and 21<sup>st</sup> July 2002 at the Nitijela (Parliament) Conference Room, Parliament House, Majuro, Republic of Marshall Islands.

The Thirteenth SPREP Officials Meeting and the Environment Ministers' Forum will be held from Monday, 22<sup>nd</sup> July to Friday, 26<sup>th</sup> July 2002 at the Nitijela (Parliament) Conference Room, Parliament House, Majuro, Republic of Marshall Islands.

The International Waters Project (IWP) Tripartite Meeting of Forum Island Countries (FICs) will be held on the 27<sup>th</sup> July at the Outrigger Resort Hotel-Melele Room.

#### **Registration**

Registration will be held at the Nitijela (Parliament) Conference Room, Parliament House, Majuro, on Saturday, 20<sup>th</sup> July 2002 starting at 8.15 am.

### Official Opening and Photograph

The Official Opening Ceremony for the Thirteenth SPREP Officials Meeting will be held at the Outrigger Resort Hotel-Melele Room on Sunday evening, 21<sup>st</sup> July 2002 at 7.00 pm – 7.30 pm and to be followed with a Reception to be held at the Outrigger Marshall Islands Resort poolside.

The Official Opening Ceremony for the Environment Ministers' Forum will be held at the Outrigger Resort Hotel-Melele Room on Thursday evening, 25<sup>th</sup> July 2002 at 7.00 pm – 7.30 pm and to be followed with a Reception to be held at the Outrigger Marshall Islands Resort poolside.

Transport will be provided from the Meeting Venue to the venue of the Official Opening Ceremonies.

An official photograph will be taken on Monday 22 July 2002 immediately after meeting adjournment and before morning tea.

### Seating Arrangements

One seat is allocated to each Head of delegation at the Main Conference Table with seating for Alternates and Advisers behind. Observers shall have separate seats arranged at a designated location.

### Hours of Meeting

Please note the hours of work for your information:

Meeting of the Parties to the Waigani, Apia and SPREP and Conventions	Sat, 20 July 2002 Sun, 21 July 2002	8.30 am – 5.00 pm 8.30 am – 3.00 pm
Official Opening Ceremony for the Thirteenth SPREP Meeting of Officials & Reception by the SPREP Director	Sun, 21 July 2002	6.00 pm – 8.30 pm
SPREP Meeting of Officials	Mon, 22 – Wed, 24 July 2002	8.30 am – 5.00 pm
Adoption of the report of the Thirteenth SPREP Meeting of Officials and Briefing of Ministers by Government Officials	Thur, 25 July 2002	8.30 am – 12.00 pm
Official Opening Ceremony of the Environment Ministers' Forum & Reception by the Government of the Republic of Marshall Islands	Thur, 25 July 2002	6.00pm – 8.30 pm
Environment Ministers' Forum	Fri, 26 July 2002	8.30 am – 5.00 pm
International Waters Project (IWP) Tripartite Meeting of Forum Island Countries (FICs only)	Sat, 27 July 2002	8.30 am – 3.00 pm



### **Transport to and from Airport**

Transport will be provided upon arrival and departure. Please ensure that your confirmed travel itinerary is sent to SPREP at least three weeks prior to the Meeting (i.e. 28 June) to assist the Host Government and SPREP in organising airport transfers.

### **Transport to and from Venue**

The location of the conference venue is in town and within walking distance of most services and shops. Delegates will however be provided transport by the host nation to and from the venue in the morning and after the meeting.

### **Travel Confirmation**

Participants are advised to please present their tickets to the SPREP Secretariat on the first day of the meeting for re-confirmation of onward flights, ticket amendments and transport arrangements. It is strongly advised that tickets be handed in as soon as you arrive for re-confirmation of your onward flights.

### **Entry Requirement**

Entry Permit is not required, however a one-month visa to enter the Republic of Marshall Islands will be issued on arrival at the Airport by the Immigration Officials on presentation of an onward/return ticket and valid passport.

### **Health and Medical Assistance**

Immunization from Cholera is required if arriving from infected areas. The Republic of Marshall Islands has one Public Hospital and one Private Clinic both located in the Delap village area. Cost for visits to the Public Hospital is US \$17.00 for non-residents. For emergencies please call 625 4144 and for outpatient needs call 625 3399 ext 2270. Visits to the Private Clinic, Majuro Clinic are USD 17.50 and can be reached at 625 6455 and office hours from 9.00 am – 12.00 pm and 2.00 pm – 6.00 pm and from 9.00 am – 12.00 pm on Saturdays.

### **Electricity**

Majuro's electricity supply is 110-volt/60 cycles.

## Telecommunications

The main Post and National Telecommunication is situated in Delap which opens 24hr/day and offers the following services:

- Telephone and Telex
- Facsimile
- Internet

## Internet and Email Services

Access to the Internet and Email Services and other business use facilities (outgoing faxes, reservations, rental cars and general guest activity assistance), are available at the two hotels. In addition, one internet cafe is located at the Flame Tree Backpackers in central Marshall Islands.

## Marshall Islands' Commercial Hours

**Monday – Friday: 8.00 AM – 5.00 PM**, with lunch from noon to 1.00 PM

There are two main shopping centers:

- Gibson's Shopping Centre      Monday – Saturday: 8.00 am – 8.00 pm  
Sundays: 9.00 am – 6.00 pm
- Robert Reimers Enterprises      Monday – Thursday: 8.00 am – 8.00 pm  
Friday – Saturday: 8.00 am – 9.00 pm  
Sundays: 8.00 am – 7.00 pm

There are also many mini stores that are opened until 10.00 pm and you can find some small mom and pop stores open 24 hours a day.

## Financial Services

Marshall Islands has three commercial banks:

- Bank of Hawaii (located in Delap)**      Monday – Thursday: 9.00 am – 3.00 pm  
Friday: 9.00 am – 6.00 pm
- Bank of Guam (located in Uliga)**      Monday – Thursday: 10.00 am – 3.00 pm  
Friday: 10.00 am – 6.00 pm
- Bank of Marshall Islands (located in Uliga and at the Airport)**  
Monday – Friday: 9.00 am – 6.00 pm  
Saturday: 1.00 pm – 4.00 pm

ATM Machines are available at the Bank of Hawaii and the Bank of Guam.

Money exchange, travelers cheques and money wiring services are available with all three banks and Western Union, which is located inside the Robert Reimers main store.

### **Telephone / Fax**

Telephone services will be available to all participants at the meeting venue for local calls only. For international calls and faxes, participants are strongly advised to please use the hotel facilities or the Post and Telecommunication facilities down-town.

### **Morning / Afternoon Teas**

Morning / Afternoon Teas will be provided during the meetings.

### **Departure Tax**

There is a Departure tax of US\$20.00. This is paid at the airport on departure.

### **Dress Code**

Dress will be formal for the Official Opening and informal during the working sessions. It is recommended that cool, loose fitting clothes are accepted in most places. Sunscreen is also recommended. Smart casual eveningwear is appropriate for hotels and restaurants.

### **Language**

The meetings will be conducted in English and French with simultaneous interpretation to French.

### **Liability for Personal Injury**

SPREP will not accept liability for any injury suffered by a person sponsored by SPREP to attend the meeting. We strongly recommend that every participant should take out personal insurance at his/her own expense for the period in which he/she is travelling to and from home of residence.

### **Programme of Activities**

A Programme of Activities is provided in your package of documents for your information.

### **Documentation**

We assume that all delegates will be bringing their Meeting Documents to the meeting.

## Participants List

A provisional participants list will be circulated during the meeting for delegates to confirm or make corrections to names, designations, contact address including phone/fax and email numbers. Please return this list to the Secretariat in order for us to print an official participants list before the meeting closes.

## Marshall Islands Visitors Bureau

Please refer to the enclosed Marshall Islands Visitors Authority (MIVA) pamphlets for information on Churches, Entertainment, Recreational Facilities, Restaurants, Shopping and other useful information.

## General

For further information please do not hesitate to contact:

Ms Pisaina Leilua-Lei Sam  
Business Support Manager

[pisainal@sprep.org.ws](mailto:pisainal@sprep.org.ws)

Ms Saunoa Mata'u  
Conference/Travel Officer, SPREP

[saunoam@sprep.org.ws](mailto:saunoam@sprep.org.ws)

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8 May, 2002

# P R O G R A M M E

**Thirteenth SPREP Meeting, Environment Ministers' Forum  
and Associated Meetings  
Parliament House Conference Room  
Majuro, Marshall Islands  
20 – 27 July, 2002**

## **Saturday 20 July, 2002**

**8.30 am – 5.00pm**

Meeting of the Parties to the Waigani Convention

Followed by Meeting of the Parties to the Apia and SPREP Conventions

## **Sunday 21 July, 2002**

**8.30am - 12.00 noon**

Continuation of Meeting of the Parties to the Apia and SPREP Conventions

**6.00pm – 6.30pm**

Official Opening of the 13<sup>th</sup> SPREP Meeting of Officials, Parliament House

**6.45pm – 8.30pm**

Official Reception hosted by SPREP, Outrigger Marshall Islands Resort

## **Monday 22 July, 2002**

**8.30am – 5.00pm**

Thirteenth SPREP Meeting of Officials in Session

**5.30pm – 6.30pm**

Report Drafting Sub-Committee meets

## **Tuesday 23 July, 2002**

**8.30am – 5.00pm**

Meeting in Session

**5.30pm – 6.30pm**

Report Drafting Sub-Committee meets

**Wednesday 24 July, 2002**

**8.30am – 5.00pm**

Meeting in Session

**5.30pm – 6.30pm**

Report Drafting Sub-Committee meets

**Thursday 25 July, 2002**

**8.30am – 12.00 noon**

Officials meeting in session for Approval of Meeting Report

**6.00pm – 6.30pm**

Environment Ministers' Forum - Official Opening Ceremony

**6.30pm – 8.30pm**

Reception hosted by the Government of the Republic of the Marshall Islands

**Friday 26 July, 2002**

**8.30 am – 5.00 pm**

Environment Ministers' Forum in Session

**5.00pm – 5.30pm**

Closing Ceremony

**Saturday 27 July, 2002**

**8.30am – 3.00pm**

Tripartite Meeting – International Waters Programme (IWP)

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20 May 2002



**South Pacific Regional Environment Programme  
(SPREP)**

**Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands  
21 – 25 July, 2002

**Documentation**

<b>Agenda Items</b>	<b>Working Paper Title</b>	<b>Working Paper Number</b>
-	<b>Delegates' Information</b>	<b>Meeting Information</b>
-	<b>Programme of Events</b>	<b>Programme</b>
-	<b>Participants List</b>	<b>Participants List</b>
-	<b>Agenda</b>	<b>Agenda</b>
<b>Agenda Item 1</b>	<b>Official Opening</b>	See Programme
<b>Agenda Item 2</b>	<b>Appointment of Chair and Vice-Chair</b>	WP.2
<b>Agenda Item 3</b>	<b>Adoption of Agenda and Working Procedures</b>	WP.3 WP.3/Att.1
<b>Agenda Item 4</b>	<b>Action Taken on Matters Arising from Twelfth SPREP Meeting</b>	WP.4
<b>Agenda Item 5</b>	<b>Presentation of Annual Report for 2001 and Director's Overview of Progress since Twelfth SPREP Meeting</b>	WP.5 Director's Overview (to be distributed at time of verbal presentation) WP.5/Att.1
<b>Agenda Item 6</b>	<b>Performance Review</b>	
<u>Agenda Item 6.1</u>	<u>Work Programme Evaluation</u>	
Agenda Item 6.1.1	Implementation of the 2001 Work Programme	WP.6.1.1
<u>Agenda Item 6.2</u>	<u>Financial Reports</u>	
Agenda Item 6.2.1	Report on Members' Contributions	WP.6.2.1 WP.6.2.1/Att.1
Agenda Item 6.2.2	Cash Flow and Primary Functions	WP.6.2.2
Agenda Item 6.2.3	Audited Annual Accounts for 2001	WP.6.2.3 WP.6.2.3/Att.1
<b>Agenda Item 7</b>	<b>Work Programme and Budget</b>	
<u>Agenda Item 7.1</u>	<u>Proposed Work Programme and Budget for 2003 and indicative budgets for 2004 and 2005</u>	WP.7.1 WP.7.1/Att.1
<u>Agenda Item 7.2</u>	<u>Programme Issues Requiring Members' Decision</u>	
<b>Agenda Item 7.2.1</b>	<b>Nature Conservation</b>	
Agenda Item 7.2.1.1	Review Process - Action Strategy for Nature Conservation 2003 - 2007	WP.7.2.1.1
Agenda Item 7.2.1.2	Pacific Islands Roundtable for Nature Conservation.	WP.7.2.1.2
Agenda Item 7.2.1.3	Nature Conservation Programme Concept	WP.7.2.1.3

Agenda Items	Working Paper Title	Working Paper Number
<b>Agenda Item 7.2.2</b>	<b>Pollution Prevention</b>	
Agenda Item 7.2.2.1	Regional Strategy to Address Marine Pollution from World War II Wrecks	WP.7.2.2.1 WP.7.2.2.1/Att.1 WP.7.2.2.1/Att.2
Agenda Item 7.2.2.2	Year of Waste and Regional Waste Clean-up (2004)	WP.7.2.2.2 WP.7.2.2.2/Att.1
Agenda Item 7.2.2.3	Review of Ships' Wastes Reception Facilities Implication for MARPOL 73/78	WP.7.2.2.3
<b>Agenda Item 7.2.3</b>	<b>Climate Change Variability</b>	
Agenda Item 7.2.3.1	Implementation of the Montreal Protocol in the Pacific Islands Region	WP.7.2.3.1
Agenda Item 7.2.3.2	Improving Operational Meteorological Services	WP.7.2.3.2 WP.7.2.3.2/Att.1
<b>Agenda Item 7.2.4</b>	<b>Sustainable Economic Development</b>	
Agenda Item 7.2.4.1	Trade and Environment	WP.7.2.4.1 WP.7.2.4.1/Att.1
Agenda Item 7.2.4.2	EIA and Integrated Environmental Planning	WP.7.2.4.2 WP.7.2.4.2/Att.1
<b>Agenda Item 7.3</b>	<b>Financial Issues Requiring Members' Decision</b>	
Agenda Item 7.3.1	Approval of Work Programme and Budget	WP.7.3.1
<b>Agenda Item 8</b>	<b>Institutional Matters</b>	
Agenda Item 8.1	Report on SPREP Centre (Training and Education Centre and Information Resource Centre)	WP.8.1
Agenda Item 8.2	Staff Appointments – Matters for Noting [ <i>Verbal presentation by the Secretariat</i> ]	WP.8.2
Agenda Item 8.3	Staff Regulations	WP.8.3 WP.8.3/Att.1 WP.8.3/Att.2
Agenda Item 8.4	Proposed Name Change for the Organisation [Guam] [ <i>Presentation by Guam</i> ]	WP.8.4
Agenda Item 8.5	Proposed New Title to Post of Director	WP.8.5
Agenda Item 8.6	Appointment of Auditors [ <i>This paper will be sent out as soon as available</i> ]	WP.8.6 WP.8.6/Att.1
Agenda Item 8.7	Instructions to the Director	WP.8.7 WP.8.7/Att.1 WP.8.7/Att.2
Agenda Item 8.8	Appointment of SPREP Director [Closed Session]	WP.8.8 WP.8.8/Att.1 WP.8.8/Att.2

<b>Agenda Items</b>	<b>Working Paper Title</b>	<b>Working Paper Number</b>
<b>Agenda Item 9</b>	<b>Policy and Regional Coordination</b>	
Agenda Item 9.1	Council of Regional Organisations in the Pacific (CROP)	WP.9.1
Agenda Item 9.2	World Summit on Sustainable Development (WSSD)	WP.9.2
Agenda Item 9.3	International Waters Programme	WP.9.3
Agenda Item 9.4	Pacific Islands Regional Ocean Policy	WP.9.4 WP.9.4/Att.1
Agenda Item 9.5	Pacific Islands Information and Communication Technologies, Policy and Strategic Plan	WP.9.5 WP.9.5/Att.1
Agenda Item 9.6	Domestic Whale Sanctuaries [Australia]	WP.9.6
<b>Agenda Item 10</b>	<b>Conventions - Regional</b>	
Agenda Item 10.1	Report of Meetings of the Parties to Apia, SPREP and Waigani Conventions	WP.10.1
<b>Agenda Item 11</b>	<b>Items Proposed by Members</b>	
<b>Agenda Item 12</b>	<b>Statements by Observers</b>	
<b>Agenda Item 13</b>	<b>Other Business</b>	
<b>Agenda Item 14</b>	<b>Date and Venue of Fourteenth SPREP Meeting</b>	
<b>Agenda Item 15</b>	<b>Adoption of Report</b>	
<b>Agenda Item 16</b>	<b>Close</b>	

12 June 2002



## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting

Majuro, Marshall Islands

21-25 July 2002

### Provisional Agenda

#### Sunday 21 July, 2002 – Official Opening

- Agenda Item 1:      **Official Opening**      6.00pm – 6.30pm  
                                          **Official Reception**      6.30pm – 8.30pm

#### Monday 22 – Thursday 25 July, 2002

#### Meeting of Officials (8.30am – 5.00pm)

- Agenda Item 2:      **Appointment of Chair and Vice-Chair**
- Agenda Item 3:      **Adoption of Agenda and Working Procedures**
- Agenda Item 4:      **Action Taken on Matters Arising from Twelfth SPREP Meeting**
- Agenda Item 5:      **Presentation of Annual Report for 2001 and Director's Overview of Progress since Twelfth SPREP Meeting**
- Agenda Item 6:      **Performance Review**
- 6.1      Work Programme Evaluation
- 6.1.1      Implementation of the 2001 Work Programme
- 6.2      Financial Reports
- 6.2.1      Report on Members' Contributions
- 6.2.2      Cash Flow and Primary Functions
- 6.2.3      Audited Annual Accounts for 2001
- Agenda Item 7:      **Work Programme and Budget**
- 7.1      Proposed Work Programme and Budget for 2003 and indicative budgets for 2004 and 2005
- 7.2      Programme Issues Requiring Members' Decision
- 7.2.1      *Nature Conservation*
- 7.2.1.1      Review Process - Action Strategy for Nature Conservation 2003 - 2007
- 7.2.1.2      Pacific Islands Roundtable for Nature Conservation
- 7.2.1.3      Nature Conservation Programme Concept

**7.2.2 Pollution Prevention**

- 7.2.2.1 Regional Strategy to Address Marine Pollution from World War II Wrecks
- 7.2.2.2 Year of Waste and Regional Waste Clean-up (2004)
- 7.2.2.3 Review of Ships' Wastes Reception Facilities – Implication for MARPOL 73/78

**7.2.3 Climate Change and Variability**

- 7.2.3.1 Implementation of the Montreal Protocol in the Pacific Islands Region.
- 7.2.3.2 Improving Operational Meteorological Services

**7.2.4 Economic Development**

- 7.2.4.1 Trade and Environment
- 7.2.4.2 EIA and Integrated Environmental Planning

**7.3 Financial Issues Requiring Members' Decision**

- 7.3.1 Approval of Work Programme and Budget

**Agenda Item 8: Institutional Matters**

- 8.1 Report on SPREP Centre (Training and Education Centre and Information Resource Centre)
- 8.2 Staff Appointments – Matters for Noting
- 8.3 Staff Regulations
- 8.4 Proposed Name Change for the Organisation [Guam]
- 8.5 Proposed New Title to Post of Director
- 8.6 Appointment of Auditors
- 8.7 Instructions to the Director
- 8.8 Appointment of SPREP Director [Closed Session]

**Agenda Item 9: Policy and Regional Coordination**

- 9.1 Council of Regional Organisations in the Pacific (CROP)
- 9.2 World Summit on Sustainable Development (WSSD)
- 9.3 International Waters Programme (IWP)
- 9.4 Pacific Islands Regional Ocean Policy
- 9.5 Pacific Islands Information and Communication Technologies, Policy and Strategic Plan
- 9.6 Domestic Whale Sanctuaries [Australia]

**Agenda Item 10: Conventions – Regional**

- 10.1 Report of Meetings of the Parties to Apia, SPREP and Waigani Conventions

**Agenda Item 11: Items Proposed by Members**

**Agenda Item 12: Statements by Observers**

**Agenda Item 13: Other Business**

**Agenda Item 14: Date and Venue of Fourteenth SPREP Meeting**

**Agenda Item 15: Adoption of Report**

**Agenda Item 16: Close**

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6 May 2002



## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting of Officials

Majuro, Marshall Islands

21 – 25 July, 2002

#### Agenda Item 2: Appointment of Chair and Vice-Chair

##### Background

1. In accordance with the "*Rules of Procedure of the SPREP Meeting*", where a Meeting is hosted by the Secretariat, the Chair shall rotate alphabetically. Where a Meeting is not hosted by the Secretariat, the Chair shall be provided by the host country. (Rules 8.1 and 8.2).
2. Accordingly, the **Chair** of the Thirteenth SPREP Meeting will be **Marshall Islands**, the host country.
3. The Rules also provide (Rules 8.3) that the Vice-Chair shall rotate alphabetically whether or not the Meeting is hosted by the Secretariat. The Vice-Chair of the Twelfth SPREP Meeting was Guam. Under the principle of alphabetical rotation, therefore, **Kiribati** should be appointed **Vice-Chair** of the Thirteenth SPREP Meeting.

##### Recommendation

4. The Meeting is invited:
  - to **appoint** the Representative of the **Marshall Islands** as **Chair**; and
  - to **appoint** the Representative of **Kiribati** as **Vice-Chair**.

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12 April, 2002



## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands

21 – 25 July, 2002

### **Agenda Item 3: Adoption of Agenda and Working Procedures**

#### **Agenda**

1. The Provisional Agenda appears in the Working Paper documentation as 13SM/ Officials/Provisional Agenda/Rev.1

#### **Timetable**

2. Suggested hours of work for the Meeting are contained in the attached (13SM/Officials/WP.3/Att.1).

#### **Sub-committees**

3. An open-ended representative Report Drafting Sub-committee should be appointed to assist with the report of the Meeting.
4. An earlier SPREP Meeting (11SM Guam, 2000), agreed that Work Programme and Budget matters, given their importance, should be addressed in plenary rather than in a Sub-committee. Accordingly the Secretariat is not proposing, unless otherwise directed by the Meeting, that a Work Programme and Budget Sub-committee be appointed.

#### **Recommendation**

5. The Meeting is invited to:
    - **consider** and **adopt** the Provisional Agenda;
    - **agree** on hours of work; and
    - **appoint** an open-ended Report Drafting Sub-committee.
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9 May, 2002



## South Pacific Regional Environment Programme (SPREP)

**Thirteenth SPREP Meeting of Officials**  
Majuro, Marshall Islands  
21-25 July 2002

### Suggested Hours of Work

Sunday, 21	Time	Monday, 22	Tuesday, 23	Wednesday, 24	Thursday, 25
<b>6.00 – 6.30pm</b> Official Opening of the 13 <sup>th</sup> SPREP Meeting of Officials, Parliament House	8.30 – 10.00	Meeting of Officials in session	Meeting of Officials in session	Meeting of Officials in session	Officials meeting in session for Approval of Meeting Report
	10.00 – 10.30	<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>
<b>6.45 – 8.30pm</b> Official Reception hosted by SPREP, Outrigger Marshall Islands Resort	10.30 – 12.00	Meeting in Session	Meeting in Session	Meeting in Session	Meeting of Officials Closed
	12.00 – 1.30	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<b>6.00 – 6.30 pm</b> Environment Ministers' Forum - Official Opening Ceremony
	1.30 – 3.00	Meeting in Session	Meeting in Session	Meeting in Session	<b>6.30 – 8.30pm</b> Reception – Hosted by Government of the Marshall Islands
	3.00 – 3.30	<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>	
	3.30 – 5.00	Meeting in Session	Meeting in Session	Meeting in Session	Meeting in Session
5.30 – 6.30	Report Drafting Sub- Committee meets				
6.30 – 8.30	Own arrangements	Own arrangements	Own arrangements	Own arrangements	



## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting of Officials

Majuro, Marshall Islands

21 – 25 July, 2002

#### Agenda Item 4: Action Taken on Matters Arising from Twelfth SPREP Meeting

#### Purpose of Paper

- To report on the status of matters arising from the Twelfth SPREP Meeting as outlined below.

Agenda Topic	Report Paragraph Number	Matter Arising	Status
Agenda Item 7.1 CROP Harmonisation including Job Sizing	72	The Meeting adopted the recommended Remuneration and Grading Structure, with inclusion of Assistant Programme Officer (APO) positions within the Professional Staff structure, noting the subsequent removal of the CROP recommended grades G and H from the support staff remuneration gradings; and the sub-division of grade F into F1, F2 and F3 as well as the amalgamation of grades B with C and D with E, in the support staff salary grading. The approved Remuneration and Grading Structure for professional and support staff is attached as Annex VII.	The adopted new CROP harmonised remuneration system became effective on 1 January 2002 and as of the end of April 2002 had become applicable to 36 new contracts and will progressively be applied to all new contracts or extensions. The implementation of the new terms and conditions also require appropriate amendments to Staff Regulations and a revised document is tabled for adoption under Agenda Item 8.3.
	74	The Secretariat then presented the Meeting with an assessment of cost implications for implementing the new harmonised terms and conditions on 1 January, 2001 or 1 January, 2002. On the basis of subsequent discussions, the Meeting agreed that the new terms and conditions would apply to new contracts issued from 1 January, 2002.	

Agenda Topic	Report Paragraph Number	Matter Arising	Status
<b>Agenda Item 7.2:</b> Organisation Structure	86	The Meeting, taking into consideration all the issues raised by representatives, adopted the Preferred Structure proposed by the Secretariat and agreed that it be gradually phased in, with the degree of its implementation being subject to the availability of funds.	The new organization structure is now in effect and in accordance with the SPREP Meeting decision will be implemented incrementally as finance and circumstances permit.
<b>Agenda Item 8.8:</b> Work Programme and Budget	94	The representatives of the Cook Islands, Marshall Islands, Niue, Samoa and Tuvalu expressed the need for Members to fully commit to the organization and further urged all Members to consider paying their contributions. The representative of Samoa proposed that the Director write to leaders of Members that were in arrears to meet these payments to enable the organization to meet its priority activities. The Meeting endorsed this proposal, noting that had Members met their agreed contributions, the situation with which the Meeting was now faced, would not have arisen.	As directed, the Director wrote to Heads of Government seeking payment of arrears. At this stage contributions payments are coming in albeit slowly. The Secretariat would be able to provide a clearer result at time of the meeting.
	104	The Meeting, in adopting the proposal by Samoa and the Work Programme and Budget, further directed the Secretariat that the 13SM be for a full five working days to allow sufficient opportunity for Members to fully review and prioritise Work Programme activities.	As directed, the SPREP Meeting – Official and Ministerial – is planned for a full week. The Secretariat has also streamlined the agenda so that sufficient time is devoted by Members to debating priority issues and those that require direction and decision.

<p><b>Agenda Item 8.3.1.5:</b> Proposal for a South Pacific Whale Sanctuary</p>	128	<p>The Meeting, in noting the agreement of the Forum Leaders' Meeting (Nauru, 14-15 August, 2001) on the development of Whale Sanctuaries in the region, agreed:</p> <ul style="list-style-type: none"> <li>• to the activities listed under the "Apia Statement" Framework;</li> <li>• to participate in, and provide further direction for, future RMMCP work; and</li> <li>• on the need for a RMMCP Strategy Review Meeting, that will inter alia address actions needed for implementation of the SPWS proposal.</li> </ul>	<p>Development of whale sanctuaries in the region has progressed further. Cook Islands has taken the initiative and has declared her EEZ a Whale Sanctuary, while French Polynesia, Niue, and Papua New Guinea has indicated their intentions to declare the EEZs as whale Sanctuaries.</p> <p>A regional meeting is proposed in October to review the Regional Marine Mammal Conservation Programme.</p>
<p><b>Agenda Item 8.3.3.1:</b> Pacific Islands Climate Change Assistance Programme (PICCAP) – Future Direction</p>	136	<p>The Meeting noted the outcomes of the Nadi Meeting and Ministerial Statement; requested the Secretariat to seek resources for convening similar meetings on an annual basis; and agreed to the further development of a programmatic approach to climate change, variability and sea level-rise and the examination of a similar approach to other Key Result Areas (KRAs).</p>	<p>Similarly to other KRAs, funding for future meetings will be primarily provided by participants and the host. However, a possible outcome of the high level adaptation meeting in May 2002 may identify and secure funding to enable supported participation on an annual basis.</p>
<p><b>Agenda Item 8.3.5.1:</b> Waigani and Apia Conventions</p>	155	<p>With regard to the Waigani Convention, the Meeting:</p> <ul style="list-style-type: none"> <li>• noted the progress made towards the entry into force of the Waigani Convention;</li> <li>• endorsed the Activity Plan for the Ratification and Implementation of the Waigani Convention; and</li> <li>• urged additional countries to become Party to the Waigani Convention.</li> </ul>	<p>The Waigani Convention came into effect on 20 October 2001, 30 days after the tenth signatory, the Government of Tuvalu deposited its instrument of ratification. The first conference of the Parties took place last Saturday (20 July 2002).</p>
<p><b>Agenda Item 9.1:</b> Report on SPREP Centre, Information Resource Centre (IRC) and Training and Education Centre (TEC) – Progress</p>	164	<p>The Secretariat advised that both Centres were progressing on schedule. The Training and Education Centre and the Information Resource Centre were due for completing in March and January, 2002 respectively.</p>	<p>A detailed report on this will be tabled later in the Agenda under Item 8.1.</p>

<p><b>Agenda Item 9.2:</b> Financial Regulations</p>	<p>167</p>	<p>The Meeting, on the recommendation of the representative of Samoa, agreed to defer discussion of the amendments to the Financial regulations to the 13SM with further opportunity being given to Members to consider these prior to the Meeting.</p>	<p>Upon further reflection, the Secretariat has considered that the current Financial Regulations are appropriate and relevant and therefore does not need changing.</p>
<p><b>Agenda Item 9.3:</b> Staff Regulations</p>	<p>170</p>	<p>The Meeting, agreed to defer examining the amendments to Staff Regulations to the 13SM, noting that the legal authority for approval of the activities of the Secretariat was authorised by the 12SM to recruit new staff under the approved CROP harmonised conditions and it was agreed that the Staff Regulations would be applied to all new contracts from 1 January 2002.</p>	<p>As earlier noted in this report, a revised Staff Regulations to incorporate the relevant decisions of the 12<sup>th</sup> SPREP Meeting will be tabled later in the agenda for approval by the Meeting.</p>
<p><b>Agenda Item 9.4:</b> Process for appointment of Director</p>	<p>176</p>	<p>The Meeting:</p> <ul style="list-style-type: none"> <li>• appointed the Solomon Islands (Melanesia), French Polynesia (Polynesia) and the permanent representation in Samoa (Australia, New Zealand, Samoa, Tokelau and United States of America) additional to the current Chair (Federated States of Micronesia), to the Selection Advisory Committee (SAC);</li> <li>• decided that the SAC, at a date to be determined by the Sac chair in consultation with the Secretariat, would meet in Apia, Samoa; and</li> <li>• endorsed the suggested amendment to Rule 8 of the rules and Procedures for Appointment of Director. The Amended Rule 8 now reads:</li> <li>• "the successful applicant shall be appointed for a period of three years in the first instance. The incumbent may seek reappointment, through application, for a further period of three years. The maximum length of service of any individual is six years".</li> </ul>	<p>In accordance with this decision the Selection Advisory Committee was constituted and met to agree on a short list, do interviews and report to the SPREP Meeting which will make the appointment. The report of the SAC will be tabled separately later in the Agenda.</p>

<b>Agenda Item 11:</b> Items Proposed by Members	195	The representative of Guam sought clarification from the Secretariat on the process for proposing a change of the name of SPREP. The Secretariat advised that the process was to submit a form written proposal to the Secretariat for the issue to be raised at the 13SM.	The Government of Guam was requested to provide this Meeting with a working paper upon which discussion and if necessary, a decision would be based.
	196	The representative of the Federated States of Micronesia raised the important issue of marine pollution from World War II relics throughout the Pacific Region. He thanked the Government of the United States of America, SPREP and SOPAC for their assistance to date in addressing this issue. However, he noted the need for a more systematic and proactive approach to this issue throughout the Pacific. The representative of the Federated States of Micronesia requested the Secretariat to develop a Regional Strategy or mechanism to address this issue to be prepared for the 13SM. The representative of Samoa endorsed a regional approach. The Secretariat agreed that a more systematic and proactive approach was required and should be addressed in consultation with other CROP agencies. The representative of SOPAC suggested that the issue be transferred to the CROP Marine Sector Working Group to work on a strategy within the next year. The representative of the Solomon Islands thanked the Federated States of Micronesia for raising the issue and thanked SOPAC for their work in the field. He suggested the need to address the legal issues related to relics and oil spills, to identify who was responsible for these issues to reduce pressure on SPREP and SOPAC in addressing this.	The Secretariat did undertake work on this important concern as requested and this is the subject of a separate working paper tabled under Agenda Item 7.2.

### Recommendation

The Meeting is invited to:

- **note** the status of action undertaken by the Secretariat on matters arising from the Twelfth SPREP Meeting.



**South Pacific Regional Environment Programme  
(SPREP)**

**Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands

21 – 25 July, 2002

**Agenda Item 5: Presentation of Annual Report for 2001 and  
Director's Overview of Progress since the Twelfth SPREP  
Meeting**

**Agenda**

1. To table SPREP's Annual Report for the Year 2001 and to present an overview of progress since the Twelfth SPREP Meeting (Apia, September 2001).

**Timetable**

2. Attached is the Annual Report for the Year 2001. The Director will verbally present his Overview, a copy of which will be distributed immediately following his presentation. As well as providing an overview on progress, the Director's presentation is intended to alert Members to emerging issues and trends and to raise matters on which the Director seeks further direction and advice.
3. The Secretariat's Technical Report on Action Plan Implementation will cover specific details of Work Programme implementation under Agenda Item 6.1.1.

**Recommendation**

4. The Meeting is invited to:
  - **discuss** the issues raised by the Director in his Overview;
  - **provide advice** and direction to the Secretariat; and
  - **endorse** the Year 2001 Annual Report.

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19 April, 2002



## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands

21 – 25 July, 2002

#### **Agenda Item 6.1.1: Implementation of the 2001 Work Programme**

#### **Purpose of Paper**

1. To report on the implementation of the 2001 Work Programme under the 2001-2004 Action Plan.

#### **Background**

2. The Secretariat reported to the 12SM on implementation of the 2001 Work Programme for the period January to June 2001 outlining achievements.
3. To assist Management in the effective monitoring and evaluation of output performance by the Secretariat based on the implementation and delivery of annual work programme outputs, it has for the past two years submitted annual performance reports for a performance assessment and audit by an independent auditor, Betham and Company. This process of performance auditing is a Management tool and has provided the means for improving the Secretariat's services to Members and has found this exercise valuable in pointing the way to better performance.
4. The full report on the Performance Audit of the 2001 Work Programme implementation is presented in Information Paper (13SM/Information Paper 2) which provides in detail the status of achievements of the specified output performance measures for the period January to December 2001.

5. The Performance Audit Report shows that 58% of the performance measures were achieved. The Report also highlights the main factors contributing to the delay and non-achievement of some performance measures in the 2001 Work Programme as:

- Lack of in-country collaboration and responses;
- Insufficient prioritisation and ownership of outputs and activities by some countries involved;
- The inclusion of unsecured funding in the budget;
- Some performance measures were originally based on estimates of funds to be made available however, funding targets were not achieved, and therefore performance measures could not be achieved;
- Performance indicators not clearly defined, thereby making it difficult to relate the actual achievement for particular outputs to the performance indicator for the respective outputs;
- Additional achievements not included in approved work programme;
- Some of the performance measures realistically could not be achieved within a 12 month period due to the on-going nature of some of SPREP's outputs and activities in relation to technical advisory services has made it difficult to link achievements to performance measures;
- The delay in recruitment of some staff due to funding constraints; and
- The need for timely reviews of work programme implementation, as an effective management and monitoring tool to detect constraints, monitor progress of performance measures and identify appropriate action.

6. Management has initiated already the following actions to address some of the issues identified in the Performance Audit Report.

- Output performance measures in the Proposed 2003 Work Programme and Budget have been refined and improved for effective and timely performance assessments and review;
- The inclusion of unsecured funding in the Proposed 2003 Work Programme and Budget have been closely reviewed and taken into account to minimise impact on future performance and delivery;
- Recruitment process for approved staff positions under review;
- Periodic and timely reviews of work programme implementation and performance to effectively monitor progress and to allow timely identification of constraints and appropriate action; and
- Initiated a process to encourage stronger member participation in prioritisation and ownership of outputs and activities in annual work programmes. This process include obtaining members endorsement of programme and project concept proposals in priority focus areas in the four Key Result Areas and Processes areas either at technical meetings and workshops and final endorsement by the SPREP Meetings. Following approval by the SPREP Meeting(s), the Secretariat will finalise programme and project proposals to secure donor funding.

7. The 2001 Work Programme and Budget was developed and presented in line with the *Action Plan for Managing the Environment of the Pacific Islands Region, 2001-2004* approved at the 11SM in Guam, October, 2000. It identifies annual outputs under the focal areas of the following four (4) Key Result Areas (KRAs), which are critical to achieving sustainable development in the region.

- Nature Conservation;
- Pollution Prevention;
- Climate Change and Variability;
- Economic Development.

8. In addition, a number of Processes and Interventions were identified to assist in implementation of activities under the Key Result Areas. These include:

- Policy, Planning and Institutional Strengthening;
- Human Resource Development;
- Communications and Information;
- Technical Advice and Backstopping.

### **Recommendation**

9. The Meeting is invited to:

- **consider** the Report; especially the constraints affecting programme implementation and
  - **provide guidance** to the Secretariat on continued effective Work Programme implementation.
- 

11 June, 2002



## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands

21 – 25 July, 2002

#### **Agenda Item 6.2.1: Report on Members' Contributions**

##### **Purpose of Paper**

1. To report on the receipt of Members' contributions in accordance with Financial Regulation 13.

##### **Background**

2. Financial Regulation 13 requires the Director to submit to each SPREP Meeting a report on the receipt of Members' contributions. This report addresses Members' contributions received during 2001. It also provides an update on the status of Members' contributions received in 2002, up to 30 April, and the unpaid balances of contributions as at 30 April 2002.

##### **Members' Contributions received in 2001 and 2002 (to 30 April 2002)**

3. As the attached table would indicate a total of US\$600,267 relating to members contributions for the 2001 financial year were received by the Secretariat out of total contributions of US\$668,850 for 2001. So far this year (as at 30 April), the Secretariat has received US\$270,215 in lieu of 2002 contributions which total US\$717,850.

##### **Outstanding Contributions**

4. For 2001, after total receipts of US\$600,267 are taken into account, a balance of US\$68,583 unpaid contributions for that year is left. This, plus contributions in arrears outstanding from previous years of US\$244,566 made total unpaid contributions as at end of 2001 stand at US\$313,149. This translates to 46.8% of total collectable contributions for 2001. The largest share of unpaid contributions relate to years prior to 2000. The total balance of outstanding contributions for the 2002 and previous financial years, as at 30 April 2002, stood at US\$756,627. This represents 105.4% of total contributions for the 2002 financial year.

5. About US\$34,804 of these outstanding contributions relate to Pitcairn which had lodged last June its intention to withdraw which became effective June this year. The Meeting should direct the Secretariat on what to do with this sum. Since Pitcairn never really participated in the work of SPREP or benefit directly from the work of the Secretariat, the Meeting might consider writing off these outstanding contributions. The Meeting also should decide on how Pitcairn's assigned 1.158% of contributions be redistributed among the remaining members. This would be addressed formally and hopefully decided upon in discussions under Agenda Item 7 – the Work Programme and Budget for 2003.

6. While the contributions increases for the 2001 and 2002 financial years were agreed to by the majority of the members, some countries had reservations. This notwithstanding, many which have paid, have met the full contribution. While the government of the United States had not endorsed the increases, it had nevertheless pledged US\$200,000 for its 2002 contribution with the balance to assist the Secretariat with its 2002 operating costs.

7. While these manifest commitments are greatly appreciated by the Secretariat, the fact remains that the problem of unpaid contributions in SPREP is most grave, exceeding total annual contributions for 2002 and is by far the worst in any CROP agency. This is a severe handicap to the work of the Secretariat and restricts its effectiveness and efficiency and members must decide on a solution. To the end of April, only nine out of twenty five members have made any substantive payment towards their contributions.

### **Recommendation**

8. The Meeting is invited to:

- **consider** the report and **decide** on how the substantial arrears problem is to be resolved;
- **decide** on what action to take on Pitcairn's outstanding contributions; and
- to **commit** itself to paying contributions at least the base sum in full in 2002.

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23 May 2002

MEMBER COUNTRY	Balance as at 31-Dec-99	2000 Cont Payable	Payments Received	Balance as at 31-Dec-00	2001 Cont Payable	2001 Add'l Cont Payable	Payments Received	Balance as at 31-Dec-01	2002 Cont Payable	2002 Add'l Cont Payable	Payments Received as at 30-Apr-02	Balance as at 30-Apr-02
American Samoa	22,900	5,725	(24,809)	3,816	5,725	2,022	-	11,563	5,725	2,590	(2,887)	16,991
Australia		104,055	(104,055)		104,055	36,750	(140,475)	330	104,055	47,066	(150,875)	576
Cook Islands	5,725	5,725	(11,450)		5,725	2,022	(7,730)	17	5,725	2,590	-	8,331
Federated States of Micronesia	5,725	5,725	(14,670)	(3,220)	5,725	2,022	(7,375)	(2,948)	5,725	2,590	(7,375)	(1,909)
Fiji		(7,445)	(7,874)	3,571	11,445	4,042	(6,925)	12,133	11,445	5,177	(6,959)	21,796
France	10	75,440	(75,430)	20	75,440	26,644	(83,010)	13,094	75,440	34,123	-	123,657
French Polynesia	20	11,445	(11,440)	25	11,445	4,042	(11,435)	4,077	11,445	5,177	(11,435)	9,254
Guam	34,335	11,445	(44,000)	1,780	11,445	4,042	(17,231)	36	11,445	5,177	(13,669)	2,989
Kiribati	5,725	5,725	-	11,450	5,725	2,022	(19,180)	17	5,725	2,590	-	8,331
Marshall Islands		5,725	-	5,725	5,725	2,022	(13,455)	17	5,725	2,590	-	8,331
Nauru	77,484	5,725	-	83,209	5,725	2,022	-	90,936	5,725	2,590	-	99,270
New Caledonia		11,445	(7,553)	3,892	11,445	4,042	(14,253)	5,126	11,445	5,177	-	21,748
New Zealand		38,075	(38,075)		38,075	13,447	(51,400)	122	38,075	17,222	(55,205)	214
Niue	5,725	5,725	(5,725)		5,725	2,022	(5,725)	7,747	5,725	2,590	(7,730)	8,331
Northern Marianas	22,900	5,725	(17,175)	11,450	5,725	2,022	(19,180)	17	5,725	2,590	-	8,331
Palau		5,725	(5,725)		5,725	2,022	-	7,747	5,725	2,590	(7,730)	8,331
Papua New Guinea	11,445	11,445	-	22,900	11,445	4,042	-	38,417	11,445	5,177	-	55,038
Pitcairn Islands	17,175	5,725	-	22,900	5,725	2,022	-	30,647	2,863	1,295	-	34,804
Solomon Islands	23,823	11,445	-	34,768	11,445	4,042	-	50,255	11,445	5,177	-	66,677
Tokelau	5,725	5,725	-	11,450	5,725	2,022	(19,180)	17	5,725	2,590	-	8,331
Tonga	2,825	5,725	(8,051)		5,725	2,022	-	7,747	5,725	2,590	-	16,061
Tuvalu	5,725	5,725	(11,450)		5,725	2,022	-	7,747	5,725	2,590	(6,350)	9,711
United States of America		105,000	(105,000)		105,000	37,084	(149,990)	(7,906)	105,000	47,493	-	142,587
Vanuatu	11,460	11,445	-	22,905	11,445	4,042	(11,406)	26,986	11,445	5,177	-	43,608
Wallis & Futuna Islands	11,450	5,725	(15,005)	2,170	5,725	2,022	(6,866)	3,051	5,725	2,590	-	11,365
Samoa		11,445	(11,445)		11,445	4,042	(15,451)	36	11,445	5,177	-	16,658
<b>Total</b>	<b>\$269,218</b>	<b>\$494,280</b>	<b>(\$518,932)</b>	<b>\$244,566</b>	<b>\$494,280</b>	<b>\$174,570</b>	<b>(\$600,267)</b>	<b>\$313,149</b>	<b>\$491,418</b>	<b>\$222,275</b>	<b>(\$270,215)</b>	<b>\$756,627</b>

Note 1 - There were two agreed increases to the members contributions. They are as follows:

A. Determined at the 11th SPREP Meeting for 2001 contributions	USD \$	174,570.00	35.318%
B. Determined at the 12th SPREP Meeting for 2002 contributions	USD \$	49,000.00	9.913%

Note 2 - Pitcairn Islands officially informed the Director of SPREP of its decision to withdraw from SPREP in June 2001 and this duly tabort at the 12th SPREP Meeting in September 2001 which noted this with regret. Under Article 11(3) of the Agreement Establishing SPREP, withdrawal takes effect one year after receipt of notice. Members would need to decide on what to do with Pitcairn's arrears and on how to distribute Pitcairn's share amongst the remaining members.

Note 3 - Due to Pitcairn's withdrawal becoming effective in June 2002, SPREP's approved income from contributions for 2002 will fall short by USD\$4,157. Either SPREP will note this as income uncollectable, or other members could make up this nominal sum.



## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting of Officials

Majuro, Marshall Islands

21 – 25 July, 2002

#### Agenda Item 6.2.2: Cash Flow and Primary Functions

##### Purpose of Paper

1. To report on Primary and Project Management Functions cash flow for the year ending 31 December 2001.

##### Background

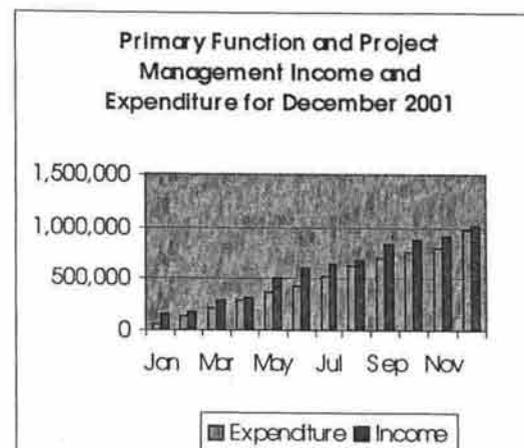
2. The Fifth SPREP Meeting directed the Secretariat to present to each subsequent Meeting a report summarising cash flow for SPREP finances.
3. The Project Implementation Function is donor funded, with expenditure being committed only when funds are available. If insufficient funds are on hand, the donor is requested to make an advance to cover projected expenditure. Expenditures are only incurred after actual funds are received, or if the Director approves such expenditure pending the receipt of such funds. Project Implementation Function cash flows are therefore not included in this report which covers only Primary and Project Management Functions.

##### Overall Cash Flow Position

4. Combined cash flow for Primary and Project Management Functions (Combined Core Functions) in 2001, as shown in the following table and graph.

##### Primary Function and Project Management Income and Expenditure for December 2001

Month	Expenditure	Income	Surplus/ (Deficit)
Jan	63,391	154,105	90,713
Feb	132,701	170,930	38,229
Mar	206,839	293,318	86,479
Apr	285,620	306,719	21,099
May	364,805	505,101	140,297
Jun	432,716	605,946	173,230
Jul	532,389	647,837	115,447
Aug	624,448	673,102	48,654
Sep	701,396	827,966	126,570
Oct	761,368	867,694	106,326
Nov	794,419	912,221	117,802
Dec	965,303	1,007,145	41,842



5. Throughout the year 2001, the steady flow of contributions from members, and the administration fees charged to project implementation meant that sufficient cash was received to fund the expenditure for the year without having to draw on the Reserve Fund although the budget had provided for a transfer should this be required. As shown in the table, a cash surplus of \$41,842 was realised in the year's operations and has been transferred to the Reserve Fund. The Secretariat appreciates and commends the commitment of some Members who have their 2001 contributions paid as well as the additional 35.3% increase, which has provided a positive result for the 2001 financial year.

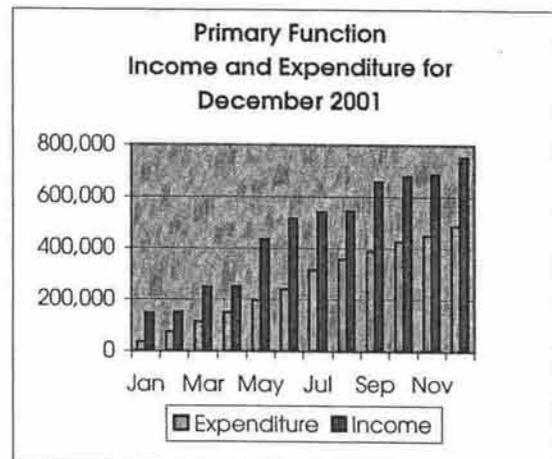
6. Although a cash surplus was realised, there is concern over the individual results of the two functions. A clearer picture of the 2001 position can be illustrated by separating cash flows into Primary Function and Project Management. The following tables and graphs provide cashflow breakdowns for each of these functions.

### Primary Function Cash Flow

7. The following tables and graphs for 2001 show income received and expenditure incurred in the Primary Function.

**Primary Function  
Income and Expenditure for December 2001**

	Expenditure	Income	Surplus/ (Deficit)
Jan	35,319	146,036	110,717
Feb	74,604	150,305	75,701
Mar	113,461	248,537	135,077
Apr	149,941	249,873	99,932
May	197,836	433,031	235,195
Jun	240,591	513,909	273,318
Jul	315,319	539,973	224,653
Aug	356,334	545,047	188,713
Sep	388,518	658,868	270,351
Oct	425,281	681,604	256,323
Nov	448,667	685,949	237,282
Dec	485,785	754,283	268,498



8. The Primary Function which is funded from members contributions, interest and other income operated on a positive cash flow throughout the year. This was possible through the commitment of some members to fully pay their 2001 contributions including the 35.3% increase on time or as early as possible as well as those who paid their outstanding contributions from previous years.

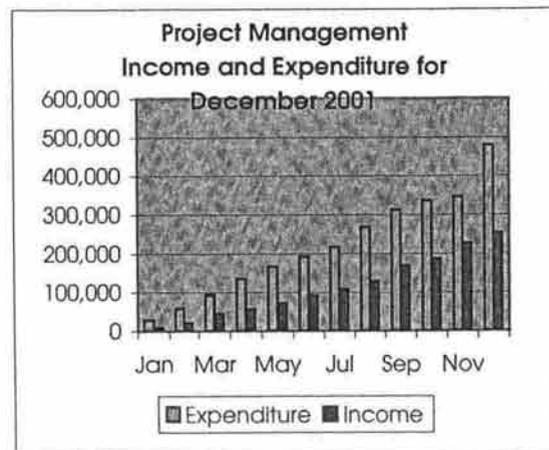
9. As shown in the foregoing table, a positive balance of \$268,499 for the year 2001, was realised in the Primary Function.

### Project Management Cash Flow

10. The following table and graph show income received and expenditure incurred in the Project Management Function for 2001.

**Project Management  
Income and Expenditure for December 2001**

	Expenditure	Income	Surplus/ (Deficit)
Jan	28,072	8,069	(20,004)
Feb	58,097	20,625	(37,472)
Mar	93,378	44,781	(48,597)
Apr	135,679	56,846	(78,833)
May	166,969	72,070	(94,898)
Jun	192,125	92,037	(100,088)
Jul	217,070	107,864	(109,206)
Aug	268,114	128,055	(140,059)
Sep	312,878	169,098	(143,781)
Oct	336,087	186,090	(149,997)
Nov	345,751	226,271	(119,480)
Dec	479,518	252,862	(226,657)



11. Unlike the Primary Function, a negative cash flow was recorded under this function throughout 2001. This is attributable primarily, to a shortfall in project administration fees.

12. The actual Project Implementation expenditure for projects to which these fees could have been charged, was \$5,796,252 for the year 2001. However some donors have been reluctant to meet the full cost of administration fees and have often demanded SPREP provide an in-kind contribution towards administration support. Some donors have also recently negotiated with the Secretariat not to charge a 10% fee on funding provided to pay salaries of support staff. As a result, a possible 10% administration income of approximately \$500,000 was reduced to only \$252,862 as shown in the above table.

13. The Secretariat has in 2001 developed a formula to recover actual costs as well as charge for services provided by secretariat staff in place of the 10% administration fee currently being used. In a recent discussion with one of the major donors who has in the past asked for in-kind contribution, they are more supportive of this new formula and are also willing to forgo any in-kind contribution from SPREP in the future.

## Recommendation

16. The Meeting is invited to:

- **note** the report;
  - **continue** to **encourage** Members with outstanding contributions to remit these as soon as possible; and
  - **commit** itself meeting the full contribution and remit it to the Secretariat as soon as possible in the financial year.
- 

21 May, 2002



## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting of Officials

Majuro, Marshall Islands

21 – 25 July, 2002

#### Agenda Item 6.2.3: Audited Annual Accounts for 2001

#### Purpose of Paper

1. To present the Audited Annual Accounts for the year ended 31 December, 2001.

#### Background

2. Financial Regulation 26(c) requires the Director to submit annual financial statements to the SPREP Meeting, while Regulations 27-33 prescribe the manner in which the financial statements are to be presented and audited. Financial Regulation 34 requires the Director to circulate to each SPREP Meeting, the Auditors Report on the financial operations of SPREP, together with such remarks as the Director may wish to offer, prior to the next SPREP Meeting.

3. The Financial Statements for the year ended 31 December, 2001 (Attachment 1) have been prepared in accordance with the Financial Regulations and comprise the following documents:

- Audit Report
- Balance Sheet
- Income and Expenditure Statement
- Notes and Supporting Papers to the Accounts
- Auditor's Report to Management

4. The Auditor's Report in respect of the 2001 Performance Indicator Audit is addressed under a separate Agenda Item 6.1.2.

#### Recommendation

5. The Meeting is invited to:
  - **review** and **adopt** the Financial Statements and Auditor's Report.

**Betham  
& Co.**

certified public accountants  
and business assurance advisors

4th Floor  
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**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF THE  
SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME**

**Scope**

We have audited the balance sheet of the South Pacific Regional Environment Programme as of 31 December, 2001, and the related income & expenditure statement for the year then ended as set out on pages 2 to 15. The organisation's management are responsible for the preparation and presentation of these financial statements and the information they contain. Our responsibility is to express an opinion on these financial statements based on our audit.

Our audit has been conducted in accordance with International Standards on Auditing to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether in all material respects, the financial statements are presented fairly in accordance with generally accepted accounting principles and regulatory requirements so as to present a view which is consistent with our understanding of the organisation's financial position and results of their operations.

The audit opinion in this report as detailed below has been formed on the above basis.

**Specific reporting requirements**

In accordance with the specific audit reporting requirements of SPREP Financial Regulation 33 (i) to (vi), we report as required on the following matters:

- (i) extent and character of examination is as explained in the section above under the heading 'scope';
- (ii) refer to our report to management which is attached and details matters which affect the completeness and accuracy of the accounts;

(iii) the fixed assets records are materially accurate as determined by an examination of the fixed asset records;

(iv) apart from the matters referred to in (ii), internal control procedures and financial regulations have been adhered to;

(v) at the time of our audit, insurance arrangements had not been finalised for the building contents of the SPREP office;

(vi) some of the issues detailed in our report to management (attached) indicate that SPREP is accruing costs in the financial statements for expenditure which has not occurred or will only occur in the future. This accounting treatment is not permitted under the recently issued International Accounting Standard 37.

### Opinion

In our opinion, except for effects of the matters referred to above in the section on 'specific reporting requirements', the financial statements give a true and fair view of the financial position of the South Pacific Regional Environment Programme as of 31 December, 2001, and of the results of its operations for the year then ended in accordance with generally accepted accounting principles and in accordance with the organisation's financial regulations.

  
BETHAM & CO  
Certified Public Accountants

Apia

Date

May 20, 2002



**South Pacific Regional Environment Programme  
(SPREP)**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2001**

**SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME**

BALANCE SHEET  
AS AT 31 DECEMBER 2001

	NOTES	2001 \$USD	2000 \$USD
<u>CURRENT ASSETS</u>			
Cash assets	3	4,704,768	4,507,250
Receivables	4	-	207,455
<b>TOTAL CURRENT ASSETS</b>		<b>4,704,768</b>	<b>4,714,705</b>
<u>NON-CURRENT ASSETS</u>			
Property, plant and equipment	5	1,868,278	1,967,812
<b>TOTAL NON-CURRENT ASSETS</b>		<b>1,868,278</b>	<b>1,967,812</b>
<b>TOTAL ASSETS</b>		<b>\$ 6,573,045</b>	<b>\$ 6,682,517</b>
<u>CURRENT LIABILITIES</u>			
Payables	6	659,237	957,949
Advance funding	7	939,220	3,220
Project implementation balances	8	2,661,476	3,319,946
<b>TOTAL CURRENT LIABILITIES</b>		<b>4,259,933</b>	<b>4,281,115</b>
<b>TOTAL LIABILITIES</b>		<b>\$ 4,259,933</b>	<b>\$ 4,281,115</b>
<b>NET ASSETS</b>		<b>\$ 2,313,112</b>	<b>\$ 2,401,402</b>
<u>SPREP FUNDS</u>			
Reserve fund	9	349,105	307,263
Capital fund	10	52,867	52,867
Capital reserve	11	1,834,286	1,923,097
Exchange variation reserve	12	76,854	118,174
<b>TOTAL SPREP FUNDS</b>		<b>\$ 2,313,112</b>	<b>\$ 2,401,402</b>



F. Vitolio Lui  
Deputy Director

Date: May 17, 2002

The above Balance Sheet is to be read in conjunction with the notes to the accounts.

**SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME**

INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2001

	NOTES	PRIMARY FUNCTION \$USD	PROJECT MANAGEMENT \$USD	PROJECT IMPLEMENTATION \$USD	TOTAL \$USD
<b>INCOME</b>					
Member contributions		422,792	-	-	422,792
Additional contributions		112,762	-	-	112,762
Member contributions prior years		65,068	-	-	65,068
Donor funds brought forward from prior year		-	-	3,319,946	3,319,946
Donor funds received		-	-	5,137,782	5,137,782
Interest	1	138,633	-	-	138,633
Miscellaneous income		15,029	-	-	15,029
Project administration fees		-	252,862	-	252,862
<b>TOTAL INCOME</b>		<b>\$ 754,284</b>	<b>\$ 252,862</b>	<b>\$ 8,457,728</b>	<b>\$ 9,464,874</b>
<b>EXPENDITURE</b>					
Key result area 1 - Nature conservation		-	-	1,525,339	1,525,339
Key result area 2 - Pollution prevention		-	-	505,368	505,368
Key result area 3 - Climate change & variability		-	6,480	1,120,997	1,127,477
Key result area 4 - Economic development		-	-	1,581,039	1,581,039
Process 1 - Policy, planning & institutional strengthening		109,832	-	249,195	359,027
Process 2 - Human resources development		-	26,530	225,670	252,200
Process 3 - Communications and information		-	112,369	273,136	385,505
Secretariat functions		375,954	-	235,561	611,515
Corporate services		-	334,140	79,947	414,087
<b>TOTAL EXPENDITURE</b>		<b>\$ 485,785</b>	<b>\$ 479,519</b>	<b>\$ 5,796,252</b>	<b>\$ 6,761,556</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>2</b>	<b>\$ 268,499</b>	<b>\$ (226,657)</b>	<b>\$ 2,661,476</b>	<b>\$ 2,703,318</b>

**NOTES**

- Note 1.** Interest earned from investment of balance of donor funds for project activities.
- Note 2.** The net excess of income over expenditure of \$41,842 (\$268,499 - \$266,657) from Primary Function and Project Management has been transferred to Reserve Fund. The balance of donor funds of \$2,661,476 will be carried forward to the 2002 fiscal year and credited to the appropriate projects for future activities.

## SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2001

#### NOTE 1. GENERAL STATEMENT

The South Pacific Regional Environment Programme (SPREP) is a regional organisation established by the governments of 22 Pacific island countries and territories, and four metropolitan countries. SPREP's headquarters was moved to Apia, Samoa from Noumea, New Caledonia in early 1992. The governments concerned agreed to re-constitute SPREP as an autonomous organisation. This was done at a Plenipotentiary Meeting of SPREP member governments and administrations in Apia in June 1993 which adopted an agreement establishing SPREP as an intergovernmental organisation.

#### NOTE 2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report has been prepared on a modified accrual accounting basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Under this method, income is accounted for on a cash basis while expenditure is accounted for on an accrual basis. Cost is based on the fair values of the consideration given in exchange for assets. Income & Expenditure includes contributions from donors and expenditure relating to donor funded projects. This is consistent with the treatment in the budget preparation and approvals as submitted to the intergovernmental meeting.

The following is a summary of the material accounting policies adopted in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

##### a. Property, Plant & Equipment

###### *Property*

Land and buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

###### *Plant and Equipment*

Plant and equipment are measured on the cost basis. The carrying amount of plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

###### *Donor Funded Assets*

Assets acquired by individual projects during the year are not included in SPREP's Balance Sheet as the ownership of these assets remain with the donor. The treatment at this level is to expense these assets in the Income Statement as the disbursement is incurred. At the completion of these projects, donors generally donate these assets to SPREP, at which time the assets will be included on the Balance Sheet at its carrying value. This is done by way of crediting the Capital Reserve account.

###### *Depreciation*

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, are depreciated on a straight line basis over their estimated useful lives commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to a depreciation charge. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

Note however that the depreciation for Donor Funded Assets are treated differently. These depreciation charges are debited to the Capital Reserve account.

The depreciation rates used for each class of assets are:

<i>Class of Fixed Asset</i>	<i>Depreciation Rate</i>
Buildings	20 year life with no residual value - 5%
Computer Equipment	5 year life with no residual value - 20%
Office Equipment	5 year life with no residual value - 20%
Furniture & fittings	10 year life with no residual value - 10%
Motor vehicles	10 year life with no residual value - 10%

##### b. Foreign Currency Transactions and Balances

Foreign currency transactions during the year are converted to United States of American currency at the monthly average rates of exchange applicable. Amounts receivable and payable in foreign currencies at balance date are converted at the rates of exchange ruling at that date.

Gains and losses arising on translation are taken directly to the Exchange Variation Reserve to accommodate future losses or gains due to fluctuation of rates in the foreign currency market. The reduction in the reserve in the 2001 year was due to the weakening of

**SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME**

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2001

various currencies used for operations against the United States currency.

**c. Apportioning of Expenses**

Consistent with the financial regulations adopted at the Fifth Intergovernmental Meeting in Apia in September 1992, and further amended at the Tenth SPREP Meeting in Apia in September 1998, expenses will be apportioned amongst the categories of 'Primary Function', 'Project Management' and 'Project Implementation'. Apportionment was based on the following criteria:

- Costs that can be directly traced to Primary Function have been charged to Primary Function.
- Costs that can be directly traced to Project Management have been charged to Project Management.
- Costs that can be directly traced to Project Implementation have been charged to Project Implementation.
- Costs that are common between Primary Function and Project Management have been allocated between Primary Function and Project Management on the basis of cost drivers developed by the SPREP Secretariat. For the 2001 year the cost drivers have resulted in 60% of these costs being allocated to Primary Function and 40% to Project Management.

	2001	2000
<b>NOTE 3. CASH ASSETS</b>		
Cash at Bank		
US Dollar account	968,247	556,501
Headquarters Account	4,871	4,871
ANZ Samoa Tala Account	64,308	15,752
US Dollar account - SPBCP Programme	288,253	100,320
Western Samoa Tala account - SPBCP Programme	86,008	6,658
Petty Cash	205	205
European Union Account	8,539	32,584
SPREP/IMO Special Account	34,982	53,280
ANZ AUD Account	14,205	115,049
ANZ NZD Account	79,071	85,806
ANZ USD Account	1,000,745	104,642
GEF International Waters USD Account	244,970	689,913
GEF International Waters SAT Account	29,288	26,470
	<hr/>	<hr/>
Total Cash at Bank	2,823,691	1,792,050
Deposits at Call		
US Dollar Term Deposits	1,841,110	2,327,115
Westpac USD Account	39,966	388,085
	<hr/>	<hr/>
Total Deposits at Call	1,881,076	2,715,200
	<hr/>	<hr/>
	<b>\$ 4,704,768</b>	<b>\$ 4,507,250</b>

**NOTE 4. RECEIVABLES**

Pledges for SPREP Meeting & SPREP Headquarters	-	207,455
	<hr/>	<hr/>
	<b>\$ -</b>	<b>\$ 207,455</b>

**NOTE 5. PROPERTY, PLANT AND EQUIPMENT**

Buildings at Cost	1,870,485	1,870,485
Less: Accumulated amortisation	(124,700)	(31,176)
	<hr/>	<hr/>
Total Buildings	1,745,785	1,839,309
Plant and Equipment	347,515	325,759
Less: Accumulated depreciation	(225,022)	(197,256)
	<hr/>	<hr/>
Total Plant and Equipment	122,493	128,503
	<hr/>	<hr/>
Total Property, Plant and Equipment	<b>\$ 1,868,278</b>	<b>\$ 1,967,812</b>

**SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME**

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2001

	Buildings \$	Computer Equipment \$	Office Equipment \$	Furniture & Fittings \$	Motor Vehicles \$	Total \$
Balance at the beginning of the year of the year	1,839,310	14,113	24,627	56,107	33,654	1,967,812
Additions	-	20,057	1,433	266	-	21,756
Disposals	-	-	-	-	-	-
Revaluation increments/ (decrements)	-	-	-	-	-	-
Depreciation expense	(93,524)	(6,334)	(6,918)	(10,241)	(4,273)	(121,290)
Capitalised borrowing costs and depreciation	-	-	-	-	-	-
Carrying amount at the end of the year	<u>\$ 1,745,786</u>	<u>\$ 27,836</u>	<u>\$ 19,142</u>	<u>\$ 46,133</u>	<u>\$ 29,381</u>	<u>\$ 1,868,278</u>

**NOTE 6. PAYABLES**

	2001	2000
Trade Creditors	466,101	644,423
Sundry creditors and accruals	97,217	97,049
Gratuity Accruals	-	59,138
Repatriation Accruals	71,578	51,231
Holiday Pay Accruals	9,635	23,323
Closed Projects	14,707	82,784
	<u>\$ 659,237</u>	<u>\$ 957,949</u>

**NOTE 7. ADVANCED FUNDING**

Members Contribution for future year	208,945	3,220
Donor Funds for 2002 Activities	730,275	-
	<u>\$ 939,220</u>	<u>\$ 3,220</u>

**NOTE 8. PROJECT IMPLEMENTATION BALANCE**

Balance of Project Implementation Funds	<u>\$ 2,661,476</u>	<u>\$ 3,319,946</u>
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This represents the balance of secured donor funds for project implementation received in 2001 and carried forward from previous years. These funds will be carried forward to complete activities as budgeted for in the 2002 financial year.

**NOTE 9. RESERVE FUND**

Reserve Fund at the beginning of the fiscal year	307,263	305,491
Add: Net Surplus/(Deficit) for the year	41,842	1,772
Reserve Fund at the end of the fiscal year	<u>\$ 349,105</u>	<u>\$ 307,263</u>

**SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME**

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2001

<b>NOTE 10. CAPITAL FUND</b>	<b>2001</b>	<b>2000</b>
Capital Fund	<u>52,867</u>	<u>52,867</u>
	<u>\$ 52,867</u>	<u>\$ 52,867</u>

The 6th SPREP meeting agreed that 1992 net surpluses be transferred to the Capital Fund. SPREP's Financial regulations govern the use of the Capital Fund.

**NOTE 11. CAPITAL RESERVE**

Capital Reserve at the beginning of the fiscal year	2,014,239	98,676
Add: Acquisitions during the year	21,756	1,940,114
Less: Disposals	-	(24,550)
Less: Accumulated amortisation	<u>(201,710)</u>	<u>(91,143)</u>
	<u>\$ 1,834,286</u>	<u>\$ 1,923,097</u>

**NOTE 12. EXCHANGE VARIATION RESERVE**

Exchange Variation Reserve	<u>\$ 76,854</u>	<u>\$ 118,174</u>
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**SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME**

INCOME AND EXPENDITURE STATEMENT  
PRIMARY FUNCTION & PROJECT MANAGEMENT - MEMBERS FUNDS  
FOR THE YEAR ENDED 31 DECEMBER 2001

	PRIMARY FUNCTION \$USD	PROJECT MANAGEMENT \$USD	2001 TOTAL \$USD	2000 TOTAL \$USD
<b><u>FUNDING</u></b>				
Members (Table 1)	754,284	-	754,284	726,878
Project administration fees/recoveries	-	252,862	252,862	223,462
<b>TOTAL FUNDING</b>	<b>754,284</b>	<b>252,862</b>	<b>1,007,146</b>	<b>950,340</b>
<b><u>EXPENDITURE</u></b>				
<i>Expenditure paid from Members Funds &amp; Project Administration Fees</i>				
Library	-	-	-	2,179
Official entertainment	5,893	300	6,193	3,753
Vehicle expenses	-	5,314	5,314	2,605
Postages/couriers	1,983	-	1,983	2,425
Printing/publications	6,989	6,116	13,105	18,775
Stationery/expendable equipment	10,777	14,622	25,399	33,792
Telephone/fax/telex	694	22,179	22,873	25,408
Audit fees	-	11,362	11,362	10,033
Bank charges	-	1,619	1,619	308
Cleaning	-	-	-	3,126
Electricity & water	-	41,279	41,279	40,568
Property maintenance	2,519	1,855	4,374	21,876
Insurance	-	9,392	9,392	3,513
Operating maintenance	-	-	-	3,665
Salaries	372,938	340,876	713,814	625,402
Duty travel	56,431	1,132	57,563	44,002
Language services	25,734	210	25,944	40,678
Other costs	1,521	11,107	12,628	9,400
Depreciation	-	10,723	10,723	18,147
Consultants	40	-	40	35,851
Capital expenditure	266	1,433	1,699	3,063
<b>TOTAL EXPENDITURE</b>	<b>485,785</b>	<b>479,519</b>	<b>965,304</b>	<b>948,569</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ 268,499</b>	<b>\$ (226,657)</b>	<b>\$ 41,842</b>	<b>\$ 1,771</b>

**SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME**

SUMMARY OF MEMBERS CONTRIBUTIONS  
FOR THE YEAR ENDED 31 DECEMBER 2001

COUNTRY NAME	Contributions	2001	2001 Addtl	2002	Total	Total
	in Arrears Paid in 2001	Contributions Paid	Contributions Paid	Contributions Paid in Adv	Contributions Rec'd in 2001	Contributions Rec'd in 2000
	\$USD	\$USD	\$USD	\$USD	\$USD	\$USD
American Samoa	-	-	-	-	-	24,809
Australia	-	104,055	36,420	150,875	291,350	104,055
Cook Islands	-	7,730	-	-	7,730	11,450
F.S.M.	-	5,725	2,005	2,865	10,595	14,670
Fiji	-	6,925	-	-	6,925	7,874
France	20	82,990	-	-	83,010	75,430
French Polynesia	-	11,435	-	-	11,435	11,440
Guam	1,780	11,450	4,001	-	17,231	44,000
Kiribati	11,450	5,725	2,005	-	19,180	-
Marshall Islands	5,725	5,725	2,005	-	13,455	-
Nauru	-	-	-	-	-	-
New Caledonia	3,892	10,361	-	-	14,253	7,553
New Zealand	-	38,075	13,325	55,205	106,605	38,075
Niue	5,725	-	-	-	5,725	5,725
Northern Mariannas	11,450	5,725	2,005	-	19,180	17,175
Palau	-	-	-	-	-	5,725
Papua New Guinea	-	-	-	-	-	-
Samoa	-	11,450	4,001	-	15,451	11,445
Solomons Islands	-	-	-	-	-	-
Tokelau	11,450	5,725	2,005	-	19,180	-
Tonga	-	-	-	-	-	8,051
Tuvalu	-	-	-	-	-	11,450
USA (USAID)	-	105,000	44,990	-	149,990	105,000
Vanuatu	11,406	-	-	-	11,406	-
Wallis & Futuna	2,170	4,696	-	-	6,866	15,005
Pitcairn Island	-	-	-	-	-	-
Transfer to Small Grants Scheme	-	-	-	-	-	-
	<u>\$ 65,068</u>	<u>\$ 422,792</u>	<u>\$ 112,762</u>	<u>\$ 208,945</u>	<u>\$ 809,567</u>	<u>\$ 518,932</u>

OTHER INCOME

Interest income	138,633	184,496
Miscellaneous income	15,029	26,671
	<u>153,662</u>	<u>211,167</u>
Total members contributions received in 2001	809,567	
Members contributions for 2002	<u>208,945</u>	
	<u>600,622</u>	
TOTAL MEMBERS INCOME FOR 2001	<u>\$ 754,284</u>	<u>\$ 730,099</u>

NOTE: Members contributions have been separated in these Financial Statements, to reflect contributions received in 2001 but relating to previous years.

**Betham  
& Co.**

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and business assurance advisors

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May 17, 2002

Mr. Tamarii Tutangata  
Director  
South Pacific Environment Programme  
VAILIMA

Dear Sir,

**REPORT TO MANAGEMENT  
AUDIT FOR THE YEAR ENDED 31 DECEMBER 2001**

We have completed the financial statement audit of the South Pacific Regional Environment Programme's (SPREP) financial statements for the year ended 31 December 2001 and are writing to draw your attention to areas of concern which are detailed in the attachment to this letter.

The responsibility for the maintenance of an adequate system of internal controls as well as for the prevention and detection of irregularities, including fraud, rests with management. We are not required to search specifically for fraud and therefore our audit cannot be relied upon to disclose all such matters.

While our audit procedures are designed to provide reasonable assurance of detecting errors and irregularities, including fraud and other illegal acts, that are material to the financial statements, there are inherent limitations in performing an audit and therefore there is an unavoidable risk that even some material misstatement may remain undiscovered.

We would like to take this opportunity to express our appreciation to your staff for the co-operation and assistance given to us during the course of our audit and would be pleased if you could extend our thanks to them.

Yours faithfully,



**Terrence Betham**  
Partner

SPREP PACIFIC REGIONAL ENVIRONMENT  
PROGRAMME (SPREP)

REPORT TO MANAGEMENT

FOR THE YEAR ENDED

31 DECEMBER 2001

*ATTACHMENT*

## **Accident Compensation Levy for Local Staff**

### **Insurance of Fixed Assets**

#### *Issue*

We have again noted that the insurance coverage for the financial year was not adequate to cover all fixed assets of the secretariat. There was no general insurance coverage for contents such as furniture and fittings.

#### *Recommendation*

It is very important for SPREP to take out an insurance coverage for all its contents as soon as possible.

#### *Management Response*

*The secretariat is currently in the process of finalising an insurance policy for all its furniture and fittings with National Pacific Insurance.*

#### *Issue*

### **Fully Depreciated Fixed Assets**

We have noted that SPREP's fixed asset register still carry fully depreciated assets. These assets date back to 1992.

#### *Recommendation*

We recommend that the Company perform a physical inventory of property and equipment. In connection with this inventory, tags should be placed on each asset with numbers that are recorded in the detail property records. This will help improve the tracking of assets for disposal and impairment purposes.

Furthermore all fixed assets currently in use should remain on the fixed asset records for accountability purposes. If an asset is fully depreciated, it can be maintained on the books at a nominal amount, say \$1.00.

#### *Management Response*

*A physical fixed assets count will be done in 2002. All fixed assets not in use anymore will be tendered off and subsequently removed from the register. Assets that are fully depreciated but still in use will be kept in the register.*

*Issue*

Attendance Book

When tracing total normal hours worked on the payroll report to the attendance book, we have noticed that staff members only sign the attendance book upon arrival in the morning. In most days throughout the year, staff members neither record their time of departure nor sign the attendance book when finishing work at end of day.

*Recommendation*

This is a very effective mechanism of monitoring attendance of the non-professional staff and will therefore recommend that the need for signing the attendance book be stressed to the staff members concern.

*Management Response*

*Appropriate remedial action will be taken to have support staffs conform to this policy.*

*Issue*

*Sundry Creditors*

Included in the balance of Sundry Creditors (USD\$122,467) is an amount of USD\$40,524.47 which is a brought forward balance from previous years. These comprise of payables dating back to 1997.

*Recommendation*

We recommend that if these amounts will never be paid, it should be written back to the projects where these costs were originally accrued. We also understand that some projects in which these balances relate to are already closed, hence consultation with the director is needed of how these funds are to be utilised.

*Management Response*

*The recommendation is accepted. For those projects that no longer exist the relevant amounts will be credited to SPREP income.*

Retainage Control Account

*Issue*

We have noted that once a consultancy agreement is signed, the full cost of the consultancy fee per the consultancy contract is posted to the Retainage Control account, which is in the nature of a liability account.

This accounting practice does not conform to International Accounting Standard 37 where liability or a provision should not be recognised for future costs.

*Recommendation*

We recommend that the advice of the SPREP meeting be sought on how to account for these costs given that they are not actually in conformity with International Accounting Standards.

Consultancy costs should only be recognised once the consultant's bill for services rendered has been presented for payment, which indicates that the consultancy service has been performed in accordance with the terms of the contract. If there is a real need to recognise these costs in advance, then this procedure should be approved by the SPREP meeting in order to provide a regulatory basis for the treatment of consultancy costs.

*Management Response*

*While management appreciate the need for the auditors to point out this conflict between a new International Accounting Standard with SPREP longstanding prudent policy on providing for agreed consultancies. It believes that SPREP Financial Regulations 7(4) and 7(5) which provide that funds be provided for in the budget shall remain available for twelve months following the fiscal year to which they relate in order to liquidate commitments support the practice of the Secretariat.*



## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands

21 – 25 July, 2002

#### **Agenda Items 7.1: Proposed Work Programme and Budget for 2003 and indicative budgets for 2004 and 2005**

#### **Purpose of Paper**

1. To present the above documentation for the Meeting's consideration and approval.

#### **Recommendation**

2. The Meeting is invited to:
  - **approve** the Work Programme and Budget for 2003 and Indicative Work Programme and Budget for 2004 and 2005.

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19 May 2002



## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands  
21 – 25 July, 2002

#### **Agenda Item 7.2.1.1: Review Process - Action Strategy for Nature Conservation 2003 - 2007**

#### **Purpose of Paper**

1. This paper seeks the Meeting's endorsement of the process for formulating the 2003-2007 Action Strategy for Nature Conservation for Pacific Islands.

#### **Background**

2. The 1998 – 2002 Action Strategy for Nature Conservation is the region's blueprint for nature conservation action. It outlines the top six priority areas for nature conservation and identifies the key actions proposed for achieving them at the levels of local communities, governments, regional and international organizations and donors. This Action Strategy is widely supported by national and regional organizations and has become the main mechanism for coordinating nature conservation work within the region. Regional conservation organizations now have a regional framework within which to work effectively and collaboratively without duplication. The Strategy is also proving to be a useful guide for conservation planners at the national and local levels.

3. The success of the 1998 – 2002 Action Strategy stems from the broadly consultative process by which it was formulated. The process started with the 1997 Pacific Islands Conference on Nature Conservation and Protected Areas in Pohnpei, Federated States of Micronesia, and was followed by a series of regional meetings wherein the views of regional players were sought on actions necessary at the regional level. Comments from national and local representatives on the drafts contributed to the final draft document, and the process culminated with the 1998 SPREP Meeting reviewing and approving the document with the SPREP Meeting Chairperson signing it on behalf of all SPREP member countries. There was ample opportunity for consultation at the local, national and regional levels.

4. The consultative process and the recognition received from the SPREP Meeting gives the Action Strategy an official standing that encourages the buy-in of local, national agencies and regional organizations, and a useful means of leveraging resources for conservation activities from donors.

5. A new Action Strategy to replace the 1998 – 2002 document is now due for development. It is proposed that the same process be adopted and strengthened to ensure full local, national and regional input. This process is outlined as follows-

- The 7<sup>th</sup> Pacific Islands Conference for Nature Conservation to be held in the Cook Islands a week before the SPREP Meeting will review the key issues and identify the main regional priorities.
- An Action Strategy Review Committee comprising volunteer national and regional representatives will be working at the margins of the 7<sup>th</sup> Conference to review the 1999-2002 Action Strategy and consider inputs and recommendations from the Conference for its updating.
- The Action Review Committee will continue their work after the Conference in close collaboration with the Pacific Islands Roundtable for Nature Conservation. This work may require face-to-face meetings and the use of email. The output will be a draft 2003 – 2007 Action Strategy document.
- The draft Action Strategy document will then be circulated to a select group of technical reviewers many of whom will be national representatives, for vetting and comment, before SPREP, working in collaboration with the Pacific Islands Roundtable, finalizes the document.
- The finalized draft Action Strategy will then be submitted to the 2003 SPREP Meeting for official endorsement.
- The Secretariat will have overall coordination of this planning exercise.

## **Recommendation**

6. The Meeting is invited to:

- **endorse** the review and formulation process for the 2003 – 2007 Action Strategy for Nature Conservation in the Pacific Islands; and
  - **encourage** member countries to participate in, and contribute to this planning process at the appropriate levels.
- 

9 May, 2002



## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands

21 – 25 July, 2002

#### **Agenda Item 7.2.1.2: Pacific Islands Roundtable for Nature Conservation**

#### **Purpose of Paper**

1. This Paper requests the Meeting to endorse the continuing involvement of the Pacific Islands' Roundtable for Nature Conservation to assist with the formulation of the 2003 – 2007 Action Strategy for Nature Conservation, and to support and promote its implementation.

#### **Background**

2. The Pacific Islands Roundtable for Nature Conservation came into existence in 1998 following the 6<sup>th</sup> Pacific Islands Conference on Nature Conservation and Protected Areas in Pohnpei, Federated States of Micronesia in 1997. The 6<sup>th</sup> Conference recommended that regional conservation organizations, active in the Pacific Islands, get together to contribute to the formulation of the regional actions of the 1998 – 2002 Action Strategy that was then being formulated.

3. In response, the regional conservation organizations met in Apia under the Secretariat's coordination, in the first of what has since become an annual meeting of this informal group. Subsequent working meetings were held in Fiji (1999 and 2001 hosted by USP and WWF), Honolulu (in 1999 hosted by The Nature Conservancy) and Wellington (in 2000 hosted by the NZ Ministry of Foreign Affairs and Trade). Over the same time, the Pacific Islands Roundtable evolved from a group of some 15 organizations to more than 25 members including conservation NGOs, IGOs, research institutions, multilateral and bilateral donors and private funding foundations.

4. In 1998, the SPREP Meeting received and endorsed the 1998 – 2002 Action Strategy for Nature Conservation. As part of this endorsement, the Meeting also recognized the contribution of the Pacific Islands Roundtable mechanism and endorsed its continued involvement in promoting and monitoring the implementation of the Action Strategy.

5. This assignment has been actively and diligently undertaken by the Roundtable members with effective working tools developed that are now enabling all organizations to monitor and review progress in the Action Strategy's implementation.

6. The 1998-2002 Action Strategy is now under review and work on the formulation of the 2003 – 2007 Action Strategy has been put in motion by the Secretariat. Critical to this planning process is the involvement of the Pacific Islands Roundtable Mechanism to work with and assist the Secretariat in the following specific areas:

- review and update the regional and international actions of the Action Strategy,
- promote and support the implementation of the new Action Strategy amongst regional conservation organizations and donors, and
- monitor progress in the implementation of regional and international actions and evaluate their effectiveness.

7. The Pacific Islands Roundtable mechanism is a voluntary group of organizations who meet regularly at their own cost. The group is willing and keen to contribute to the proposed work and a supportive mandate from the Meeting would provide due recognition and encouragement.

### **Recommendation**

8. The Meeting is invited to:

- **recognize** the important contribution the Pacific Islands Roundtable for Nature Conservation has made to date to the formulation, promotion and implementation of the 1998 – 2002 Action Strategy for Nature Conservation;
- **encourage** the Pacific Islands Roundtable for Nature Conservation to continue to contribute to the Action Strategy formulation and implementation in the following ways –
  - review and update the regional and international actions of the 1998 –2002 Action Strategy,

- promote and support the implementation of the 2003 – 2007 Action Strategy amongst regional conservation organizations and donors, and
  - monitor progress in the implementation Action Strategy's regional and international actions and evaluate their effectiveness.
- **call** on the members of the Pacific Islands Roundtable for Nature Conservation to sign on to the approved Action Strategy as an expression of support for its objectives and actions.

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9 May, 2002



## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting of Officials

Majuro, Marshall Islands

22 – 25 July, 2002

#### Agenda Item 7.2.1.3: Nature Conservation Programme Concept

#### Purpose of Paper

1. This paper seeks the Meeting's endorsement of the priority areas of work that are proposed to comprise the focus of SPREP's work in nature conservation for 2003 and the immediate future.

#### Background

2. Nature Conservation constitutes one of the five Key Result Areas (KRAs) of SPREP's Action Plan 2001 – 2004. The work of the Secretariat in this area is based on the regional priorities identified by the *1998-2002 Action Strategy for Nature Conservation in the Pacific Islands*. The current Action Strategy which the SPREP Meeting approved in its 1998 Meeting in Apia, is presently under review with a new Action Strategy for 2003 – 2007 to be completed and presented to the 2003 SPREP Meeting for approval.

3. The fundamental issue for nature conservation however is not expected to change. That is, the protection of Pacific Islands ecosystems and species from threats posed by invasive species, the impact of genetically modified organisms, unsustainable harvesting of resources, and the unplanned transformation of habitats and ecosystems for development purposes including human settlements, infrastructural development.

4. To address this issue, the 1998-2002 Action Strategy recognizes and places priority on coordinated actions in the following six areas – direct conservation action with emphasis on community-driven ecosystems and species based approaches, effective legislation and sound planning, capacity building, increased public awareness and information, increased use of local customs and communities, and secured and sustainable funding.

5. For the SPREP Secretariat, these areas are reflected in the activities not only of KRA1 but as well the other remaining five KRAs. Within KRA1, the emphasis is more on direct conservation actions and interventions targeting identified ecosystems and species, and on conservation-specific capacity building activities.

6. The organization of this work, however, is under review. The paramount objective is to maximize efficiency in the use of resources and in the effective and timely delivery of defined outputs and responses to member needs. This objective presumes that the focus is on issues that are of priority to Members.

7. Necessity also plays a part in the review. For the last 10 years, the Secretariat's work in nature conservation has been largely pursued through the South Pacific Biodiversity Conservation Programme (SPBCP). This GEF-UNDP-AusAID funded project came to an end in 2001, leaving behind it a significant vacuum in funding and staffing capacity of the Secretariat.

8. The outcome of an internal review undertaken by the Secretariat is a reorganization of work in nature conservation based on the following eight areas of equal priority. These areas are –

- i. Coastal Ecosystems Management and Conservation
- ii. Forest Ecosystems Conservation
- iii. Atolls Ecosystems Conservation
- iv. Invasive Species
- v. Biosafety Species Support
- vi. Threatened Terrestrial Species Conservation
- vii. Threatened Marine Species Conservation
- viii. Conventions and regional coordinating mechanisms.

9. The proposed areas of work seek to address threats to biodiversity within different groupings of ecosystems and species. It is designed and intended to ensure that the abatement of threats within ecosystems and species are integrated, holistic, and will lend itself to a programmatic approach that will have greater clarity in terms of direction, objectives and outcomes in the long term. Such clarity offers Member countries a clearer picture of the long term areas of work of the Secretariat, and should facilitate and encourage closer linkages and easier coordination with present and future conservation activities at the national level.

10. The area titled Conventions and Regional Coordinating Mechanisms recognises the important linkages between site conservation activities and international and regional planning mechanisms. The Secretariat will continue to provide technical and legal support for Members in international meetings as well as continue to play a leading role in ensuring that activities of regional conservation organizations are coordinated and non-duplicating, and supportive of national priorities as determined by the Members themselves.

**Recommendation**

11. The Meeting is invited to:

- **endorse** the areas of work listed in paragraph 7 above as comprising the focus of its work on nature conservation for the 2003 Work plan and the immediate future.
- 

11 June, 2002



## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands

21 – 25 July, 2002

#### **Agenda Item 7.2.2.1: Regional Strategy to Address Marine Pollution from World War II Wrecks**

#### **Purpose of Paper**

1. To provide an overview of the contents of the Strategy and to seek guidance from Members on further steps to be taken by the Secretariat.

#### **Background**

2. At the 12SM, the Delegation of the Federated States of Micronesia raised concerns about an oil spill incident that occurred during July and August 2001 from a sunken World War II US Navy oil tanker at Ulithi Atoll, Yap State. This concern was shared by a number of other Members some of whom also had World War II wrecks within their Exclusive Economic Zones. The Meeting requested the Secretariat to work with other regional agencies to formulate a regional strategy to address World War II Wrecks for presentation at the 13<sup>th</sup> SPREP Meeting.
3. The Secretariat has worked in consultation with SOPAC in formulating this strategy. It should be noted that the strategy has been formulated under significant time and financial constraints and because of the constraints has been limited to a desk study of the existing situation and general recommendations on a way to proceed.
4. The Emergencies Protocol associated with the Convention for the Protection of the Natural Resources and Environment of the South Pacific Region (SPREP Convention) obligates Parties to address pollution emergencies such as oil spills in two ways:
  - On a bilateral basis provided the Party informs other Parties and the SPREP Secretariat of its arrangement and outlines the provisions of this arrangement. The SPREP Secretariat may be involved in assisting the Party in this arrangement but only upon the submission of a request to it by that Party.

- On a multi-lateral (regional or sub-regional) basis, with the SPREP Secretariat assisting upon the submission of a request by a Party(ies). Again, there is the requirement to keep all Parties informed of the intended arrangement and its provisions.

5. Internationally, there is currently no multi-lateral legal instrument governing the ownership of sunken warships or military aircraft. However, there is a well-developed body of customary international law governing the treatment of sunken warships and military aircraft. The presence of a wreck within a country's EEZ does not transfer its ownership from the Flag State to the Coastal State. Any activities carried out to manage the risk from WWII wrecks will need both Flag State and Coastal State consent.

6. The Secretariat has carried out a desk study to collate data on WWII wrecks. A Geographic Information System (GIS) has been established to allow for storage of thematic data such as vessel type, cargo/bunkers, date of sinking and the mapping of relevant geographic features such as vessel location, bathymetry and various maritime zone boundaries.

7. The Strategy recommends that the implementation of activities to address WWII wrecks be carried out within a comprehensive risk assessment framework and provides guidance on these recommended activities.

### **Recommendation**

8. The Meeting is invited to:

- **consider** the Strategy; and
- **provide guidance** to the Secretariat on:
  - whether Members intend to address this issue on a bi-lateral or multi-lateral basis; and
  - what further assistance the Secretariat is requested to offer.

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9 May, 2002

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# A REGIONAL STRATEGY TO ADDRESS MARINE POLLUTION FROM WORLD WAR II WRECKS

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(Draft for Consideration)



**SOPAC**

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Developed by SPREP with assistance from SOPAC under the auspices of:  
PACPOL - the Pacific Ocean Pollution Prevention Programme  
As per the request of the 12<sup>th</sup> SPREP Meeting (paragraph 196 of Meeting Report.)

Funding for Development of this Draft provided by:



IMO

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## 1. INTRODUCTION

### 1.1 Background

Marine pollution is widely recognised as one of the three major threats to the world's oceans, along with habitat destruction and over-exploitation of living marine resources. Spills of oil and other chemicals into the marine environment, both from ships and land-based sources, is a significant source of pollution.

The importance of coastal and marine environments to every aspect of the lives of Pacific Islanders cannot be overstated, and the impacts of marine spills constitute a major concern for Pacific Island peoples. On a global scale the land area of Pacific Island Countries and Territories are insignificant. However the Pacific Islands maintain resource rights and management responsibilities over 30 million square kilometres of ocean. This is equivalent to the combined land areas of Canada, China and the USA and is essentially our only "globally significant" resource.

The lack of major land-barriers throughout the Pacific, combined with the complex pattern of trans-oceanic currents means that the Pacific Ocean is perhaps the most highly connected and continuous ocean, in terms of water circulation. It is these characteristics of the Pacific Region that compound the seriousness of marine pollution within the region. Pollution incidents in one area have potentially serious implications for other areas.

There are a number of agreements, conventions, instruments, policies and other initiatives that require countries to work co-operatively to address marine pollution and protect the marine environment. At the international level these include; - *the United Nations Convention on Law of the Sea (UNCLOS)*; *Agenda 21* arising out of the United Nations Conference on Environment and Development (UNCED) held in Rio de Janeiro in 1992 and the *Barbados Programme of Action on the Sustainable Development of Small Island Developing States* arising out of the Global Conference on the Sustainable Development of Small Island Developing States, held in Barbados in 1994. At the regional level they include the *Convention for the Protection of the Natural Resources and Environment of the South Pacific Region* (the SPREP Convention) and associated Protocols and the *Action Plan for Managing the Environment of the South Pacific Region 2001- 2004* (SPREP Action Plan).

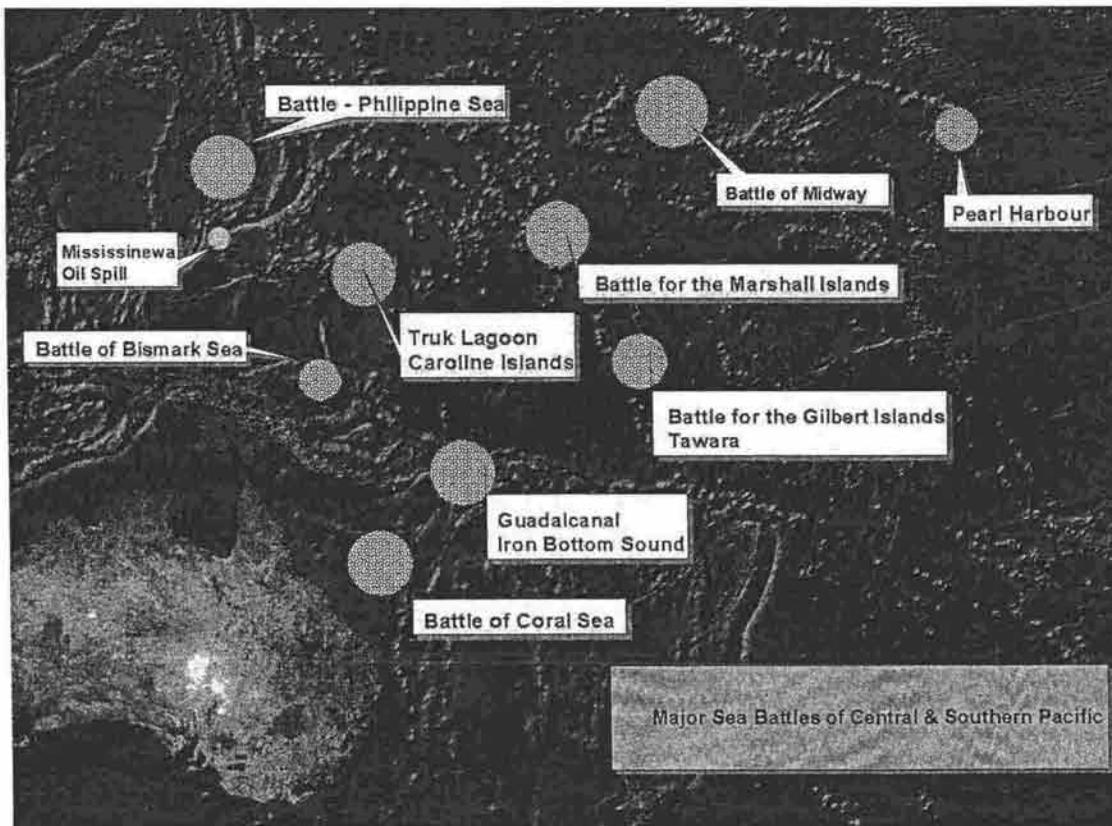
Pacific islands have agreed to work together, through regional arrangements, in order for marine pollution to be addressed effectively. No single country in the region can address this problem in isolation. The *South Pacific Regional Environment Programme (SPREP)*, as part of its role to assist island members to address environmental issues and in accordance with the SPREP Action Plan, has developed a comprehensive programme to address marine pollution from ship-based sources. This is called the *Pacific Ocean Pollution Prevention Programme (PACPOL)*.

## 1.2 World War II - The Legacy of the Pacific Theatre

The 7 December, 1941 was a “*day that will live on in infamy*” according to United States President Roosevelt. A naval taskforce of the Japanese Imperial Navy attacked the United States Naval Base at Pearl Harbour, Hawaii signalling the entry of the United States into the Second World War. This War would rage for almost 4 years until 1 October, 1945.

The islands of our region suddenly became important strategic prizes of World War II. To the United States, possession of these islands was a stepping-stone towards the final assault on the Japanese Islands. To the Japanese, possession of these islands meant an opportunity to isolate Australia and New Zealand and ultimately expand their empire into a position to assault the mainland United States.

Our region became the stage for the “Pacific Theatre.” Pearl Harbour, Midway, the Coral Sea, Guadalcanal, Truk Lagoon, Betio and Iwo Jima were previously unheard of names that were immortalised as places where the main battles of this theatre were fought. Our people were caught in the crossfire and many are the sad and heroic tales of what they had to endure.



*Major Sea Battles of WWII in the Pacific*

More than 55 years have passed since the end of World War II and the protagonists have long since returned to their homes and countries. We in the region, have rebuilt our lives and our nations. However, every once in a while we are reminded of that War by the unwanted legacy it left behind. This legacy is the abandoned machinery of war – tanks, weapons, unexploded ordnance, abandoned fuel and other hazardous material sites and lurking in the deep, the wrecks and cargoes of vessels sunk.

In the sea battles around the Solomon Islands of Guadalcanal and Savo, hundreds of vessels were lost and the straits between the islands renamed Iron Bottom Sound because of the number of WWII shipwrecks littering the bottom of the straits. In the Federated States of Micronesia's Truk lagoon, over 60 vessels were sunk in a 40-mile wide lagoon. These are the two main concentrations of wrecks but they are distributed throughout the region with a significant number still lying undiscovered.

The oil, chemicals and unexploded ordnances still on board many of these vessels pose a grave and imminent danger to the people, marine and coastal environments and fisheries of the region.

### **1.3 The USS Mississinewa – Catalyst for Calls for a Regional Strategy**

The USS Mississinewa was an oil I tanker (Auxiliary Oiler) supplying a range of aviation fuel and heavy marine fuel oil to the US Pacific Fleet anchored off Ulithi Atoll, Yap State, Federated States of Micronesia in November, 1944. On 20 November, 1944 the vessel was attacked by a manned Japanese torpedo and sank with more than 50 personnel in 40 metres of water.

In early July, 2001 a tropical storm passed through the area disturbing the 57-year old wreck and causing an oil spill that was not contained until late August, 2001. The leak was estimated as occurring at a rate of 300 – 400 US gallons per day, an estimated total of 18,000 – 24,000 US gallons (68,000 – 91,000 litres) over the 60-day period. **The US Navy contracted dive team, estimates volume of oil remaining on the wreck at approximately 9.6 Million US Gallons (36 Million Litres).**

Response from all parties involved with responding to this incident, in particular from the Yap, FSM and US agencies was both swift and efficient considering the remoteness of the site and also the weather conditions the parties had to contend with. However, it was recognised by all parties that the plug placed on the leak was a temporary measure. It was acknowledged that in the case of the USS Mississinewa it was no longer a question of, will it leak again but rather, when will it leak again. These fears were later substantiated in late December, 2001 when the USS Mississinewa again leaked oil under a similar scenario as the initial incident - disturbance of the wreck by a passing tropical storm.

In September, 2001 the issue of the USS Mississinewa was raised by the FSM delegation to the 12SM. They voiced their concern on the potential environmental impacts from WWII wrecks and that this issue should be addressed. A number of other delegations, in particular the Solomon Islands delegation who also have a large number of World War II wrecks in their waters, urged the Meeting to take steps to address the issue. The Meeting decided that the SPREP Secretariat be requested to work with other regional agencies to come up with a draft strategy to address the issue.

The issue was also raised at the SOPAC Governing Council Meeting in October, 2001. The SOPAC Council made a similar decision that SOPAC be requested to work with other regional agencies to develop a regional strategy.

#### **1.4 Legal Mandate – the SPREP Convention’s Pollution Emergencies Protocol**

At Noumea, New Caledonia on 25 November 1986, the Members of SPREP adopted the *Convention for the Protection of the Natural Resources and Environment of the South Pacific Region* (the SPREP Convention), with associated Protocols. The Convention includes a *Protocol Concerning Co-operation in Combating Pollution Emergencies in the South Pacific Region* (SPREP Emergencies Protocol). The Protocol provides a formal framework for co-operation between Pacific Island Countries and Territories to prevent and respond to pollution incidents such as marine spills. The SPREP Emergencies Protocol requires Parties to:

- take initial action at the national level to respond to pollution incidents (marine spills).
- co-operate with other Parties in the response to pollution incidents.
- establish and maintain, within their respective capabilities, the means of preventing and responding to pollution incidents, including;
  - enacting relevant legislation.
  - developing and maintaining contingency plans.
- designate a responsible authority.
- exchange information with each other and report all pollution incidents to relevant authorities and other Parties likely to be affected.
- provide assistance, within their capabilities, to other Parties who request such assistance.
- facilitate the movement of personnel and materials needed for the response to a pollution incident into, out-of and through its territory.
- develop and maintain, where appropriate, sub-regional and bilateral arrangements for preventing and responding to pollution incidents.

The SPREP Convention's Emergencies Protocol is the legal instrument for co-operative arrangements within the region to prevent and combat pollution incidents. Article 3 of this Protocol provides the legal mandate for this Draft Strategy. This Article states: -

1. *"The Parties to this Protocol shall, within their respective capabilities, co-operate in taking all necessary measures for the protection of the South Pacific Region from the threat and effects of pollution incidents.*
2. *The Parties shall, within their respective capabilities, establish and maintain, or ensure the establishment and maintenance of, the means of preventing and combating pollution incidents, and reducing the risk thereof. Such means shall include the enactment, as necessary, of relevant legislation, the preparation of contingency plans, the development or strengthening of the capability to respond to a pollution incident and the designation of a national authority responsible for the implementation of this Protocol."*

### **1.5 Other Legal Instruments and Customary International Law**

Internationally, there is currently no multi-lateral legal instrument governing the ownership of sunken warships or military aircraft. However there is a well-developed body of customary international law governing the treatment of sunken warships and military aircraft.

The Law of the Sea Convention, Articles 95 – 96 and also the 1958 High Seas Convention Articles 8-9, state that warships, naval auxiliaries, and other vessels owned or operated by a state and used at the time they sank only on government non-commercial service, are defined as "state vessels." International Law recognises that state vessels, and their associated cargoes, whether or not sunken, are entitled to sovereign immunity.

Precedents under international law indicate that there are only three ways through which ownership of a warship or state vessel can be transferred:

- if the vessel is captured or surrendered during battle (prior to sinking);
- by an international agreement;
- by an express act of abandonment, gift or sale in accordance with relevant principles of international law and the law of the Flag State governing the abandonment of government property.

Once hostilities have ceased, protagonists do not acquire any title to vessels through the act of sinking them. Likewise title to the vessel is not lost by the mere passage of time.

A Coastal State does not acquire ownership of a sunken state vessel by reason of its being located on, or embedded in, land or the seabed over which it exercises sovereignty or jurisdiction. However, access to such sunken state vessels within a Coastal State's archipelagic waters, territorial sea or contiguous zone, is subject to Coastal State control under international law. Access to sunken vessels beyond the limits stated in the preceding sentence is subject to Flag State control even though they may be still within a Coastal State's Exclusive Economic Zone.

Once hostilities have ceased, no person or State may salvage or attempt to salvage sunken state vessels, wherever located, without the express permission of the sovereign Flag State. Sunken state vessels that contain crew remains are entitled to special respect and must not be disturbed without the explicit permission of the Flag State.

**It is clear from the above assessment of customary international law and also precedents under international law that any action that disturbs sunken state vessels can only be undertaken with the consent of their Flag States.**

## **2. STRATEGY FRAMEWORK**

### **2.1 Aims**

The Aims of this regional strategy are:

- to prevent/minimise damage to marine and coastal environments and resources as a result of marine spills from World War II Wrecks.
- to ensure that any action taken will retain the sanctity of these sites as they are often also war memorials and gravesites.

### **2.2 Objectives**

The Objectives of the strategy are to:

- facilitate the implementation of the provisions of the SPREP Emergencies Protocol in order to address potential pollution incidents from World War II wrecks.
- undertake an initial Hazard Assessment through the identification of WWII wrecks, their location and cargoes potentially still on board.
- identify appropriate environmental impact assessment mechanisms that can be applied to these sites.
- identify risk assessment mechanisms whereby these wrecks can be assessed and level of risk determined.
- identify potential mitigation/remedial actions that can be prescribed.
- outline a process through which the prescribed treatment is to be carried out.
- act as a catalyst for the drawing up of bi-lateral or multi-lateral arrangements to address marine pollution issues related to these sites.

### **2.3 Underlying Principles**

- Parties will be guided by the provisions of the SPREP Emergencies Protocol.
- Parties may chose to implement the strategy as a bi-lateral or multi-lateral arrangement as prescribed under Article 8 of the Protocol but be mindful of the requirement to notify other Parties to the SPREP Convention.
- the principle of "Prior Informed Consent" will be applied to all Flag States prior to any action being taken on any site.
- the Strategy will adopt the principle of prevention as the first option. However, in so doing, apply the most cost-effective and practicable mitigation measures and response options available.
- the sanctity of the sites is to be respected at all times.

## 2.4 Technical Scope

The strategy will address the removal or minimisation of the risk of marine spills of oil, petroleum products and other hazardous materials from World War II wrecks.

This strategy will complement the approved regional marine spill response framework as outlined by the “Pacific Islands Regional Marine Spill Contingency Plan (PACPLAN).”

## 2.5 Geographical Scope

The geographical scope of the strategy is according to Article 2 of the SPREP Convention. This excludes the internal and archipelagic waters of Parties and is defined as 200 nautical mile zones as established in accordance with international law. It includes the 21 Pacific island countries and territories that are members of SPREP (SPREP island members), New Zealand and Australia (East coast and islands to eastward including Macquarie Island).

SPREP island members are grouped into two categories, the 14 independent countries (Pacific Island countries) and the seven territories (Pacific island territories).

**Table One: SPREP Pacific Island Member Countries and Territories**

SPREP Island Members	
Pacific Island Countries	Pacific Island Territories
Cook Islands	American Samoa (US)
Fiji Islands	Northern Mariana Islands (US)
Kiribati	French Polynesia (France)
Marshall Islands	Guam (US)
Federated States of Micronesia	New Caledonia (France)
Nauru	Tokelau (NZ)
Niue	Wallis and Futuna (France)
Palau	
Papua New Guinea	
Samoa	
Solomon Islands	
Tonga	
Tuvalu	
Vanuatu	

## 2.6 Parties to the Strategy

The strategy takes its mandate from the SPREP Convention and in particular its Emergencies Protocol. Parties to this Protocol are bound to implement the strategy according to their obligations under the protocol. Members of SPREP that are not Parties to the Emergencies Protocol are urged to apply the strategy.

## 2.7 Modalities for Implementation

This draft regional strategy has been prepared due to a request tabled at the 12 SPREP Meeting by the Federated States of Micronesia, endorsed by Samoa and supported by the Solomon Islands. SPREP Members who are Parties to the Emergencies Protocol in practice, may chose two options to meet their protocol obligations:

- on a bi-lateral basis, provided the Party informs other Parties and the SPREP Secretariat of its arrangement and outlines the provisions of this arrangement. The SPREP Secretariat may be involved in assisting the Party in this arrangement, but only upon the submission of a request to it by that Party.
- on a multi-lateral (regional or sub-regional) basis, with the SPREP Secretariat assisting upon the submission of a request by a Party(ies). Again, there is the requirement to keep all Parties informed of the intended arrangement and its provisions. This is the option taken by the FSM in requesting the draft strategy.

The provisions under international law as outlined in Section 1.5 clearly indicate that the Flag State of any sunken state vessel must be a partner to any bi-lateral or multi-lateral arrangement.

The request to draft this regional strategy does not preclude any Party(ies) from taking either option in future when making arrangements to meet their protocol obligations to address the marine pollution risks posed by sunken World War II vessels. The SPREP Secretariat urges Parties to use this Draft Strategy as a framework for any arrangement to meet their obligations.

### **3. STRATEGY IMPLEMENTATION**

Irrespective of which of the options outlined in Section 2.7 Parties chose to take when making arrangements to address the marine pollution issues related to World War II wrecks, the following key activities would need to be undertaken.

#### **3.1 Preliminary Site and Hazard Identification**

The Secretariat has concentrated its effort in conducting the desk study to establish a regional database of World War II wrecks. This preliminary work has carried out the following:

- collation of existing historical data of Pacific WWII wrecks (military and private sources).
- identification of the ownership (sovereignty) of individual wrecks and in which jurisdictional responsibility the vessel is located e.g. international waters, EEZ, territorial waters etc.
- confirmation of locations of sunken vessels in the region and production of maps of vessels on a GIS system.
- confirmation of identity of vessels and cargo quantities and types.
- determination of whether any reports of previous oil releases have occurred from the vessels.

The desk study has drawn on, and added to, past work carried out by SOPAC in Iron Bottom Sound. The records have large data gaps in a number of areas in particular, location and cargoes on board merchant vessels, sunk during the war.

A summary table outlining the data that has been collected to date appears in Attachment 2.

The data is incorporated into a Geographic Information System that maps the wreck location and also delineates Exclusive Economic Zones and Territorial Sea limits. This database will be made freely available to all SPREP Members.

#### **3.2 Environmental Impact Assessment**

Environmental Impact Assessments will need to be carried out on the potential environmental impacts posed by wreck sites. These assessments are to:

- determine what exists at each site.
- determine what pollution incidents are likely to occur at each site.
- determine what the likely impacts are.
- formulate recommendations on mitigation and response measures that need to be applied.

The volume of oil or other hazardous material lost during a spill incident is not necessarily the most important factor in determining the seriousness of an oil spill event or possible risk posed by a sunken vessel. The location of the incident/vessel, how the oil/material behaves and weathers, the prevailing sea and weather conditions, as well as the sensitivities of the environmental resources it impacts upon, are often the important considerations.

Therefore, there is a need to undertake shoreline assessments of the areas under threat and determine the resources at risk and the nature of the regional environment. From this a better understanding of the consequences of any spill event can be estimated along with possible spill response strategies, contingency arrangements and cleanup operations.

We must take two approaches in this activity. One is to undertake environmental pre-assessments for determining the potential impacts of a release of oil from a shipwreck. The other is to gather vital information required to undertake and manage any spill response in the event of an incident occurring before pollution mitigation of the wreck has taken place.

In the international spill response community a standardised survey technique called SCAT has been widely adopted. It was originally referred to as Shoreline Cleanup and Assessment Teams (SCAT), but is now gaining a more widespread use as a Shoreline Contamination Assessment and Treatment process.

The basic concepts of a SCAT survey are:

- a systematic assessment of all shorelines in the affected area;
- a division of the coast into geographic units or “segments”;
- a set of standard terms and definitions and documentation;
- determination of the most environmentally acceptable cleanup options and techniques.



*Fuel oil on beach – Jody F Millennium oil spill New Zealand (photo T.Gibert)*

The main steps involved in SCAT are:

1. Aerial reconnaissance to define the overall scale of the problem.
2. Detailed aerial surveys to develop local/regional strategies.
3. Systematic ground surveys to document shoreline type, sensitivity to oil contamination and conditions in the individual segments.
4. Follow up spot ground surveys.

The information on shoreline conditions provided by the SCAT survey would:

- identify oiled and non-oiled areas.
- describe location, character, and amount of stranded oil.
- evaluate operational and logistical factors.
- establish shoreline treatment priorities.
- establish treatment standards or criteria.
- propose treatment or cleanup methods.

### **Biological and Other Impacts from Oil Spills from WWII Shipwrecks**

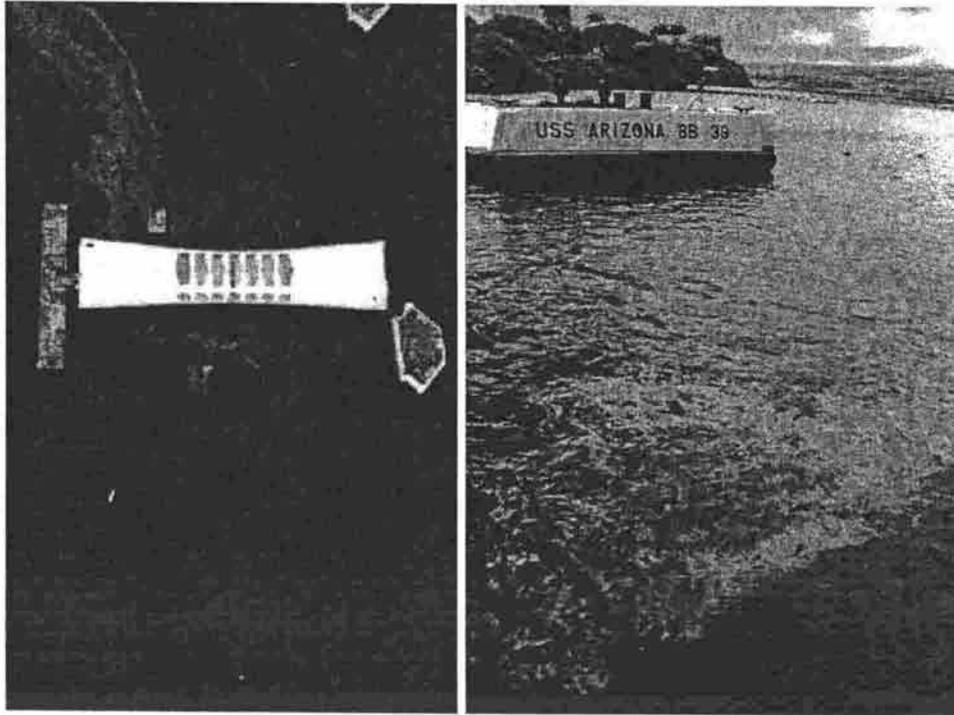
In assessing the potential risk posed by an individual wreck, we must examine the potential impacts of the spill.

The general terms the range of oil impacts during and after an oil spill can range from:

- physical and chemical alteration of natural habitats, both short and long term e.g. resulting from oil absorption into/onto sediments.
- physical smothering effects on wildlife (fauna) and plants (flora).
- lethal and sub-lethal toxic effects on fish, fauna and flora.
- short and longer term changes in biological communities resulting from oil effects on key organisms (e.g. food chain interruptions).
- tainting of edible species, notably fish and shell fish.
- loss of use of amenity areas such as sandy beaches.
- loss of market for fisheries and tourism.
- fouling of boats, fishing gear, boat ramps, jetties etc.
- temporary interruption of any marine based industries.

### *Assimilation of Oil into the Environment*

Most oils will eventually be assimilated by the marine environment. However, the rate at which this occurs, depends on the chemical and physical properties of the oil, the amount spilled, the prevailing climatic and sea conditions, whether the oil remains at sea or is washed on shore and the type of shore it is washed onto.



Fuel Oil leaking from the battleship USS Arizona Sunk Pearl Harbour, Hawaii

### **Oil Types Expected in Sunken WWII Vessels**

It is expected the majority of oil within the large sunken WW II vessels will be heavy fuel oil along with diesel, lubrication oils and some aviation fuels and gasoline. Vessels such as submarines would be mostly diesel driven and have smaller quantities of fuel on board whereas large carriers, battle ships, destroyers etc are likely to have large quantities of heavier fuel oil. The range of oil impacts during and after an oil spill can range from:

- physical and chemical alteration of natural habitats e.g. resulting from oil absorption into/onto sediments.
- physical smothering effects of fauna and flora.
- lethal and sub-lethal toxic effects on fish, fauna and flora.

- short and longer term changes in biological communities resulting from oil effects on key organisms (e.g. food chain interruptions).
- tainting of edible species, notably fish and shell fish.
- loss of use of amenity areas such as sandy beaches.
- loss of market for fisheries and tourism.
- fouling of boats, fishing gear, boat ramps, jetties etc.
- temporary interruption of any marine based industries more persistent fuel oil.

In considering the fate of spilled oil at sea and the likely impacts, a distinction has to be made between persistent and non-persistent oils. In most of the larger vessels during the Pacific war, the fuel oil was a blend of non-persistent as well as persistent oils. It appears to be a blend of bunker oil (No#6 fuel oil) and marine diesel (No#2 fuel oil).

### **Oil Spill Fate and Weathering**

Diesel oil from WWII wrecks would weather relatively quickly with the majority of any diesel spill in tropical waters being dispersed into the water column or evaporated within 12-24 hours. This does not mean there would not be ecological impacts on aquatic life, coral reefs or possible wildlife impacts but that it would be 'removed' from the water surface within a short time after release. Once dispersed or dissolved within the water, column diesel oil could still have significant impacts on inter-tidal life and fisheries.

When the heavier fuel oil mixtures are released into the marine environment, some of the oil will naturally disperse and dissipate as the slick spreads; some components will dissolve into the water; other amounts onto sediments, which can settle into inter-tidal zones if near shore. The heavier persistent components can form emulsions in rough seas or end up as tar balls and mats on shorelines or travel long distances at sea.

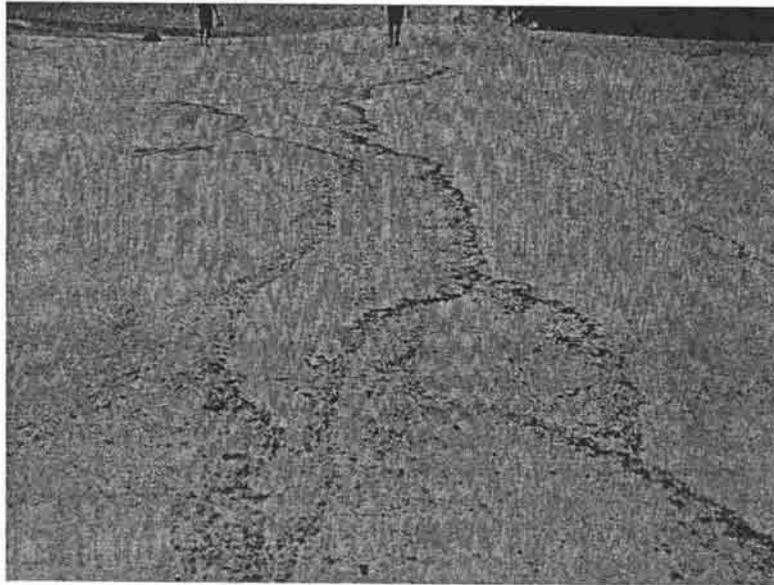
To assist the understanding of the weathering and fate of oil in the marine environment, it is necessary to have a good understanding of the oil type and environmental conditions.

The environmental factors that affect the fate and removal of oil are:

- area of slick exposed, which changes rapidly.
- wind speed and water surface roughness.
- air temperature and exposure to sunlight (solar radiation).
- formation of emulsions, which dramatically slows evaporation.

The high water and ambient temperatures of the lagoon as well as high winds accelerate the evaporation rate of the oil spilled. Average Pacific air and water temperatures are high between 25-32 C degree with often less than 10 C degree variance between night and day.

Under the spill conditions in most central and southern Pacific locations, the released fuel oil after weathering would behave in a manner similar to conventional #6 fuel oils. This heavy oil has a slightly lower density than full-strength seawater at tropical temperatures. Many heavy fuel oils are likely to float and remain liquid during the early stages of a spill. The light fractions will be lost by evaporation, and the floating oil will initially form contiguous slicks. Eventually the slicks will break up into widely scattered fields of pancakes and tar-balls, which can persist over large distances and concentrate in convergence zones. Because of the higher viscosities of these oils, the tar balls may be more persistent than expected for conventional crude oils.



*Fuel Oil Residues on beach of Island in Ulithi Lagoon – Spill from sunken USS Mississinewa August 2001*

### **3.3 Risk Assessment**

A two-step risk assessment approach is recommended.

#### **Relative Risk Evaluation Framework**

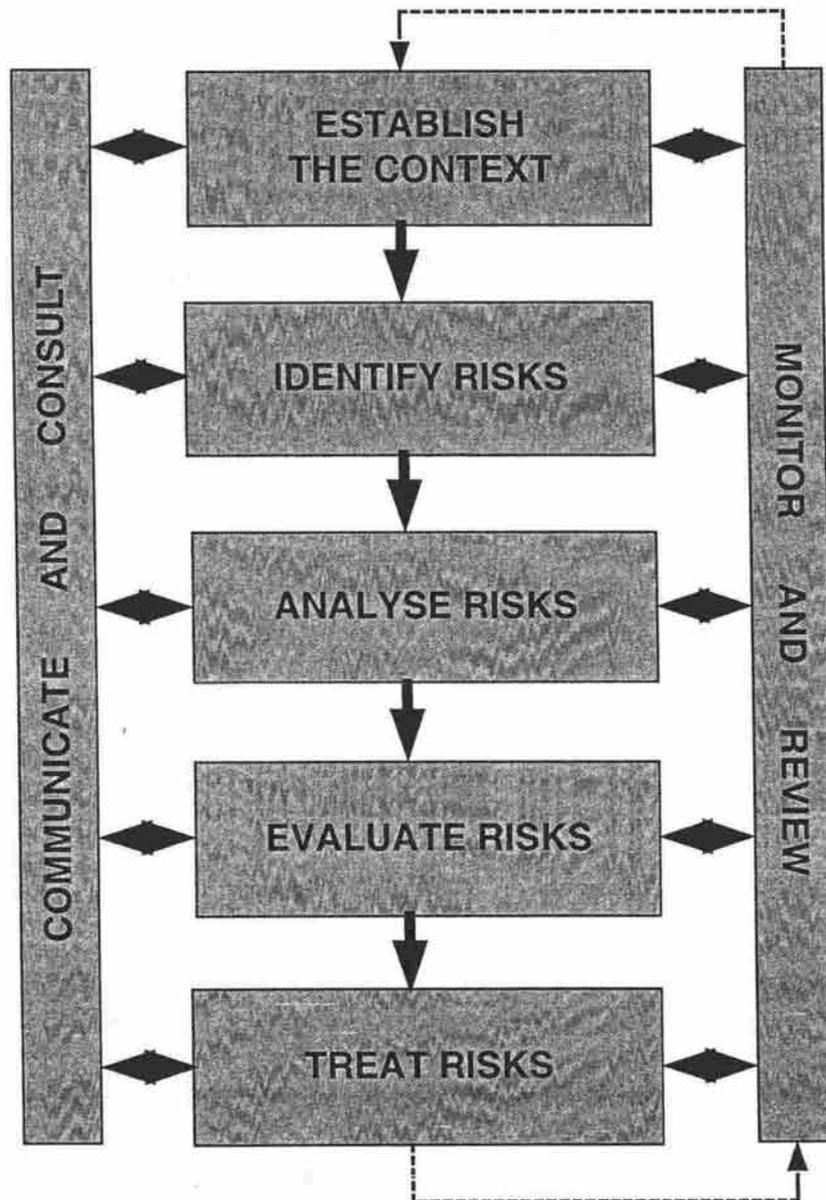
A rapid comparative desktop assessment of wrecks based on data readily available. This framework allows for a crude assessment of risks looking at a few key hazards and potential impacts. It compares wreck sites against each other and allows for the categorising of wrecks by risk levels. It is recommended that three basic indicators of risk be used – high, medium, low. The relative risk evaluation can be carried out either on a country or regional basis. This assists in the justification, prioritisation and allocation of scarce resources when planning expensive field validation and assessment activities.

United States Department of Defence has developed a tool, in conjunction with the Parsons Corporation, in its Defence Environmental Restoration Programme (DERP) to carry out such assessments. The tool is currently applied to terrestrial sites but is able to be modified to sites within the marine environment. Three main factors are used to evaluate sites through this tool: the hazard factor, the migration pathway factor and the receptor factor.

### Site Specific Risk Assessment

Once the comparative assessments have been carried out then site-specific risk assessments can be undertaken. These would initially focus on the high-risk sites then progressively be applied to other sites. There are various tools for site-specific risk assessment and Parties can decide which suits their situation. However, the Secretariat recommends that the following generic approach be followed.

### Risk Management Framework



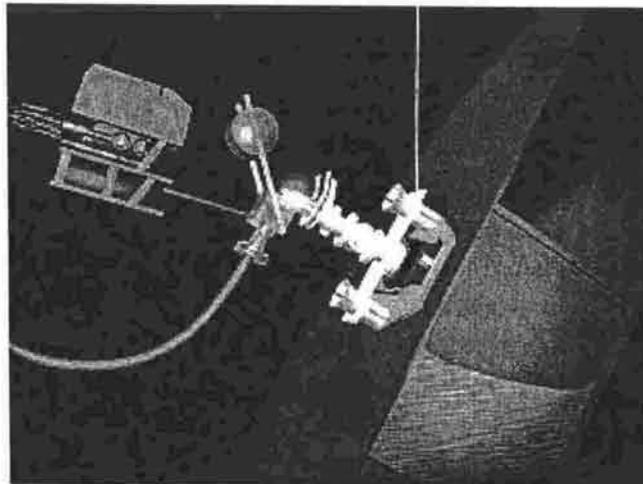
### 3.4 Treatment Options

There are three main categories of intervention that can be directly related to the high, medium and low risk categories.

#### High Risk – Direct Intervention

In the high-risk sites such as the USS Mississinewa, the level of risk is so high that the hazard has to be eliminated or minimised through a direct intervention. This would consist of either the salvage of the vessel or the removal of the hazardous cargo and bunkers from the wreck. The most common method of removal of oil from submerged wrecks is through the “hot tapping” technique.

The “hot tapping” technique for the removal of liquid cargos from the hulls of sunken vessels is carried out by the securing/fixing of a valve to a high point of the tank/hull surface prior to the surface metal being drilled or pierced. Usually the hull/tank surface has to be cleaned of all foreign matter to allow the valve to mate effectively to the surface. The tank is then drilled/pierced through the valve assembly and, once open, the bit is retracted, valve closed and a hose can be attached to the valve for the transfer of oil to the surface. It may be necessary sometimes to heat the transfer line of the pump steam into the oil tank to melt the oil and make it mobile and reduce its viscosity. Other systems incorporate vacuum systems to remove the oil. Once on the surface the oil/water mixture is separated in an oil/water separator or fractionation tank where clean seawater is returned to the ocean.



**Typical underwater hot tapping technique – photo - Taifun Engineering**

All High Risk sites should have site-specific contingency plans. The Secretariat has Guidelines on Marine Spill Contingency Plans.

## **Medium Risk – Management/Contingency Plan**

Medium risk sites have a level of risk that is deemed “acceptable”, subject to a management plan to ensure the risks remain at an acceptable level. These management plans would either focus on:

- isolating the hazards.
- excluding any transmission medium.
- minimising the impact on the environment.

All management plans of medium risk sites should include a monitoring programme and also a contingency plan.

## **Low Risk – Leave alone and monitor**

These low risk sites are where hazards are absent. These sites require no risk management activity apart from occasional monitoring.

### **3.5. Checklist of Activities to be undertaken at each Site**

A generalised methodology for the assessment of any environmental risk posed by WWII shipwrecks in the Pacific region is outlined below. Many activities can be carried out concurrently whereas others will need to be carried out consecutively:

- collation of existing historical data of Pacific WWII wrecks (military and private sources).
- identify the ownership (sovereignty) of individual wrecks and in which jurisdictional responsibility the vessel is located e.g. international waters, EEZ, territorial waters etc.
- confirm locations of sunken vessels in the region and produce maps of vessels on GIS system.
- confirm identity of vessels and cargo quantities and types.
- determine if any reports of previous oil releases have occurred from the vessels.
- determine the resources at risk in the area of the spill and any ecological damage which has already occurred.
- estimate the ecological importance and sea/coastal/land use and management in the region of wreck.
- document the physio-ecological character (and any oiling) of the surrounding shorelines.

- determine and assess the impacts of oil on any wildlife and fisheries in the region.
- assess likely scenarios for impact of any released oil e.g. possible release scenarios, spill trajectory modelling, oil fate and oil weathering patterns.
- determine possible consequences of oil release scenarios e.g. environmental, economic risks, impacts on subsistence fishing, timing for recovery of resources etc.
- crosscheck existing information on vessel history e.g. damage prior to sinking, environmental sensitivities.
- selection of priority sites or wrecks to employ mitigation strategies and oil cargo salvage.
- determine which sites/wrecks require regular pollution surveillance or monitoring by local or remote techniques e.g. satellite imagery for spills.
- site investigations, inspections and assessments of vessel integrity and tank soundings, where possible. E.g. integrity of hull, ships fastenings, metal thickness measurements, pipe-work deterioration.
- assess accessibility to wreck and potential oil cargo off-loading strategies.
- determine contingency arrangements for offloading of oil cargos e.g. spill containment, recovery and disposal options.
- assess any physical or ecological constraints on salvage activities or cleanup operations.
- provide an overall recommendation on any necessary actions related to the remaining oil e.g. salvage options.

### **3.6. Cost Estimates**

The only two activities that we can provide a cost estimate for, at this stage, are the completion of the initial hazard assessments and Relative Risk Site Evaluation. The other activities will need a decision from the Meeting on whether Members wish to continue to address the strategy on a multi-lateral basis or whether some Members want to address it directly on a bi-lateral basis, in consultation with the Flag State.

## Status of SPREP WWII Wreck Database

So far we have collated 903 military vessels confirmed sunk in the Pacific Region in WWII between 1941-1945.

This relates to 2.87 million tons of shipping in total of warships sunk in the Pacific region.

This data does not include many cargo vessels, transports and civilian loses. These figures are extremely difficult to identify and collate.

Of these military vessels the following countries have been identified as suffering the tabulated number of vessels lost in the region.

<u>Country</u>	<u>Number of vessels identified as sunk</u>
Japanese	597
USA	292
Australia	2
UK	3
Germany	5
New Zealand	1

The major loss was the Imperial Japanese Navy (IJN) with over 1.8 million tons following with the United States Navy (USN) losing close to 900,000 tons

A large number of vessels were lost in the northwest pacific around Japan and the Philippines. Also it was found that large numbers of destroyers and submarines were sunk in the Pacific but because of the their small total weight eg around 1-3 thousand tons their do not add significantly to the tonnage values of lost shipping.

Specific reported locations of navy vessels sunk within the SPREP member countries EEZs that were found have been mapped on a Geographic Information System. A summary list of 232 vessels. (960,000 tons of shipping by vessel type and Pacific Island Country Exclusive Economic Zone (PIC-EEZ), is contained in the attached table.

The Solomons was identified as having around 94 identified vessels sunk in their EEZ amounting to around 457,000 tons of shipping. The USA territories and PNG was the next with 69 identified vessels and FSM with also large tonnage of vessels lost. Because the figures are affected by the size of the vessels eg large carriers and tankers and battleships could have tonnages equivalent to dozens of destroyers the number of vessels and total tonnage are not directly related.

Of major significance is that at least 5 major oil tankers were lost by the USN in the Pacific region and possibly up to 10 merchant marine tankers (locations presently not known)

The number of IJN and civilian oil tankers lost in the Pacific is not known but at least 6 were known too have been sunk in Truk lagoon region of FSM alone. This is a major gap in this preliminary study.

Further study is required to identify the locations of many vessels in particular the number, type and location of cargo and merchant marine vessels sunk during the Pacific war.

Figures are being collated on the type and quantities expected on the various vessel types sunk in WWII in the Pacific. GIS plots of the vessel locations with the individual PIC EEZs are being prepared.

**Vessels currently on SPREP GIS Database on WWII Wrecks**

PIC	Total tons	Carrier	Battle Ship	Cruiser	Destroyer	Heavy Cruiser	Cargo	LST	Light Cruiser	Minelayer	Minesweeper	Oiler	Patrol Boat	Sub	Transport	Others	Total by EEZ
Solomons	457432	5	2	1	36	5	4	3	2	0	0	2	12	12	7	3	94
PNG	103355	1	0	0	21	0	1	0	1	2	0	0	21	12	1	9	69
Vanuatu	4606	0	0	0	0	0	0	0	0	0	0	1	0	3	0	0	4
USA	145756	5	0	0	1	0	0	0	0	0	0	0	0	1	0	0	7
New Calendonia	2665	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	3
Marshalls	14646	0	0	0	1	0	0	0	0	0	0	0	0	8	0	2	11
Marianas	8990	0	0	0	0	0	0	0	0	1	0	0	0	6	0	0	7
Kiribati	12564	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	3
FSM	142824	2	0	0	9	0	0	0	2	1	0	1	0	7	0	5	27
Australia	67716	1	0	1	2	0	0	0	0	0	0	1	0	2	0	0	7
<b>Total tonnage</b>	<b>960554</b>																
<b>Totals by class</b>		<b>15</b>	<b>2</b>	<b>2</b>	<b>70</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>35</b>	<b>54</b>	<b>8</b>	<b>19</b>	<b>232</b>



## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting of Officials

Majuro, Marshall Islands  
21 – 25 July, 2002

#### Agenda Item 7.2.2.2: Year of Waste and Regional Waste Clean-up (2004)

#### Purpose of Paper

1. To seek support from the Meeting for the proposed Year of Waste and regional waste clean-up.

#### Background

2. This programme aims to identify, demonstrate and then set in place realistic and effective solutions to many of the key solid waste issues faced by Pacific Island countries. It will do so through a regional waste awareness campaign (Year of Waste) coupled with a regional clean-up campaign, which would be directed at difficult\* wastes. This programme will be used to assess the financial, technical, legal, institutional and social barriers to effective waste management and to identify ways in which these can be overcome. The programme would build on and enhance current national and bilateral waste management activities in the region.

*(\* Difficult wastes are those for which there are no "easy" disposal options within Pacific Island countries. These include car bodies and old machinery, domestic whiteware, computers and other small appliances, glass, car batteries, dry-cell batteries, and plastics.)*

3. Details of the proposed programme are given in the attached Outline Paper. It should be noted that funding has not yet been secured for this work. Endorsement by the SPREP Meeting will assist in the presentation of funding proposals to donors and other possible sponsors.

#### Recommendation

4. The Meeting is invited to:
- **consider** the Outline Paper; and
  - **endorse** the proposed programme

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9 May, 2002

## **Outline Paper: Pacific Year of Waste and Regional Waste Clean-up (2004)**

### **Background**

The solid waste management issues in most Pacific Island countries are all quite similar. The major disposal items are organic wastes (food and vegetation), paper and cardboard, imported packaging (paper/card, plastic, glass, aluminium, steel), building materials, old machinery, cars and domestic appliances, and hazardous materials such as batteries and waste oil.

Landfill disposal is currently the only option available to most Pacific Island countries for the management of most solid wastes. However this is not an ideal approach and is severely limited by land availability and environmental constraints. There is an urgent need for countries to find ways of reducing the overall quantities of waste being produced and to drastically reduce the proportion of waste sent to landfills, through recycling, reuse and recovery.

Most of the options available for waste reduction or diversion are well established in developing countries. However there are institutional, financial and technical barriers to implementing these in the Pacific environment. This programme aims to assess these barriers and ways in which they can be overcome.

### **Objectives**

- To enhance current national and bilateral waste management activities within the region by identifying, demonstrating and institutionalising options for reducing the quantities of waste sent to landfills, including methods for elimination of wastes at source, enhancement of current recycling activities, and recycling/disposal options for difficult wastes;
- To promote the benefits and practicalities of effective waste minimisation and management in Pacific Island countries at the community, government and political levels about the need for positive actions in solid waste management;
- To raise awareness in the wider international community (especially industry) about the solid waste management problems of the Pacific and potential areas for assistance;

- To provide information to the Pacific Island governments and industry on practical options for solid waste minimisation and management;
- To implement an industry-sponsored regional clean-up programme which demonstrates the most effective ways of dealing with "difficult" wastes (possibly through increased market opportunities for recycled and recovered materials);
- To assess the financial, regulatory, institutional and social requirements for establishing on-going management programmes for difficult wastes; and
- To encourage and assist Pacific Island countries in implementing the recommended financial, regulatory, institutional and social requirements.

### **Project Outline**

The scope of the project will cover all of the 21 Pacific Island SPREP member countries and territories (subject to funding), and will have 5 components as follows:

- I. An initial **Regional Forum** (5 days) to discuss current waste management programmes, current issues, national, bilateral and regional/global activities and future plans, and possible solutions. The participants (100-150 people) will include country representatives at the political and government levels, NGOs and industry/business representatives, and members of the donor community. There will also be invited speakers from the regional and international waste management industry. The key outcomes of the Forum will be adoption of the proposed action programme and indicative support (financial and in-kind) from national governments and the international donor and industrial communities.
- II. A **"Year of Waste" Campaign**. The campaign would be focused on national, regional and international awareness raising activities. National activities would include local/national clean-up activities, "green" competitions ("rubbish as art", cleanest village, green schools, etc), workshops, and marketing/advertising (TV, radio, newspapers, posters). Regional activities would provide financial support, and training and resource materials for the National Coordinators. The programme would also be promoted internationally as a vehicle for show-casing industry and donor support, and to raise additional (on-going) funds. An Education and Communication strategy will be developed and a programme slogan and other branding such as mascots identified. Mascots could be based around some of nature's cleaners (eg. Cleaner Wrasse, Mangrove Crab, Bower Bird, Ghost Crab). The campaign will draw on existing education and public awareness resource material such as a series of factsheets on guidelines for managing specific wastes currently being developed as part of SPREP's ongoing Pollution Prevention Programme.

- III. A regional clean-up programme. This would be carried out as part of the "Year of Waste" Campaign and would be focused on difficult wastes. The programme would be funded by "international" industries (eg. steel, aluminium, glass and plastic producers/recyclers, and car, computer, and home appliance manufacturers) and donor agencies (if necessary). The programme would be designed to address the bulk of existing problems, and to provide information on financial, regulatory and logistical issues for future activities. It would also provide a promotional vehicle (in conjunction with item II above) for the companies and donor agencies involved.
- IV. Assessment of the financial, technical, legal, institutional and social requirements for the development of on-going waste management programmes, especially for difficult wastes. This work would be carried out through a number of consultancies, which would assess current constraints and build on the lessons learned from the regional clean-up campaign in item III above.
- V. Review Forum. This meeting would provide a forum for a review of the overall programme and identify, confirm and agree on any necessary future programmes and activities to maintain the momentum and create permanent and effective waste management programmes for Pacific Island countries.

### **Related Activities**

This programme would build on and enhance a number of waste management activities in the region, including the following:

- The recently completed EU/SPREP WASTE project (1998-2001) which has provided regional information on waste compositions and current levels of waste awareness. It has also assisted in the development of national waste management strategies, and materials for use in waste education and awareness programmes.
- The JICA/SPREP programme on solid waste management (2000-2004) which is supporting intensive training courses in waste management, demonstration projects (eg composting) and the development of guidelines for landfill design, operation and management, and incremental improvements at existing landfills.
- The AusAID/SPREP POPs in PICs project (1997-2004) which aims to address existing problems and strengthen national capacities for the management of hazardous chemicals, contaminated sites and hazardous wastes.

- The GEF/SPREP International Waters project which is to include demonstration projects on community based waste management, and an assessment of regional recycling programmes (probably waste oil).
- Bilateral AusAID programmes in waste management (eg The Tuvalu Waste Management and Tonga Environmental Management and Planning Project (TEMPP)).
- NZODA/Sustainable Project Management (SPM) on public/private partnerships, which includes an innovative waste demonstration project in Samoa.
- Other donor programmes (eg. EU Kiribati and Fiji waste management projects, and the ADB Rarotonga landfill project).
- Ongoing SPREP programmes such as the Coastal Management programme which includes waste management as part of its objectives.

#### **Indicative Timetable (Project start date, January 2003)**

- **January – December 2002:** preparatory work by SPREP staff, including identification of possible sponsors and preparation of funding applications.
- **July 2002:** presentation to 13<sup>th</sup> SPREP Meeting and formal endorsement by Member countries.
- **January – December 2003:** SPREP staff recruitment, organise and hold Regional Forum (May), recruit, appoint (June) and train (August) in-country Coordinators, develop regional waste awareness materials (all year), and secure funding for regional waste clean-up (June-December).
- **January – December 2004:** Year of Waste: regional and international waste awareness and clean-up campaigns. Initiate consultancies for the assessment of financial, technical, legal, institutional and social requirements for effective waste management programmes.
- **January 2005 – December 2006:** Finalise consultancy reports and hold regional Review Forum (May 2005). Continue to assist/advise countries and seek/secure funding for on-going work.

**Indicative Costs (US Dollars)**

- SPREP Project Coordinator, plus assistant, plus expenses:  
\$80,000 x 4.5 years \$360,000
- Regional Forum: (75-100 paid participants, plus expenses) \$200,000

Public Awareness Programme (Regional)

- SPREP staff (PO x 2 years): \$60,000 x 2 years \$120,000
- Awareness materials (posters, etc) and other (eg. translation) costs \$150,000

Public Awareness Programme (in-country)

- National Coordinator salaries and associated costs:  
\$10,000 x 22 x 2.5 years \$550,000
- Regional training and local programme costs:  
\$5,000 x 22 x 2 years \$220,000
- Programme Assessment Consultancies  
4 consultants @ 4 months each: \$100,000  
Travel, etc costs: \$50,000  
Clean-up Programme and associated equipment \$2-3million
- Programme Review and Follow-ups  
Regional Review Forum: \$100,000

**TOTAL FUNDING REQUIREMENTS :****approx \$4million**

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## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting of Officials

Majuro, Marshall Islands  
21 – 25 July, 2002

#### Agenda Item 7.2.2.3: Review of Ships' Wastes Reception Facilities - Implication for MARPOL 73/78

#### Purpose of Paper

1. To inform the Meeting of the findings and recommendations of the Review of Ships' Wastes Reception Facilities. Further, to seek the Meeting's endorsement for the presentation of a paper to the International Maritime Organization (IMO) requesting consideration of the practical difficulties that PICs face in meeting their obligations under the *International Convention for the Prevention of Pollution From Ships (MARPOL 73/78)*, in particular the "provision of adequate ships' waste reception facilities."

#### Background

2. The Pacific Ocean Pollution Prevention Programme (PACPOL) Strategy and Workplan, endorsed at the 10<sup>th</sup> SPREP Meeting, prescribed that the Secretariat review ships' waste reception facilities in the region. This review was to establish (i) whether the inability of PICs to provide "adequate ships' waste reception facilities" was an impediment to PICs ratifying MARPOL 73/78, and (ii) whether those PICs that had become a party to MARPOL, were able to meet their obligations. Funding for the review was provided by the IMO and was carried out by the Secretariat. The review covered all SPREP island members.

3. The main findings of the review were:

- All countries in the region have both international and domestic shipping calling into their ports.
- That there are two types of ports in the region. There are a number of commercial ports, run by Port Authorities, but the majority of ports are social service ports, run or subsidised by government, primarily for the import of goods and supplies for the country.

- The only ports that currently have adequate ships' waste reception facilities under MARPOL are Guam, Tahiti and Noumea, with Suva and Port Moresby meeting most criteria and with the potential to improve facilities to meet MARPOL requirements.
  - There are currently 5 PIC parties to MARPOL, none of them currently meet their obligation to provide adequate ships' waste reception facilities.
  - "The obligation to provide adequate ships' waste reception facilities was a major impediment to adoption of MARPOL and the reason why many PICs have not yet ratified."
  - Most PICs, in particular the smaller PICs, currently struggle to manage their domestic waste. It is unreasonable to expect them to manage ships' waste generated from international shipping. In these cases, even if ships' waste reception facilities were adequate, the final disposal of the waste is often environmentally inadequate.
  - Most international shipping in the region, when taking into account their routes and duration of voyage, would be able to store wastes until making landfall at regional commercial ports or commercial ports outside the region.
4. The Review recommends that SPREP make submissions to IMO to consider:
- The practical difficulties that smaller PICs face in providing for the adequate management of ships' waste received via international shipping. It is unethical to expect those countries that, because of their geographical situation, have great difficulty in managing their own domestic waste, to receive wastes from international shipping.
  - A mechanism where PICs can meet part of their obligations to MARPOL on a regional, rather than national, basis. All PIC parties to MARPOL would be obligated to provide "adequate ships' waste reception facilities" for wastes generated by domestic shipping. "Adequate ships' waste reception facilities" to cater for international shipping will only be provided at designated commercial ports within the region.
  - Submission of a list to IMO indicating all ports within the region and the level of ships' waste reception facilities that will be provided at each port.

## Recommendation

5. The Meeting is invited to:
- **consider** the paper; and
  - **provide guidance** to the Secretariat regarding its proposal to make a submission, in line with the Review recommendations outlined in this paper, to IMO in consultation with those members that are party to MARPOL and/or are members of the IMO.
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9 May, 2002



## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands

21 – 25 July, 2002

#### **Agenda Item 7.2.3.1: Implementation of the Montreal Protocol in the Pacific Islands Region**

#### **Purpose of Paper**

1. To advise the Meeting on the status of the Regional Project for the Implementation of the Montreal Protocol on Substances that deplete the Ozone Layer.
2. To seek support of the Meeting for the second phase of the above project that is the Regional Strategy for the Implementation of the Montreal Protocol for Pacific Island Countries (PICs)

#### **Background**

3. There are twelve countries in the Pacific Islands region, which were constitutionally able to ratify the Montreal Protocol. The majority of the Pacific Island countries (PICs) have already ratified the Montreal Protocol: Fiji, Federated States of Micronesia (FSM), Kiribati, Marshall Islands, Nauru, Palau, Papua New Guinea (PNG), Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu. However, two countries, namely the Cook Islands and Niue are clearly non-Parties and remain outside the Protocol.
4. Other islands in the region (American Samoa, Guam, Northern Mariana Islands, Wallis and Futuna, French Polynesia, Pitcairn, New Caledonia and Tokelau) are not able to ratify and therefore, are not eligible for assistance. They may still need advice to minimise impacts of phase-out, but the activities relating to these countries will remain out of the purview of this project.

5. The first phase of the project for the Implementation of the Montreal Protocol in the Pacific region was initially for eighteen months and started in January 2001. The United Nations Environment Programme, Division of Technology, Industry and Economics (UNEP-DTIE) signed a Memorandum of Understanding with the SPREP in June 2000. The project had contributed to the following general objectives set out for 2001 and 2002.

- To build the awareness and assist with identifying, sourcing, selecting and implementing alternative technologies, equipment and services and to promote understanding and designing policy instruments to control use in importation;
- Training at a regional level and support is extended to national activities, which was aimed at building up skills to implement phase-out activities.

### **Regional Strategy**

6. The Regional Strategy to comply with the Montreal Protocol in Pacific Island Countries, which was jointly developed by the South Pacific Regional Environment Programme (SPREP), and its partners including the United Nations Environment Programme (UNEP), Australia and New Zealand, was approved by the Executive Committee of the Multilateral Fund at its 36<sup>th</sup> Meeting from 20-22 March 2002. The total approval was \$788,700 (excluding agency fees).

7. In approving the PIC Regional Strategy, the Executive Committee noted:

- With appreciation the political commitment of the Governments of the Pacific Island Countries to the protection of the ozone layer, in spite of the fact that other environmental issues were higher in their national agendas, such as climate change;
- With satisfaction that those Governments were committing themselves to total ODS phase-out in advance of their obligations under the Montreal Protocol;
- That this project represented the first time that a regional phase-out strategy had been proposed under the Multilateral Fund by UNEP playing a proactive facilitative role in co-ordination with Australia, New Zealand and SPREP.

8. The latest data shows that the total consumption of chlorofluorocarbons (CFCs) (the main ODS consumed in the Pacific) in the region is 73.01 tonnes, almost all of which is consumed in PNG.

9. The Regional Strategy (second phase) will cover the period of three years from July 2002 – July 2005. It concentrates on activities that will ensure the current phase-out is sustainable and all countries are able to remain in compliance.

10. The objectives of the Regional Strategy are:
- To assist with an accelerated and sustained CFC phase-out in the Region (including a complete CFC phase-out in eight of the fourteen PICs by the end of 2005); and
  - To achieve this in the most cost-effective manner without any adverse economic effects.
11. To achieve these objectives, the Regional Strategy will provide:
- Direct support for the national actions to assist with the monitoring of accelerated phase-out;
  - Regional facilitation for policy setting, training and public awareness;
  - Active collaboration with bilateral donors i.e. Australia, New Zealand and Germany (limited to PNG);
  - An overall advisory role by the United Nations Environment Programme, Division of Technology, Industry and Economics (UNEP-DTIE) in partnership with SPREP through their re-oriented compliance assistance programme.

### **Issues**

13. A regional workshop was held in Apia in April 2001 and a side meeting in the margins of the 13<sup>th</sup> Meeting of the Parties held in Colombo in October 2001 discussed elements of National Compliance Action Plans (NCAPs) and the Regional Strategy. The Meetings came up with the following recommendations:

- To ensure good communications, countries that have not already done so, should assign a national focal point or National ODS Officer and advise SPREP/UNEP of these as soon as possible. This includes the establishment of National Compliance Centres.
- Assistance and advice should be provided to non-parties to help them ratify the Montreal Protocol and its amendments.
- Countries which are not Parties to the Montreal Protocol or its amendments may not be able to receive assistance and may be prevented from importing certain ozone depleting substances. This may cause economic disruption to those countries.

- SPREP/UNEP can provide advice to Parties on how to ratify the amendments and the implications for countries of doing this.
- All countries should report their annual consumption data to the Ozone Secretariat by 30 September of each year.
- There needs to be regular communications between SPREP/UNEP and focal points.
- Capacity building of focal points will be vital to ensure successful implementation of the Montreal Protocol. As well as the regular network meetings which were seen as vital, it should include training on data collection techniques and licensing systems and possibly training in project development/management.
- Training of refrigeration technicians in the use of alternatives to ozone depleting substances will be required. This could be done either in-country, especially for short-term training, or at a central training facility for region-wide training.
- The need to train legal people on how to develop and implement controls on ozone depleting substances was raised as a concern. Suggested means of addressing this included:
  - The provision of model regulations and advice from UNEP/SPREP,
  - The participation of legal staff in other training programmes, especially training of customs officers (training in development of licensing systems),
  - Looking at other means of providing support and training to legal bodies (FIELD, Commonwealth Secretariat).
- It is necessary to train customs officers in recognition of ozone depleting substances. However, countries must have regulations in place before this training can take place.
- It will be important to raise the awareness and the understanding of Ministers and senior Government officials about issues relating to the Montreal Protocol.
- To help raise their skills, ODS focal points should be encouraged to participate at Meetings of the Parties to the Montreal Protocol and at Open- Ended Working Group meetings as well. PICs should send requests for financial assistance from the Ozone Secretariat in Nairobi to attend this year's Open-Ended Working Group (OEWG) Meeting in Geneva Switzerland, 23 – 25 July 2002 as well as the Meeting of the Parties (MOP) and the Conference of the Parties (COP) in Rome, Italy, 25 – 29 November 2002. SPREP noted that due to poor logistical arrangements within countries, some were unable to attend OEWG and MOP in Montreal and Colombo in 2001.

- Pacific countries were also encouraged to consider participation at meetings of the Executive Committee (ExCom) of the Multilateral Fund as part of the Asia and Pacific regional grouping, or as members of the ExCom itself. The ExCom makes policy decisions on how financial assistance is provided under the Montreal Protocol and on the needs of small countries which are different to others.

### **Recommendation**

15. The Meeting is invited to:
- **note** the outcomes of regional meetings in Apia and Colombo and elements of the Regional Strategy;
  - **consider** and **agree to work** in collaboration with the Secretariat in the implementation of the Regional Strategy; and
  - **endorse** the selected Representative from the Pacific to the Executive Committee of the Multilateral Funds and advise the Secretariat accordingly.
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8 May, 2002



## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting of Officials

Majuro, Marshall Islands

21 – 25 July, 2002

#### Agenda Item 7.2.3.2: Improving Operations of Regional Meteorological Services

##### Purpose of Paper

1. To inform the Meeting of initiatives and progress in the region related to the improvement of regional meteorological services.
2. To consider the proposed projects in the “Needs Analysis for the Strengthening of Pacific Islands Meteorological: Meeting the Challenges (PMS:MC) report, which resulted from the “Pacific Meteorological Services Needs Analysis Project (PMSNAP); and a Declaration (Attachment 1) calling on Pacific Islands Leaders to support proposed development projects in the PMS:MC report, endorsed by Directors of National Meteorological Hydrological Services (NMHSs) during the Eight Regional Meteorological Services Directors (8RMSD) meeting held in Nadi, Fiji, from 18 to 20 March 2002.

##### Background

3. **The Regional Meteorological Services Directors Meeting.** The Eighth Regional Meteorological Service Directors Meeting (8RMSD) was held in Nadi, Fiji in March 2002. The theme for 8RMSD, “Strengthening Linkages between Climate Variability and Change” was adopted to encourage closer cooperation and coordination between NMHSs and climate variability and change activities at national, regional, and international levels, as well as remind NMHSs of the potential for support that could be obtained through climate change assistance programmes.
4. The following is a summarised list of pertinent recommendations arrived at by the meeting:
  - (i) that 9RMSD be held in 2003 in conjunction with other regional meetings, such as WMO meetings in the region; and the meeting re-emphasized Recommendation 7 of 7RMSD: “SPREP and WMO Subregional Office for the South-West Pacific explore opportunities of hosting joint meetings and activities in the region.”

- (ii) to establish the Implementation Group with SPREP designated as lead, to coordinate the implementation of the projects identified in the PMS:MC report; and requested the Coordinating Group to consider the projects under an umbrella programme, rather than individual projects. The Coordinating Group membership is American Samoa, Fiji, New Zealand, Federated States of Micronesia, Vanuatu, Solomon Islands, Vaisala, University of Oklahoma, Collin Schulz, SPREP and WMO.
- (iii) the Coordinating Group to draft a Declaration (Attachment 1) including the projects identified in the PMS:MC to be included in national and regional statements in high level regional meetings such as the upcoming 13<sup>th</sup> SPREP Meeting, Majuro, Marshall Islands, in July 2002; SOPAC Governing Council Meeting, Nauru, in August 2002; and the Forum Leaders Meeting, in Suva, Fiji, in August 2002. The meeting considered the draft statement and endorsed it, requesting NMHSs to include the statements in their national statements in the various high-level fora.
- (iv) Mr. Paul Cheeseman (Tonga) offered, subject to the approval of the Government of the Kingdom of Tonga, to host the 9RMSD in Nuku'alofa, Tonga, in 2003.

5. **The Pacific Meteorological Services Needs Analysis Project (PMSNAP) Report – ‘Pacific Meteorological Services: Meeting the Challenges (PMS:MC)’**, funded fully by Australia through AusAID, with technical assistance from United States National Oceanographic and Atmosphere Administration (US NOAA) National Weather Service, MetService New Zealand Ltd., Meteo France, Fiji Meteorological Service, WMO and SPREP was in response to the Pacific Meteorological Needs Analysis Project recommendation. The PMSNAP began 1 February, 2000 and was completed 30 May 2000. A total of twenty-three detailed reports<sup>1</sup>, approved and endorsed at the Seventh Meeting of RMSD (7RMSD) held in Samoa, 16-18 August 2000, were generated from PMSNAP. In summarising the report “Meeting the Challenges” provides the following findings:

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<sup>1</sup> Twenty National Country Reports (NCRs) covering most SPREP Pacific Island Members (American Samoa, Cook Islands, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, New Caledonia, Niue, Commonwealth of the Northern Mariana Islands, Palau, Papua New Guinea, Solomon Islands, Vanuatu, Tuvalu, Tonga, Tokelau. Wallis and Futuna was combined with New Caledonia report), one regional synthesis report (Pacific Meteorological Services: Meeting the Challenges) and two special reports (Regional Telecommunications and Climate Computing (CLICOM)).

- Two consistent themes emerged from the PMS:MC, namely, the majority of NMHSs in the region are struggling and often failing to provide basic services for the citizens and industries of their countries; and the position of most countries regarding development programmes is that they must be sustainable within approved in-country NMHSs budgets and that assistance may be required with ongoing costs.
- Two clear common priority areas of need that emerged from all countries were; improved severe weather warning services; and seasonal and climate prediction services, especially drought. Improvement of these services requires the strengthening of support structures, specifically; weather and climate observational networks; telecommunication networks; and physical infrastructure and institutional strengthening.
- Comprehensive NMHSs country summaries and identified development projects that address both long-term and short-term improvements in the provision of weather and climate services and products by NMHSs.

6. The 8RMSD endorsed a Declaration (Attachment 1) calling on Pacific Islands Leaders to give full support to the implementation of the project proposals in the PMS:MC reports. The Declaration in support of the PMS:MC is presented to this meeting for consideration.

7. **The US DOE Atmospheric Radiation Measurement (ARM) Project** continues to provide development assistance to both the Republic of Nauru and Papua New Guinea (PNG) Meteorological Services. The creation of the Republic of Nauru National Meteorological Service (NNMS) has been bolstered by ARM's commitment to assist development through its physical infrastructure, development support and technical guidance. A NNMS Development Plan has been prepared and with close collaboration with the SPREP ARM Project Coordinator, WMO Sub-Regional Office for the South West Pacific and the Republic of Nauru Industry and Economic Department (IED), the NNMS is nearing reality. Staff development plans for both PNG and Nauru are being developed to assist in identifying capacity building and human resource requirements to ensure a sustainable and focused approach to long term National, Regional and Global meteorological obligations.

8. **The World Meteorological Organisation Sub-Regional Office for the South West Pacific.** The establishment of the WMO Sub-Regional Office for the South West Pacific (SWP)<sup>2</sup> within the SPREP Headquarters in April 1999 had consolidated the work of SPREP and WMO in further strengthening the capacity of NMHSs in the Pacific Region.

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<sup>2</sup> Discussed and approved by the SPREP Meeting in its 9<sup>th</sup> meeting in Nuku'alofa, Tonga, in 1996.

**Recommendation**

7. The Meeting is invited to:
- **note** the progress made so far in the development of meteorology in the Pacific Region;
  - **consider** and **endorse** the Declaration (Attachment 1) calling on Pacific Island Leaders to support proposed development projects in the “Needs Analysis for the Strengthening of Pacific Islands Meteorological Services: Meeting the Challenges” (PMS:MC); and
  - **transmit** the Declaration and PMS:MC report to the Environment Ministers’ Forum, in Majuro, Marshall Islands, 26 July 2002 for endorsement.
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8 May, 2002

## **Eighth SPREP Meeting of Regional Meteorological Services Directors (8RMSD)**

### **DECLARATION**

We, the Heads of National Meteorological and Hydrological Services from the (SPREP members - Pacific Islands Forum Members), meeting in Nadi, Fiji, 18 - 20 March 2002, declare as follows:

We **NOTE** that the United Nations General Assembly, the Economic and Social Council and the regional economic and social commissions have appealed to States to contribute, within their field of competence, to the action taken at the international, regional and national levels to promote and support sustainable development, especially activities pertinent to weather, climate, and water-related natural disasters, climate change and the protection of life, property, and the environment.

We **FURTHER NOTE** that the Forum Leaders recognized and endorsed the deep concern in the region about climate and the need to seek international understanding of the unique circumstance of the Pacific Island Countries, especially low lying islands.

We **REAFFIRM** the contributions already made by, and through, (SPREP members) (Pacific Islands Forum Members) in response to the above appeal, particularly through the National Meteorological and Hydrological Services which is crucial to national, regional and international strategies for the protection of life, property, and the environment such as in addressing climate change and stratospheric ozone depletion issues, among others.

We **FURTHER REAFFIRM** the vital importance of the mission of the National Meteorological and Hydrological Services in observing and understanding weather and climate and in providing meteorological, hydrological and related services in support of national needs. This mission contributes to national needs in the following areas:

- (a) Protection of life and property;
- (b) Safeguarding the environment;
- (c) Contributing to sustainable development;
- (d) Ensuring continuity of meteorological, hydrological and related data including climatological data;
- (e) Promotion of endogenous capacity building;
- (f) Meeting international commitments; and
- (g) Contributing to international cooperation.

We **ARE COGNIZANT** that, weather and climate systems do not recognize political and national boundaries and are continuously interacting. Hence, no one country can be fully self-reliant in meeting all of its requirements for meteorological services, including weather and climate, and countries need to work together in a spirit of mutual assistance and cooperation.

We **RECONGISE** that it is for the various stakeholders in each country, in full awareness of their country's national goals, requirements, resources and aspirations to evaluate and decide on a country-specific strategy for future provision of meteorological, hydrological and related services and to find the greatest possible harmony between the principle of their national sovereignty and their international obligations under environmental treaties and agreements.

We **FURTHER RECOGNISE** the importance of a unique and integrated national and regional system for the observation, collection, processing and dissemination of meteorological, hydrological and related data and products; and the vital importance of long-term climate records and related sectors information are essential for assessing the short term and long-term sensitivity and vulnerability of communities to climate hazards for ensuring preparedness and for establishing strategies that build resilience for coping with future climate extremes.

We **EXPRESS** deep concern that the National Meteorological and Hydrological Services in the Pacific Island Countries are struggling and often failing to provide basic services for the citizens and industries of their countries.

We **BRING** to the attention of our Leaders, a Strategic Action Plan for the Development of Meteorology in the Region (2000-2009) and subsequent Pacific Meteorological Services Needs Analysis Project addressing deficiencies through proposed development projects.

We **URGE** that whatever form or model the National Meteorological and Hydrological Services take, government financial support be provided to operate and maintain the required relevant basic infrastructure, monitoring and services in the national and global public interest, and that such support be strengthened where needed.

We **CALL** on our Leaders to give due consideration to the statements expressed in this Déclaration. We believe that this will be in the interest of sustainable development, in support of national economies and social progress and that this contributes significantly to the reduction of loss of life and property caused by natural disasters and other catastrophic events, as well as to safeguard the environment for present and future generations of humankind.

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## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting of Officials

Majuro, Marshall Islands  
21 – 25 July, 2002

#### Agenda Item 7.2.4.1: Trade and Environment

#### Purpose of Paper

1. To seek support from the Meeting for the Secretariat's new "Trade, Investment and Environment" Programme, to be managed under Key Result Area 4.

#### Background

2. Under the Secretariat's previous Action Plan and Work Programmes, initiatives sought to improve capacity in the areas of Trade and Environment. Limited support could be gained for follow-up work from preliminary ventures into "Green – Products" advocacy.
3. More recently, there have been growing calls from Member countries for better information on international trade matters and negotiations as they relate to environmental implications. This has included the request for an information paper on Globalisation at the Twelfth SPREP Meeting.
4. The Secretariat's Action Plan for Managing the Environment of the Pacific Islands Region 2001 – 2004, highlighted one of the focus areas of KRA 4, *Sustainable Economic Development*, as Trade and Environment. The intention was to develop initiatives to assist countries understand the nexus between environment and development, especially the links between trade, investment and environment.
5. The Pacific Islands Forum, 1999 and the Forum Economic Ministers' Meeting (FEMM) 2000, called for the generation of a Framework for the Environmental Assessment of Trade Liberalisation on the environment of Pacific Island Countries. In response, the Secretariat generated a programme outline, which was relayed to the FEMM and Foreign Trade Minister's Meeting of 2001.

6. Within the ethos of the Action Plan, preliminary work in this area has seen the formulation of the Trade, Investment and Environment Programme. The programme outline has now progressed and has culminated in project proposals being used to seek support. Recipients of submissions thus far, have been the joint UN Committee on Trade and Development (UNCTAD) and UNEP-Capacity Building Task Force (CBTF), and the Canadian International Development Research Centre.

7. The Programme Proposal is over a 4 year period with the advocacy of extension upon review. The objectives are two-fold. Firstly to relay better information to governance and communities of the implications of international and regional trade liberalization and economic reform initiatives on the environment. The second objective is to use participatory methods to generate a draft Framework for environmental assessment, which shall be augmented at a Regional meeting of stakeholders in 2003.

8. Media will be used to forward information through newsletters and information papers, designed in a manner to enable feedback to the Secretariat. The feedback will be used to scope and focus attention on the key issues for the Pacific and the key potential implications on the environment. This will enable the focusing of the draft framework for environmental assessment on pertinent issues and potential outcomes of international negotiations.

9. The regional framework shall be developed in close consultation with Members, as a template system for the advancement of assessment guidelines and protocols. These shall be pitched at the national level to be adapted or adopted to suit individual Members to ensure that future trade liberalization and economic reform negotiations result in minimal detrimental impact and the retention of maximum benefits in-country, that may stem from investments.

10. Details of the proposed programme are given in the attached Outline. It should be noted that funding has not been secured for the four-year programme. Endorsement of the Programme by Members shall assist the Secretariat in its endeavours to seek support from donors and industry groups.

### **Recommendation**

11. The Meeting is invited to:

- **consider** the Trade, Investment and Environment Programme Outline; and
  - **endorse** the proposed programme.
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9 May, 2002

## TRADE, INVESTMENT AND ENVIRONMENT PROGRAMME. 'RETAINING THE BENEFITS....'

### Programme Outline

Programme Title:	Trade, Investment and Environment: <i>Retaining the benefits.</i>
Project Component/Title:	Development of the 'FRAMEWORK FOR THE ASSESSMENT OF ENVIRONMENTAL IMPACTS OF TRADE AND INVESTMENT IN THE DEVELOPMENT OF PACIFIC ISLAND COUNTRIES'
Programme Focus:	Trade and Environment
SPREP Key Result Area:	No 4: <i>Sustainable</i> Economic Development
Related Agreements/Mandate:	SPREP Agreement; SPREP Action Plan 2001-2004; SPREP Corporate Plan 2001-2005; Pacific Islands Forum Decisions, 1999.
Participating Countries:	SPREP Member Countries
Collaborating Organisations:	Pacific Islands Forum Secretariat.
Financing Agents:	Not fully financed at time of paper
Programme Starting Date:	July 2002
Programme Duration:	10 Years
Project Phase Period:	<b>4 Years</b>

### CONTEXT

The development of a *Framework for the Assessment of the Environmental Implications of Trade, Investment and Development in Pacific Island Countries*, is part of SPREP's four year programme aimed at building capacity in managing the environmental impacts of trade and investment.

### AIM

The aim of the activities leading to and resulting in the development of the *Framework for the Assessment of the Environmental Implications of Trade, Investment and Development in Pacific Island Countries* is two-fold:

- to *establish* a basis for a better understanding of the impacts of trade and investment on the environment and natural resources of PICs; and
- to *strengthen* national capacity to develop country-specific policies and practices which will ensure trade and investment decisions are environmentally sound.

## **GUIDING PRINCIPLES**

The following principles will guide the development of the framework:

- The process and outputs will be country driven, and based on national priorities designed to support sustainable development, as identified within the context of national programmes.
- The programme will utilise open and transparent processes for stakeholder consultation.
- The framework will be developed in such a way so that it is sufficiently flexible to enable adoption and/or adaptation by member states as far as is possible and practicable.
- The development of the framework will draw on the expertise and information available through national focal points, the CROP agencies, regional and international networks and local communities.
- A focus on the issues and influences specific to the Pacific Islands will be maintained throughout the development of the Framework.

## **THE CHALLENGES**

The trade and investment environment of the Pacific Island Countries is changing rapidly. The recent signing of regional trade agreements (PICTA and PACER), the planned accession of many island nations to the WTO, and the interest of large economies such as Japan, the EU and the United States in the unique offerings of Pacific island countries are opening up new risks as well as opportunities for the communities of the Pacific. The advantages associated with establishing new trade and investment systems will have to be weighed against the impact on the natural and cultural assets of island nations. The environmental ramifications of trade and investment opportunities will need to be carefully managed over the coming decades to ensure the sustainability and longevity of agreements, and to protect the unique cultural, heritage and natural values of the Pacific.

The challenge is to allow for and facilitate sustainable development by enabling PICs to recognise, capture and maximise the benefits made available by trade and investment opportunities, and to arm PICs with mechanisms to guard against unwanted or unintended environmental degradation. SPREP's new Trade, Investment and Environment Work Programme seeks to:

- capture and retain benefits presented by trade and investment opportunities and Pacific lifestyles through environmental planning methods;
- effectively manage environmental risks associated with increased liberalisation of trade and investment regimes at global and regional level; and
- build recognition of and appreciation for the multi-dimensional nature of trade, investment and environment linkages

## THE MANDATE

Following on from the 1997-2000 SPREP Action Plan, the SPREP Action Plan 2001-2004 introduces the need to address trade and environment under the new *Sustainable Economic Development* KRA. Consistent with the Action Plan, in 2001 six months preparatory research and planning was undertaken. The Trade, Investment and Environment Programme outlined here is the outcome of that work.

In 1999 Forum Trade Ministers recognised the positive and negative impacts that trade liberalisation may have on the environment. Ministers noted the imperative that trade and environment be mutually supportive and directed the Forum Secretariat and SPREP to work together to monitor and advise PICs on the linkages between trade, investment and environment in the Pacific region.<sup>1</sup>

While little comprehensive work has been undertaken on this issue to date in the Pacific, the need to examine and manage the trade, investment and environment nexus is acknowledged and supported by international and regional fora and outcomes including:

- Agenda 21;
- Fourth Pacific Islands Conference of Leaders (1993 and 1996);
- Consolidated Forum Economic Action Plan 2001 endorsed by Forum Economic Ministers in July 2001;
- EU-Cotonou Agreement particularly Articles, 10, 19 and 20;
- APEC;
- UNCTAD 2001 Conference on Less Developed Countries, and the UNCTAD-UNEP Capacity Building Task Force on Trade and Environment;
- WTO, CTE and the IV Ministerial Conference 2001; and
- AOSIS Meeting on Trade and Environment, November 2001.

With the decisions at the latest round of WTO negotiations in Doha, and the consequential revisiting of the implications of GATT with respect to MEAs, the need to manage environmental impacts effectively has never been greater.

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<sup>1</sup> Ref. SPFS(99) Summary of Decisions, 1 June 1999, paragraph 11(vi)

## **FOCUS ISSUES**

The focus of research and documentation will be the specific needs of the PICs. Ideas will be drawn from the lessons of others relative to policy, technical and practice options. The key issues to be considered in the development of the framework will include:

- trade negotiations, trade liberalisation and foreign direct investment;
- The GATT, WTO processes and decisions, and the role of MEAs;
- land, marine and resource rights and access;
- information availability, institutional choices and capacity development; and
- sustainable investment incentives and development assessment processes.

## **CONSULTATION AND PARTICIPATORY PROCESS**

Given the limited human resources and funding available to the development of this Framework, it is proposed to conduct initial consultations via fax and e-mail and during relevant and already financed meetings of trade and environment officials.

The SPREP Secretariat will undertake desktop and e-research, compile relevant information and produce an analysis of key issues as a foundation for subsequent consultations.

It is intended that the key outputs of this first phase of development be the distribution of three discussion papers that will provide the catalyst for communication with, and participation of, national and regional stakeholders.

Provided below are views of the possible content of the Discussion Papers which will be generated as a series.

Throughout the development of these papers (and the final framework), intelligence will be sought from the CROP agencies (including SPC, SPTO, FFA, SOPAC and the Forum Secretariat) and industry and professional associations. This should ensure the Framework follows a logical and practical course of development, which should ultimately lead to the generation of an effective and applicable tool for regional and national environmental assessments.

Drafts of the three Discussion Papers developed, from August 2002 to February 2003 will be forwarded to SPREP member states and CROP agencies for consideration and comment, prior to wider distribution.

This consultation phase will provide member countries and agencies an opportunity to seek clarification, identify 'gaps' in logic or context, highlight misrepresentations and suggest changes or additions and scope the coverage of the papers.

## **Globalisation**

Changes in trade and investment flows and magnitudes have been supported by reform of national and international financial, legal and institutional structures, and policy frameworks. Accompanying the globalisation of markets and economic structures and institutions, has been a globalisation of policies and policy-making processes. As the distinction between domestic and foreign issues blurs, so too do relative roles and responsibilities of domestic versus international governing bodies. Transnational corporations and global financial firms and funds are increasingly vested with the concentration of economic resources and power. Liberalised systems of trade and investment hold potential benefits for PICs, presenting opportunities to access new markets and use existing structures to ensure free and fair trade. However, with this comes an increased need to effectively manage the risks characteristic of increased competition and less protected market structures, especially for remote, fragile and biologically significant PICs with limited resources and trade diversity.

## **Environmental Consequences**

Valid concerns regarding the impact of trade and investment liberalisation on human well-being and environmental quality are now being raised in many fora from the WTO to NGOs. The continued and increasing dismantling of economic borders has reinforced the need for regional and international cooperation in environmental matters, especially those with trans-boundary or global implications. As well, and as importantly, there is a need for coordinated, integrated economic and environmental decision-making processes at the national level. Managing the interactions between trade and the environment has been one of the areas where Governments have attempted to develop new forms of international cooperation to correct market failures and to control other distortions arising from domestic policies.<sup>2</sup> Risks faced include increased exposure to pests, parasites and invasive species, the loss of traditional knowledge, increased intensity of development, or adverse exposure to unregulated genetically modified products.

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<sup>2</sup> UNESCO, 2001

## **Pacific Island Context**

Pacific Island Countries are vulnerable economies in the global context and can face unfavourable conditions in international trade. They are challenged by issues such as small populations but large population growth rates, limited land areas and uncertain resource tenure arrangements, fragmented and dispersed land over large areas, remoteness from markets, lack of skilled labour, developing infrastructure, and high susceptibility to natural hazards. Developing niche export industries and inviting direct foreign investment are the natural and possibly only options for most PICs seeking increased economic growth. As some of the region's economies are being incorporated into the WTO system, the broader in-country and regional ramifications of accession and membership will begin to be felt. Effective management of the environmental implications of the new 'playing field' will be paramount. Capturing the benefits of trade and investment opportunities at the community and regional levels will be necessary to ensure sustained and equitable growth consistent with community needs and aspirations.

## **PROGRAMME COMPONENTS AND OUTPUTS**

### **Programme Component A - Issue Profiling and Awareness**

The objective of Component A is to build cross-disciplinary understanding of trade, investment and environment linkages. The Component consists of two streams that will run in conjunction with Component B, to develop greater regional awareness between member Governments and island business communities. A half-yearly newsletter will be produced to canvass contemporary issues relating to trade, investment and environment and PICs. In addition, as an evolutionary component of the Programme, SPREP will identify and pursue opportunities to link more closely with the Pacific Island business community, for example, through involvement in activities such as Exporter of the Year awards.

### **Programme Component B – Building Strategic Response Capacity (the Framework)**

#### ***Phase 1 : Research and Consult***

The objective of Phase 1 is to facilitate the development of a *Framework for the Assessment of the Environmental Implications of Trade and Investment in Pacific Island Countries* by SPREP member governments. Initially, a series of three discussion papers, known as the '*TIDE Series*', will be produced outlining various aspects of managing the trade, investment, environment nexus in the Pacific.

The series will begin with a discussion of regional and national linkages and the implications of key issues associated with the trade and environment debate, such as the role of GATT, the WTO and the function and status of MEAs. The second *TIDE* paper will canvass case studies with a focus on the Pacific region. Finally, the series will outline strategies, constraints and opportunities for management. The *TIDE Series* will provide the catalyst for communication with, and participation of, national and regional stakeholders. The discussion papers and responses from countries will be designed to scope the issues that will drive and determine the *Framework*. This consultative process, incorporating national and/or sub-regional dialogues, is designed to scope countries' needs, aspirations and priorities prior to the determination of the *Framework*. This process will be assisted by outputs under Component A.

### ***Phase 2 : Develop and Agree the Framework***

The *Framework* will be designed so as to :

- *establish* a basis for better understanding of impacts of trade and investment on the environment and natural resources of PICs; and
- *strengthen* national capacity to develop country-specific policies and practices by providing model instruments and tools which aim for environmentally sound trade and investment decisions.

While in-country consultations will drive the development of the draft *Framework*, a regional roundtable will serve to achieve agreement on the form of a draft *Framework* and to determine a forward work programme for implementation in member countries. The *Framework* will be forwarded to the SPREP Governing Council and to Forum Trade Ministers in 2003.

### ***Phase 3 : Implement the Framework***

While the specific nature of the outputs under Phase 3 will be ultimately determined by the needs and aspirations expressed by countries engaged as Programme partners, the outputs are likely to include:

- the delivery of in-country strategic environmental planning consultations and advice to facilitate implementation of the *Framework*; and
- the ongoing provision of advice on legal, policy and market-based instrument options to assist the ongoing implementation of the *Framework*.

To be effective, the implementation phase will necessarily take individual country context into account. In this way, responses may be tailored to the pressures or opportunities faced by each economy. For instance, several countries have actions or are considering WTO accession. Conversely, other countries have or may not be considering such actions. Countries not pursuing WTO membership will be operating under different circumstances but face similar threats and/or opportunities from regional and international trade liberalisation. The implementation of regional agreements impacts on domestic decisions at macro and micro levels for all PICs. As such, the capacity building efforts will target all PICs. A 'top-down, bottom-up' approach to capacity building will be employed with the regional *Framework* in mind to ensure regional coherence and to maximise benefit streams. In-country consultations at this Programme stage will seek to:

- identify how the *Framework* needs to be adapted to meet the particular needs and aspirations of countries;
- determine opportunities for the implementation of the adapted *Framework* within current structures and constraints faced by countries; and
- identify the means for maximising these opportunities in the context of a strategic, forward-looking programme of work, including how best to ensure political commitment to the implementation of the adapted *Framework*.

Following the development of the strategic forward work programme, and subject to the approval of Member Governments, SPREP will provide continued advice on the implementation of the Programme over a longer time horizon.

#### **PROGRAMME TIMEFRAME**

An indicative Programme timeline is shown at Attachment 1, over.





## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands

21 – 25 July, 2002

#### **Agenda Item 7.2.4.2: EIA and Integrated Environmental Planning**

#### **Purpose of Paper**

1. To seek support from the Meeting for the Secretariat's approach to Environmental Impact Assessment and Integrated Environmental Planning capacity building.
2. For the successful establishment of environmental assessment and management as part of governments' development decision-making processes, the Secretariat believes that advocacy and training should be inclusive of early planning and intervention mechanisms. The symbiotic link between EIA and development planning systems can be cultivated to enable the identification of constraints and opportunities for investment and wise use of land and marine resources. Identification of "opportunities" is a key to the successful pursuit of sustainable development.

#### **Background**

3. The review of the Secretariat's role in EIA capacity building commenced in April, 1998 at the 'Pacific EIA Experts Meeting', Christchurch, New Zealand. Two discussion papers were used at this meeting (Hill, Young & Cooper Ltd, 1998 and Onorio, 1998). A meeting outcome report was used to develop the "Framework for Building EIA Capacity: 1999-2000", which was presented and supported at the 9SM (Tonga, 1999).
4. The outcome was the recognition of the desperate need for continued EIA capacity building, albeit in conjunction with early planning processes. SPREP's 2000 Training Needs Assessment later reconfirmed the need for EIA capacity development. To accommodate calls for action, environmental assessment has been given high priority in the SPREP Action Plan 2001-2004. To this point, recommended activities contained in Annual Work Plans have not been achievable due to the inability to attract funds. The problem with funding activities is partly due to a lack of understanding of the status of EIA and integrated planning systems in-country, by donor agencies. The Secretariat was also unable to fill an Adviser position, needed to plan action in this area, till mid-2000.

5. The primary shift in emphasis in Environmental Assessment capacity building centres around the recognition of EIA as a planning tool, dependent on a planning system for its effective and equitable operation. EIA by itself can be a reactionary tool fraught with problems: its inability to consider wider area impacts; inability to take on board cumulative impacts; and the high cost associated with aggregating and analysing data.

6. Modern integrated environmental or resource use planning systems enable the use of early intervention or pro-active environmental assessment techniques which assist in the mainstreaming of the environment within development processes. Reliance on the reactive, 'end-of-the-pipe' (development pipe-line) EIA process invariably negates opportunities for whole-of-government approaches, leading to the marginalisation of environmental studies and environmental agencies responsible for them.

7. Strategic Environmental Assessments (SEAs), development guidelines and criteria – are all forms of early assessment and planning tools, which can be used to guide the location, intensity, quality of inputs, quality of outputs and timing of development. The symbiotic consideration of these aspects of development is the key to minimising impact and concluding with options for good development. Additional benefits accrue from early intervention methods and tools:

- Contrary to EIA, early assessment and planning methods do not necessarily need legal basis and can be instigated at the village level. Centralisation of decision-making through instigation of EIA laws can lead to loss of the ownership and empowerment of grass-roots decision making;
- An integrated planning system enables a platform for the instigation of resource use techniques which complement SEA, EIA and the production of development guidelines: land capability analysis, landscape analysis, vulnerability assessments, ISO 14,000 principles and user pay systems;
- Enables the valuation of ecosystem goods and services, and use of that value determination as part of the development decision-making process;
- Enables a flexible vehicle for the inclusion of the outputs of strategic assessments and data aggregation stemming from specific initiatives: Climate Change – Sea Level Rise, NBSAP, PACPOL, Waste Management, etc.

8. The intent is to convey to Pacific Island Countries (PICs) through Toolkits, alternative early intervention tools and methods, which include use of SEA and EIA, as components of integrated planning systems. A three-year Project timeframe has been developed as part of a ten-year programme – with the initial aim to improve awareness of and use of EIA, SEA and integrated planning methods.

9. Details of the Secretariat's programme are given in the attached Outline. It should be noted that funding has not been secured for the three-year first phase of the programme. Endorsement of the programme by Members should assist the Secretariat in its endeavours to seek support from donor agencies.

### **Recommendation**

10. The Meeting is invited to:

- **consider** the Environmental Assessment and Reporting Programme Outline targeting environmental assessment and planning capacity development; and
- **endorse** the proposed programme and the direction of capacity building activities.

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8 May, 2002

<b>ENVIRONMENTAL ASSESSMENT AND REPORTING PROGRAMME.</b> <b>'MODERN SYSTEMS LOCAL KNOWLEDGE...'</b>
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### Programme Outline

<b>Programme Title:</b>	Environmental Assessment and Reporting Programme
<b>Project Component/Title:</b>	<b><i>Strengthening national capacity to undertake environmental assessment and planning.</i></b>
<b>Programme Focus:</b>	Integrating Environment and Development.
<b>SPREP Key Result Area:</b>	No 4: <i>Sustainable</i> Economic Development
<b>Related Agreements/Mandate:</b>	SPREP Agreement; SPREP Convention [Article 16], 1993; Meeting of Contracting Parties to SPREP Convention, 2000; Training Needs Analysis, SPREP, 2000; SPREP Action Plan 2001-2004.
<b>Participating Countries:</b>	SPREP Member Countries
<b>Collaborating Organisations:</b>	University of the South Pacific; SOPAC; SPTO.
<b>Financing Agents:</b>	Not fully financed at time of paper
<b>Programme Starting Date:</b>	Jan 2002
<b>Programme Duration:</b>	10 Years
<b>Project Phase Period:</b>	<b>3 Years</b>

### Programme Summary

In an endeavour to equip Pacific Island Countries (PICs) with the necessary tools to integrate environment and development decision-making, the SPREP Secretariat is taking a long-term programmatic approach to environmental assessment and planning capacity building. This is in recognition that exposure to environmental assessment and planning systems and uptake of practice to mainstream the environment, needs fostering over time and should consist of components, which proffer the opportunities (or positives) that prevail from coordinated decision-making systems.

Capacity development over the next 3 years aims to expose PICs to alternatives to EIA as a means of promoting sustainable development and increasing awareness and capacity to use assessment and planning methods and techniques tailored to PIC needs. A regional Environmental Assessment Facilitation Office will be established to provide advisory services to PICs and assist with capacity development. Initially outputs will be delivered as toolkits for the adaptation or adoption by members, to address 'hotspot' capacity shortfalls. Many PICs are facing acute development pressures, do not have planning systems as foundations to coordinated development decision-making, and have limited reference material to guide practice.

In-country visitation will occur during the first phase of the project to establish particular country needs - the outputs being the identification of case study options covering consistent situations and issues. Early intervention tools such as environmental economics and strategic environmental assessments will be the focus as tools more suited to the pursuit of sustainable development in customary societies. Training in methods and techniques (tools) will centre on the use of mapping technology (GIS and Remote Sensing) and be 'streamed' to respect variant levels of experience and skill.

The aim in the first phase of the programme is to quickly provide Environmental and Planning Units/Agencies with tools to assist sustainable development decision-making. Simple reference material such as standard TORs for EIAs and Strategic Environmental Assessments (SEAs); standard resource survey templates, prior EIAs etc will be invaluable to PICs where major institutional, expertise and knowledge gaps occur. If delivered with the appropriate awareness and acceptance promotion, 'administrative tools' (as referred above) can be instituted to good effect without legislative and planning foundations. The longer term objective is to promote and instil the recognition of the need and advantages of integrated environmental or resource use planning systems - to ensure consistent practice and equity in decision making.

In the subsequent phases of the programme more comprehensive efforts are envisaged, aiming at the wider audience. The emphasis will be on institutional strengthening to cover aspects from Planning Strategy development, legislative platforms for integrated planning (model provisions), administrative integration, links in law - guidelines - and standards, roles of various players and networking. Networks (e-versions; linked web sites) of EIA and Planning practice and professionals in developed countries provide young professionals with good sources of comparative information for addressing often complex and unpredictable development matters. The PICs need to be serviced with the same type of opportunities.

Activities and Outputs for this project will be assisted by the complementary programmes/projects aimed to supply member countries with better baseline data-sets (Spatial Baselines Development Project; State of the Environment reporting project) and frameworks to address the implications of trade negotiations on the environment (Trade, Investment and Environment Programme).

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## Background

In 1997-98 the SPREP Secretariat undertook a review of its EIA programme to develop a new framework for building capacity in environmental assessment as a tool for pursuing sustainable development in the region (Onorio, 1998, Hill, 1998).

Since 1991, SPREP's EIA programme has focused on awareness raising, training and technical assistance to undertake project based EIAs at the request of member governments. In evaluating progress it was identified that:

- There have been some increased use of EIAs to address issues of sustainable development, environmental protection and conservation - however the acceptance and application of EIA is not widespread;
- Training and exposure to EIA over the previous six years had raised awareness of EIA as a tool for better planning and management but not strengthened local capacity to conduct, review or manage EIAs;
- Existing laws and regulations were not conducive to integrating EIA provisions as components of integrated planning, land or resource use management. Separate or EIA provisions linked to environmental enforcement laws had proven to be inadequate;
- Separate or EIA provisions linked to pollution enforcement laws were seen as negative approaches to achieving sustainable development, i.e. they were seen by many as being 'anti-development';
- The few guidelines produced to assist in scoping and screening were limited to explaining what matters should be considered in EIA reviews, with little direction on how assessments or analysis should be completed;
- The roles of the central environmental impact assessment units and local Village Councils or community fora had been poorly defined in draft laws, awareness and training initiatives, and participatory mechanisms inadequately promoted or developed;
- EIA agencies were marginalised from mainstream physical or economic development government in-line processes;
- Funding for EIA capacity development was inadequate;
- Non-governmental organisations were too weak to participate effectively in EIA;

- EIA stakeholders (including communities and NGOs) lacked adequate technical and procedural guidance;
- Lack of adequate interagency co-ordination and co-operation mechanisms continued as an impediment to effective EIAs;
- Links between EIA analytical methods, techniques, resource and land use planning theory and integrative use of data were poorly conveyed;
- Use of Strategic EIA to enable integration of development planning and environmental policy formulation and implementation were not pursued;
- Public participation was conveyed as a stepped process (i.e. advertise EIA for comment) rather than a continuous community involvement process;
- There was an overall deficit of trained and experienced environmental professionals;
- Lack of a clear understanding of the diverse target groups or audiences requiring skills upgrading for EIA (especially women);
- Lack of spatial and tabular baseline data systems to assist in project based and strategic environmental assessment.
- Cost-effective and efficient supportive or parallel mechanisms to EIA were not included in the EIA programmes e.g. ISO 14,000 Series self regulation; Engineering, Land development and utility provision guidelines and criteria; General development/design guidelines;
- Means to identify opportunities for resource or land use through strategic or integrated environmental assessment not included in training and awareness programme.

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### **Statement of Problem**

Over some 8 years capacity building initiatives have targeted project related EIA through regional workshop training, case study training in EIA and coastal management (regional workshop), promotion of the need for EIA for certain developments (general regional guidelines) and development of project related EIA laws and provisions. Wider array of EA and design management techniques (e.g. Strategic Assessments and mapping, EMPs [ISO 14,000 series], development design guidelines, environmental economics methods) and various choices in implementation (use of existing laws, policy, administrative processes, consensus and participation) have not been included in a holistic manner. Delivery and outputs have not been targeted to particular PIC application (i.e regional emphasis taken). The result has been the limited uptake of EIA laws and use of EA guidelines despite many existing in draft form for PIC implementation.

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## Objectives

The primary objective of the project under SPREP's Focus Area 4.1 "Integrating Environment and Development" (Key Result Area No 4 *Sustainable Economic Development*) is as follows:

"To enhance regional and national capacity for integrated environmental decision making for sustainable development."

To address the stated problems the following is needed:

- To improve the confidence of members to use and implement Environmental Assessment (EA) methods and supportive legal and policy platforms in the pursuit of sustainable development.
- Promote the local benefits of Strategic EA (SEA) and other contemporary decision support systems to identify opportunities for sustainable development and environmental management.
- Improve the integration between environmental strategies and national mechanisms for strategic and sector planning and development (physical, social and economic).
- Improve resource use, conservation and planning tools and techniques available and suited to the Pacific Island countries.

For practical inception of a project the following sub-objectives have been established for 2002:

- 1) To establish an Environmental Assessment (EA) Facilitation Office as a means of conveying practical advice and ideas on suitable methods, techniques and approaches for EA and environmental planning;
- 2) To promote integrated environmental assessment, resource use management and planning tools.

Many international Conventions, Agreements and Protocols call for the integration of environmental consideration in development assessment, and the need for integrated planning platforms to support this endeavour.

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## **Project Components**

The Project includes components which pick up on the capacity development needs for Pacific Island Countries that were identified and recommended by an EIA Expert Group, which met in Christchurch, New Zealand in 1998 (Hill, 1998 unpub.).

Table 1 is the Programme schedule for the first 3 years. It provides an overview of the intended activities under the various components of the project. These have been guided by the review processes and products of the 1998 Meeting of EIA Experts.

### ***Project Component 1 - Programme Inception and Management***

Covers the Programme administrative aspects, namely the provision of human resources to facilitate the operation of the EA Facilitation Office, and to manage other components of the programme.

### ***Project Component 2 - Establish Environment Assessment Facilitation Office***

The 1998 Experts Review meeting in Christchurch was very strong in calling for a Facilitation Office to assist with technical matters and advisory services to PICs. In lieu of undertaking actual EIA the Secretariat was asked to provide a "help desk" for member countries and support a network that would be able to:

- store and retrieve information on EIAs
- develop or conduct training for specific elements of the EIA process
- assist countries identify consultants and, where necessary, resources for conducting complex EIAs
- respond to country requests for one-off urgent technical back-stopping
- maintain a register of expertise
- facilitate the sharing of experience of EIAs for specific developments
- develop and update regionally consistent procedures and guidelines
- disseminate information about new products and technologies
- facilitate peer review for in-country specialists/generalists
- advise on contract setting/vetting
- advise on spot-check, one-off monitoring options

### ***Project Component 3- Awareness, Communication and Training***

EIA is considered an anti-development tool by many communities in the Pacific. This may be a symptom of the means of introduction and practice to date in the application of EIA processes. EIA can be instigated in a reactionary manner at the end of development processes where many commitments, political and financial lobbying has occurred – this leads to conflict. Conflict in development and environmental management does little to invoke confidence.

Much needs to be done to improve confidence in EIA. Means to achieve this may best commence with a greater understanding of what EIA is and what it tries to achieve.

EIA is a planning tool and as such is generally only workable when operated in the context of a planning system<sup>1</sup>. Many PICs do not have land or resource use planning systems, and without these foundations upon which to proceed with more positive forward interventions and processes to fossick 'opportunities' for development – positives of environmental assessment processes are not easily conveyed. Application of EIA principles to area-wide, multiple use and resource use policy choices is a means to demonstrate the positives of environmental assessment. This extended use of EIA principles is referred to as Strategic Environmental Assessment (SEA), and has many redeeming features suited to customary and subsistence cultures of the Pacific Islands. It allows early participation of the community, enables local ownership (in that a development may not be known – therefore less pressure for rushed decisions), can be easily adapted to include traditional management and use regimes, allows early intervention mechanisms (eg guidelines for development, criteria and standards) and can use the strategic outputs from many other initiatives (eg Climate Change, NBSAPs, Waste, Reefs and Coastal management initiatives).

Acceptance of Strategic and Project based EIA as an integral part of development planning and design (including policy analysis) will require concerted efforts in awareness and communication. Flexible decision making systems incorporating synergies between environmental assessment, planning and development design can provide the foundations to enable decision makers and the community balance competing economic, social, cultural and environmental interests (the pillars of sustainable development). Such awareness raising and confidence building can best be achieved through the provision of much needed products (ie guidelines and reference materials and case study documentation). Case examples will be used, case study options nominated and 'learn by doing' philosophies pursued.

Networks of practitioners, planners and environmental agencies, NGOs and professional associations will be instigated. Curriculum design and training preparations (technical regional training material and national workshops) will be done under this component to reflect the above principles.

#### ***Project Component 4 - Production of EA Toolkits and Factsheets***

Some of the best tools for change of practice in decision-making are the existence and access to reference material. This material could be compendiums of good EIA and SEA practices, proto-type TORs, resource survey standards, toolkits of land and coastal resource development guidelines, administrative guides and model provisions for laws and conditions of approval.

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<sup>1</sup> In the Pacific context a 'planning' system should be interpreted widely. Converse to western concepts of land use planning regimes, it could consist of an extension to environmental management laws, natural resource management laws etc. A 'planning' regime for land use and resource management may be introduced in some remote and customary islands as a package of administrative mechanisms.

For PICs with or without formal EIA or planning legislation or provisions, there is a dearth of sources or access to such material. Toolkits inclusive of the above aspects will be generated, and be extended to the provision of information on the use of environmental economics in development decision-making. Performance based guideline provisions will be presented in a format which enables PICs to adapt, adopt or augment to suit their needs. Case studies commenced over the coming 12-18 months will be used to add pragmatic flavour to the toolkits. Factsheets will be generated as summary guiding and communicating tools to support community awareness and understanding of the specifics of environmental assessment and planning processes.

***Project Component 5 – Integrated Environmental Planning Tool Promotion***

The crux of successful and efficient inception and use of various environmental assessment techniques, processes and mechanisms is a planning base to provide the platform for flexible application and integration.

This component aims to place techniques into the context of environmental planning practices. Case study documentation will aim to identify examples of integrated planning for sustainable development. Demonstration cases covering land resource assessment, land capability assessment, landscape assessment, urban and rural settlement, integrated catchment management, tourism and natural resource use planning will be targeted with national based training sessions using GIS and other remote information technology systems.

National based training workshops are intended as a means of addressing the need for confidence building and demonstration of adaptable techniques to suit local conditions and needs. It will also offer the chance to identify case study/demonstration sites for EIA, SEA or planning study application. Training sets will also be designed to cater for existing and planned regional or sub-regional specialist training courses for biodiversity conservation, coastal management, reef management, and climate change adaptation workshops.

***Project Component 6 – Integrated Environmental Planning Law***

As mentioned, the legal platforms provide the necessary foundations for equitable planning systems and application of EIA and SEA techniques. A number of countries are asking the Secretariat for assistance with integrated environmental law packages. Given the lack of human and financial resources in many PICs these contemporary laws need to be lean, effective, respect traditional practices, deal with the key threats – without placing onerous bureaucratic processes on local communities.

Sustainable development requires legal frameworks that enable forward based strategic assessment and policy development, recognition of strategies and guidelines, grass-roots participation and empowerment, user pay principles, development assessment processes, use of EMP [ISO 14,000] principles, review and compliance provisions. For many PICs a full package, as described above, may not suit absolute needs, status of development pressures or traditional management regimes. Based on case needs at the national level, training sets will be designed, which canvas the benefits of components of integrated environmental planning laws. A toolkit of optional environmental planning law provisions will be the output of research and assembling of casework at the national level. Separate promotion and awareness initiatives will be used for this toolkit.

***Project Component 7- Review and Evaluation***

Care needs to be taken in the sponsoring of planning and environmental assessment systems to ensure that equity prevails, key threats are able to be addressed and that community benefits are the objective. Mechanisms and processes should be in place to ensure there is a balance between the exploitation of resources to further quality of life, and the sensitivities and the finiteness of the environmental systems. It is important therefore that the project is serviced by an Advisory/Peer review team to ensure that products are of a high quality, are consistent with good practice and not likely to enshrine the negatives of current socio-economic, physical or cultural situations.

A mid-programme review is envisaged in late 2005 to take stock of progress and redirect programme initiatives where they are required.





**South Pacific Regional Environment Programme  
(SPREP)**

**Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands  
21 – 25 July, 2002

**Agenda Item 7.3.1: Approval of Work Programme and Budget**

**Purpose of Paper**

1. To seek the Meeting's approval of the Work Programme and Budget, following discussion of Work Programme issues under Agenda Item 7.3.

**Recommendation**

2. The Meeting is invited to:
- **consider** the Work Programme and Budget for 2003 and the Indicative Work Programme and Budget for 2004 and 2005; and
  - **approve** the 2003 Work Programme and Budget.

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9 May, 2002



## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands

21 – 25 July, 2002

### **Agenda Item 8.1: Report on SPREP Centre (Training and Education Centre and Information Resource Centre)**

#### **Purpose of Paper**

1. To advise the Meeting of progress in further development of the SPREP Centre facilities.

#### **Background**

2. Following the construction of SPREP's main office buildings at Vailima, to which staff moved in August 2000, financial assistance was secured for further development of the SPREP Centre facilities through the construction of an Information Resource Centre under European Union funding and a Training and Education Centre with funding from the Japanese Government's Grant Aid Cooperation to Samoa.

#### **Progress**

##### **I. Training and Education Centre (TEC)**

3. A submission was first made to the Government of Japan in July 1998 for assistance with a *SPREP Training and Education Centre*. SPREP requested the assistance of the Government of Samoa to secure financial assistance from the Government of Japan for the construction of the Centre and procurement of equipment. The Government of Japan approved funding under its Grant Aid Co-operation programme to Samoa for the construction of the Centre and procurement of the necessary equipment.

4. The Government of Japan through the Japanese International Cooperation Agency (JICA) commissioned a Basic Design Study of the project in November 1999 to examine the feasibility and rationale of the project. This study was conducted by Yamashita Sekkei Inc., under contract to the Japan International Cooperation Agency (JICA) and the Basic Design Final Report for the project was approved by JICA in July 2000.

5. Signing of an Exchange of Notes for financial assistance to the amount of JPY368 million between the Governments of Japan and Samoa in Wellington, 29 September, 2000, signified approval of the Project through support under Japan's Grant Aid to Samoa.
6. Execution of the consultancy agreement between Yamashita Sekkei Incorporated of Japan and the Government of Samoa, was made on 30<sup>th</sup> October 2000, for the design stage, tendering, supervision of the construction work and procurement stages of the project.
7. Tenders were called for and evaluated in January, 2001 in Tokyo and the construction contract was awarded to the lowest bidder, Fujita Corporation. An official signing ceremony was held in Tokyo (16 January, 2001) to execute the contract between the Government of Samoa, SPREP, and the Fujita Corporation. The total contract price was Japanese Yen 284,500,000 (equivalent to US\$2.85 million).
8. The main local sub-contractor was Collin McCarthy Construction, Apia.
9. Construction commenced in February 2001. A Ground Breaking Ceremony was held on 21 February 2001, officiated by the Hon. Tagaloa Tuala Sale Tagaloa, Minister for Lands, Surveys and Environment, Government of Samoa; Vice President, Fujita Corporation, Mr Taku Otsuka, the Construction Contractor; and Japan International Cooperation Agency (JICA) Resident Representative in Samoa, Mr Tsutomu Moriya.
10. The Centre, comprising training rooms; computer training room; multimedia facilities for production of educational materials; staff offices, fire proof store room; computer server and Geographical Information System (GIS) rooms was officially opened on 15<sup>th</sup> February 2002. It is equipped with modern equipment and facilities and has state of the art technology. The TEC will significantly enhance SPREP's efforts in strengthening SPREP members' capacity at the national level with the appropriate skills to enable them to manage their environment in a sustainable manner through a range of environmental management training activities.
11. The inaugural event for the TEC was a 4-week regional training course on Municipal Solid Waste Management which was held early March 2002. This course will be jointly run by JICA/SPREP/WHO on an annual basis at JICA Okinawa International Center (OIC) and SPREP's TEC in Samoa, alternately. The various waste management improvements and demonstration projects in the Cook Islands, Vanuatu and Samoa will be presented as part of these workshops.

12. The challenge for the Secretariat in the years ahead is to continue to build on these strengths to improve its capacity to respond effectively to the diverse needs of the Pacific Island members it serves.

## II. Information Resource Centre (IRC)

13. A Financing Agreement between SPREP and the European Union (EU) was signed on 29 June, 2000. This Agreement provided a total contribution from the European Union of €560,000 of which (€350,000) was allotted for design, equipment, construction and supervision of the *Information Resource Centre* with the remaining €150,000 allocated to national training in information handling under the *Pacific Environmental Information Network (PEIN)* activities. An extra €60,000 has been set aside for Contingencies and final Evaluation in 2003 of both components of the project.

14. The invitation for interested firms to present an offer for a) Final design and documentation; b) Preparation of tender documents for the Building Works Contract; and c) Supervision of construction was sent out on 21 June 2000. Three firms made a bid for all three aspects. The Service Contract was awarded to the lowest bidder, Tinai Gordon and Associates Limited, Apia.

15. The advertisement for tender was released in November 2000 to all Pacific ACP States via the SPREP Focal Points as well as through the *Samoa Observer* and *Fiji Times*. Tenders closed on 26 February, 2001. The SPREP Secretariat received only six bids, five of which were Samoan-based, the other from a New Zealand-based construction company. No other Pacific ACP country made a bid for construction.

16. The Contract for construction works was awarded to the lowest bidder, Apia Constructions. Following a Ground Breaking Ceremony, officiated by the Hon. Tagaloa Tuala Sale Tagaloa, Minister for Lands, Surveys and Environment, Government of Samoa, construction commenced in July, 2001.

17. The building was completed and officially opened by the Hon. Tagaloa Tuala Sale Tagaloa, Minister of Lands, Surveys and Environment, Government of Samoa on 19 March, 2002. Total funding for the *Information Resource Centre (IRC)* and associated national training activities amounted to approximately SAT\$1.7 million. This project will significantly enhance SPREP's ability to assist Members with their information handling.

**Recommendation**

18. The Meeting is invited to:

- **note** development of additional facilities at the SPREP Centre;
  - **acknowledge** the generous support and cooperation of both the Government of Japan and the Government of Samoa in providing and securing respectively, financial assistance for the construction and equipping of the *Training and Education Centre*; and
  - **further acknowledge** the generous support and cooperation of the European Union in the construction of the *Information Resource Centre* and in facilitating the work of the Pacific Environment Information Network (PEIN).
- 

28 March, 2002



## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting of Officials

Majuro, Marshall Islands

21 – 25 July, 2002

#### Agenda Item 8.3: Staff Regulations

##### Purpose of Paper

1. To seek Members approval for amendments to the SPREP Staff Regulations.

##### Background

2. The Staff Regulations require amendment to reflect the decisions taken by the 12<sup>th</sup> SPREP Meeting last year based on the examination of the CROP harmonised remuneration system review already adopted and in place in all regional agencies. The Secretariat also took the opportunity to make minor textual changes to improve the clarity of the language of existing provisions and to fully harmonise SPREP provisions with those of other sister CROP agencies. These do not involve any changes of substance.
3. For clarity and ease of review by the Meeting, the proposed new text for approval is provided in Attachment 1, with new wording underlined. For members and delegates who would like to see how the new changes in the full text of the existing Staff Regulations, Attachment 2 contains this text which is provided for information only and in the interests of transparency.

##### Recommendation

- 4 The Meeting is invited:
  - to **consider** and **approve** the amendments to the Staff Regulations.

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20 May, 2002

**SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME  
(SPREP)**

**[REVISED]  
STAFF REGULATIONS**

**2002 Edition**

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## 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 whose decision on the interpretation of the Regulations is final. Where the interpretation affects the Director, the decision will rest with the SPREP Meeting. 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 staff, casual workers or consultants unless the contrary is specifically indicated, nor where other conditions have been agreed to in writing.
- (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.
- (d) 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.

## PART II : DEFINITIONS

### Regulation 2

In these Regulations, unless the context otherwise requires:

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

**"CROP"** means the Council of Regional Organisations in the Pacific.

**"dependent"** means the financially dependent spouse or dependent child of an employee.

**"dependent child"** means an employee's unmarried, legally and financially dependent, natural or legally adopted 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 support staff, professional staff, temporary staff or all three.

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

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

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

"international school" means a school that a child of an expatriate staff member may attend to receive an education of sufficient standard that will allow the child to fit back into his/her home country's school curriculum, when the staff member completes his/her contract. The bench mark school is the International School in Suva, Fiji. "**local**" means a staff member who is not an expatriate.

support staff are staff engaged under a fixed term contract whose salary level fall within the Grades A to F3.

"local school" means a school in Samoa that a child of a local professional staff member may attend to receive a Samoan curriculum education and includes a Government, denominational, or private school.

"**professional staff**" are staff engaged under a fixed term contract whose salary level falls within the Grades H to M.

"**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.

"**SPREP**" means the South Pacific Regional Environment Programme.

"SPREP Meeting" means the governing organ of SPREP established under Article 1 and described in Article 3 of the Agreement Establishing SPREP.

"**staff**" or "**staff member**" means support staff and professional staff appointed to an established position.

## **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 30<sup>th</sup> April 1996 which is attached as schedule 3.

### **Disclosure of 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 he 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 to give up their national sentiments or their political and religious convictions, 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.

**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 by the SPREP Meeting under such terms and conditions as it 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 instructions of the Chairperson of the SPREP Meeting and in the absence of such instructions, 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
- (b) Subject to Regulation 12(a) above, and the principle of open competition, the Director shall, in selecting professional staff, give due consideration to the nationals of SPREP island member states and to the desirability of obtaining equitable national representation.
- (c) When a support staff vacancy occurs the vacancy will be advertised in the Apia media. When a professional staff vacancy occurs the vacancy will be advertised regionally.
- (d) When two applicants for a support staff position are rated equally suitable, and one is a SPREP employee, preference shall be given to the existing staff member.
- (e) Men and women are equally eligible for all posts in SPREP.

**Appointment Procedure  
Regulation 13**

- (a) 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.
- (b) 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.
- (c) The term of appointment of a support 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.

- (d) A temporary appointment may not exceed a period of six months. A temporary appointment is usually made to replace a support staff member who has resigned at short notice or is on leave.
- (e) A fixed term appointment for professional staff shall not exceed a maximum of three years. A short term appointment for professional 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 (g) a short term appointment may be renewed for a further term or terms.
- (f) Subject to Regulation 13(g), a fixed term appointment of three years for professional 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.
- (g) When an aggregate period of six years has been served by professional staff it shall be mandatory for that position to be readvertised. The incumbent is eligible to apply and should the Director decide to reappoint the incumbent on merit he/she may do so provided a report is made to the next SPREP Meeting.
- (h) The length, terms and conditions of appointment may be varied by the mutual agreement in writing of the Director and employee subject to the establishment and remuneration policy set by the SPREP Meeting. Duties of staff may be revised at any time by the Director in accordance with changes in work priorities.
- (i) 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:
  - (i) confirm the appointment; or
  - (ii) extend the probationary period; or
  - (iii) terminate the appointment.
- (j) The appointment of:
  - (i) an expatriate runs from the date of leaving home to take up appointment with SPREP;
  - (ii) a local employee from the date of taking up duties with SPREP.
- (k) Salary is earned for an expatriate staff from the date set in accordance with Regulation 13 (j)(i) and for a local employee from the date set in accordance with Regulation 13(j)(ii).

### **Promotion Regulation 14**

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

### **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 the Director or the staff member giving the other, one month's notice in writing; or
  - (iii) without notice by either the Director 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).

#### **Seconded Staff**

- (b) Before dismissing or giving notice to a staff member who is seconded from a member government, 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.

#### **Retention of Pay**

- (d) 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 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.

#### 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) 6m<sup>3</sup> in respect of the staff member
  - 2m<sup>3</sup> in respect of a dependent spouse
  - 1m<sup>3</sup> in respect of each dependent child
  - (b) up to 20 kilos of excess baggage per person for all professional contract staff recruited outside the Greater Apia area.

#### 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 six working days or such other period, up to a maximum of twelve working days, as the Director considers reasonable in the circumstances. Professional staff will not be paid housing assistance for the period when temporary accommodation costs are met.

#### SPREP Assistance

- (v) 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) Support and temporary staff at Grade F<sub>3</sub> 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.

**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 upon which overtime is based shall be no higher than the maximum step of Grade F2 for support staff.

**Meal Allowance**

- (c) Support 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) Support staff required to work more than one hour's overtime on a normal working day shall be taken home by SPREP transport, if it is available, and if not, by taxi at SPREP expense, or is entitled to an allowance under Regulation 29(e).
- (e) Support 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 an allowance under Regulation 29(e).

**PART VII : REMUNERATION****Regulation 19****Determination and Currency of Payment**

- (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.

**Stabilisation, Adjustment and Review**

- (c) As a stabilization mechanism, the remuneration of professional staff 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.
- (d) Professional staff salary scales are reviewed three yearly, in co-ordination with other CROP agencies.
- (e) The salaries of support staff are to be reviewed three yearly, with salary scales to be adjusted to the 75-percentile range of comparable positions in the Apia local salary market, based on an Apia local market salary survey. For the purpose of this provision, the 75-percentile range is the boundary between the top 25% of the market and the lower 75%.

## Salaries Regulation 20

### General

- (a) Current salary scales approved by the SPREP Meeting are set out in Schedule 2 to these Regulations and shall be incorporated annually to SPREP's Work Programme and Budget.

### Salary on Appointment

- (b) Appointments of support 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.
- (c) The Director shall have the flexibility to appoint professional staff to whatever salary step is considered appropriate by the Director within the designated salary grade; appointments shall be subject to annual performance review by the Director.
- (d) The salary level for any contract period for professional staff shall be fixed; any review within that period shall be at the discretion of the Director. *(This provision applies only to contracts entered into prior to 1 January 2002 and will lapse with the expiry of those contracts.)*

### 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) (i) The Director may authorize an increment to a staff member at the completion of each year's of service based on the staff members annual performance assessment and where he/she has not reached the maximum of the salary grade for his/her position. Where the staff member's performance has not been considered highly satisfactory, the Director or his/her delegate will explain to the staff member why he/she will not receive an increment, or in the case of poor performance, why his/her salary will be reduced by an increment.
- (ii) For support staff, the Director may authorize an increment in recognition of permanent increases in formal skill levels of that staff, relevant to his/her duties in SPREP; or where the Director is satisfied that the staff has permanently increased his/her capacity to accept responsibility in his/her duties within SPREP.

### Performance bonus

- (g) Where a support staff has reached the maximum salary point in his/her approved salary scale and where that employee's work performance is assessed as having been highly satisfactory on completion of a particular year's service, the Director may grant a fixed sum performance bonus payment to that staff, provided that any such bonus:
- (i) is not made as a permanent increase in the salary of the staff;
  - (ii) can be fully financed from available budgetary provision in that year; and
  - (iii) shall not exceed 5% of the staff's current salary.

## PART VIII : ALLOWANCES AND RELATED BENEFITS

### Higher and Extra Duties Allowances Regulation 21

- (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 Staff and Expatriate Allowances Regulation 23

- (1) In addition to base salary, expatriate professional staff are entitled to receive the following allowances and benefits:
  - (a) **A location allowance** of 5% of salary. *(This provision applies only to contracts entered into prior to 1 January 2002 and with lapse with the expiry of those contracts.)*

- (b) **School holiday travel** 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 to visit the child, providing the journey is not made within the final six months of the contract.
- (c) **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/her and SPREP at the time of appointment. *(This provision applies only to contracts entered into prior to 1 January 2002 and will lapse with the expiry of those contracts).*
- For contracts entered into on or after 1 January 2002 expatriate staff would be entitled to return economy class airfares between Apia and home for the staff member and dependents every completed 18 months of service for three year contracts providing no travel is undertaken within the final twelve months of the contract.
- (d) **A repatriation allowance** equivalent to two week's salary, on completion of a contract providing the contract is not extended or renewed.

### Other Allowances

In addition to salary, all professional staff are entitled to receive the following allowances and benefits.

- (e) An education Allowance in respect of each dependent child to the amounts set out in Schedule 1 to cover the actual costs of tuition and board and to cover 100% of the fees for forms 4 to 7 at International School for expatriates and local levels for locals. This allowance is to be reviewed every three years.
- (f) **A cost-of-living differential allowance (COLDA)** to reflect the comparative cost of living difference between Suva and Apia calculated, reviewed and provided periodically by Employment Conditions Abroad Ltd of Australia and is payable to professional contract staff. The index that currently apply is shown in Schedule 1.

(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.

The Director shall notify the SPREP Meeting of Market Allowance agreements greater than 5% of the salary mid point. (This allowance applies only to contracts entered into prior to 1 January 2002 and will lapse with the expiry of those contracts.)

### **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 rate of adjustments made to pay in the Samoan 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:
- Professional contract Staff : 25 working days. For contracts entered into prior to 1 October 1998 the entitlement is 30 working days. *(This provision will lapse with the expiry of those contracts.)*
- Support 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. Subject to this provision, annual leave may be accrued up to 50 working days at each anniversary of appointment. In considering 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 30 days' paid sick leave per year or 2.5 days per month after one year of service. Sick leave not taken accumulates up to a maximum of 90 days. For contracts entered into prior to 1 January 2002, including extensions to previous contracts made before this date, the entitlement is 36 days paid sick leave per year, with a maximum accumulation of 108 days. *(This provision will lapse with the expiry of those contracts.)*

- (b) To qualify for sick leave a staff member is required:
  - (i) to notify his/her immediate superior 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.
- (f) Sick leave may not be used by a staff member to meet his or her extended family responsibilities, or for any reason other than personal sickness of the employee.
- (g) SPREP will not make any payment in lieu of unexpended sick leave at the completion of employment.

### **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 staff member 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.

#### **Family (Compassionate and Paternity) Leave**

- (b) Applications for family leave which includes paternity and compassionate leave will be considered by the Director on an individual basis, but will not exceed five days per situation or a maximum of six days in any year plus minimal travelling time for all staff members whether they have to travel outside or within Samoa. This leave will normally only apply to a bereavement in respect of immediate family members, such as spouse, children or parents or for the birth of a child of a male staff member. Compassionate leave may not be used by a staff member to meet his/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 Leave**

- (e) Where a support staff sits for an examination for an approved course of studies, which is directly 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 staff shall be eligible to receive housing assistance.

#### **Housing Assistance**

- (b)(i) Professional staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is set out in Schedule 1 to these Regulations. This assistance shall be reviewed annually and adjusted on relative movement in the local market rentals.
- (ii) 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. *(This provision applies only to contracts entered into prior to 1 January 2002 and will lapse with the expiry of those contracts.)*

## **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 may authorize business or executive class travel if considered justified in the particular circumstances of the case.

### **Per Diem**

- (c) Staff travelling on SPREP business and spending the night away from Apia will receive a per diem at current UNDP rates to cover the cost of accommodation, meals and incidentals. Transport (including taxis), telephone and other costs not covered by the per diem that are necessarily incurred for official business reasons, will be reimbursed on actual cost basis and production of receipts where possible.

### **Actual and Reasonable Expense Reimbursement**

(d) If

- (i) the period of absence does not include a night away from Apia; or
- (ii) the staff member is accommodated privately; or
- (iii) the staff member could not for good and practical reasons have kept within the per diem for the place in question; or
- (iv) the nature of venue of the staff member's business renders the standard per diem for that country inadequate;

the Director may authorize the reimbursement of actual and reasonable expenses incurred.

### **Private Transport Expense Reimbursement**

- (e) The Director or his/her delegate may approve reimbursement at prevailing public transport rates of claims by a staff member who uses his/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**

- (f) The Director may be reimbursed the expenses of official entertainment extended on behalf of SPREP.
- (g) Providing the Director's approval in writing has been obtained prior to the offer of official entertainment, Senior Management 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;
  - (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**

- (d) 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 COMMITTEES**

#### **Regulation 31**

Staff Committees, shall be elected annually by staff members to represent their views and shall be consulted by the Director on general and specific questions relating to staff issues and welfare.

### **PART XIV : GENERAL**

#### **Regulation 32**

##### **Personal Accident Insurance**

- (a) All staff are covered by SPREP's life and personal accident insurance schemes 24 hours a day.
- (b) An employee may take out additional cover at his/her own cost.

##### **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.
- (d) An employee may take out additional cover at his/her own cost.

##### **Superannuation**

- (e) Local staff will contribute to the Samoa National Provident Fund (SNPF)
- (f) For all local staff, SPREP will make a contribution to the SNPF equivalent to seven percent of basic salary. Provided that if the minimum legal requirement for contributions payable by Samoan citizens and residents to the SNPF is increased to exceed seven percent of basic salary, SPREP will make a contribution to the SNPF equal to such minimum legal requirement for contributions.
- (g) An expatriate professional staff member will receive a payment of seven percent of basic salary, provided that if the minimum legal requirement for contributions payable by Samoan citizens and residents to the SNPF is increased to exceed seven percent of basic salary, the employee will be entitled to a payment equal to such minimum legal requirement for contributions to the SNPF.

**Protective Gear**

- (h) On confirmation of appointment, support staff regularly employed on labouring work shall be issued with necessary protective gear.
- (i) Protective gear issued to staff will be replaced on a fair wear and tear basis but not more than once a year.

**Training**

- (j) 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 support staff.

**Documentation**

- (k) 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.

## SPREP STAFF REGULATIONS

### SCHEDULE 1

### ALLOWANCES

**Establishment Grant:** Regulation 16(a)(iii)

Samoan Tala

For contracts entered into prior to 31 December 2001, the rate is:

Director	2,747
Other Staff	2,060

*(The above rates will phase out on the expiry of these contracts)*

For contracts entered on or after 1 January 2002, the rate is:

Director	SDR 1,467
Other Staff	SDR 1,100

**Maximum Rate for Director's Rent-free Accommodation:** Regulation 24(a)

For contracts entered into prior to 31 December 2001, the rate is:

Samoan Tala            3,500 per month

For contracts entered into on or after 1 January 2002, the rate is:

Samoan Tala            5,000 per month

**Domestic Assistance Allowance for Director:** Regulation 24(c):

Samoan Tala 4,695 per annum (at 1 January 2001) : Adjusted at the same time and in accordance with the same rate of adjustments made to pay in the Samoan Public Service.

**Education Allowance** [Regulation 23(e)]**Expatriate Staff:**

Up to a maximum of Samoan Tala 15,600 per child per annum with a maximum of Samoan Tala 46,800 per family per annum.

**Local Professional Staff:**

Up to a maximum of Samoan Tala 3,200 per child per annum with a maximum of Samoan Tala 9,600 per family per annum.

**Housing Assistance** [(Regulation 28(b)(i)]**All professional staff:**

Samoan Tala            2,138 per month

**Cost of Living Differential Allowance (COLDA)** [Regulation 23(f)]

Index is 123.8

**SPREP STAFF REGULATIONS  
SCHEDULE 2A<sup>1</sup>**

**SDR SALARY SCALES FOR SPREP PROFESSIONAL STAFF  
(Including Interim Adjustment Paid from 1 January 1999 \*)**

Grade	Step	Basic Salary (SDR*)	
		1/01/1999	Reg.20(a)
<b>Grade 6</b>	Minimum	1	10,668
	High	1	11,734
	Minimum	2	11,618
	High	2	12,781
	Minimum	3	12,654
	High	3	13,919
	Minimum	4	13,781
	High	4	15,159
	Minimum	5	15,010
	High	5	16,510
<b>Grade 5</b>	Minimum	1	18,162
	High	1	19,981
	Minimum	2	19,776
	High	2	21,754
	Minimum	3	21,660
	High	3	23,827
	Minimum	4	23,548
	High	4	25,903
<b>Grade 4</b>	Minimum	1	25,176
	High	1	27,701
	Minimum	2	27,429
	High	2	29,825
	Minimum	3	29,624
	High	3	32,586
<b>Grade 3</b>	Minimum	1	32,916
	High	1	36,215
	Minimum	2	33,910
	High	2	37,304
	Minimum	3	36,512
	High	3	40,164
<b>Grade 2</b>	Minimum		43,665
	High		47,991
<b>Grade 1</b>	Minimum		49,912
	High		54,911

\* SDR Salary levels remain constant until revised by a SPREP Meeting.  
Interim Adjustment, from 1 January 1999, approved by 1999 Special Meeting.

<sup>1</sup> Old Schedule 2A to continue to apply to all contracts or extensions entered into on or before 31 December 2001, but not to new contracts or extensions to old contracts entered into on or after 1 January 2002, as decided at the 12th SPREP Meeting]

**SPREP STAFF REGULATIONS**

**SCHEDULE 2A<sup>2</sup>**

(Effective from 1 January 2002)

**Executive/Professional Staff**

Grade	CED Points		Base Salary (SDR pa)									
	Minimum	Maximum	Minimum	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7	Point 8	Maximum	
M	1,050	1,310	39,493	41,692	44,431	46,901	49,370	51,839	54,308	56,778	59,239	
L	840	1,049	33,851	35,969	38,036	40,204	42,321	44,439	46,556	48,674	50,777	
K	630	839	29,971	31,293	32,615	33,936	35,258	36,579	37,901	39,223	40,552	
J	470	629	25,977	27,125	28,272	29,420	30,567	31,715	32,863	34,010	35,143	
I	350	469	20,309	21,327	22,345	23,363	24,381	25,399	26,417	27,436	28,442	
H	260	349	10,668	11,398	12,128	12,858	13,588	14,318	15,048	15,779	16,510	

<sup>2</sup> Proposed new Schedule 2A to be inserted at a future SPREP Meeting. To apply to all new contracts and extensions to old contracts entered into on or after 1 January 2002

**SPREP STAFF REGULATIONS**  
**SCHEDULE 2B<sup>3</sup>**  
**SALARY SCALES FOR SUPPORT STAFF FROM 1 OCTOBER 1998**

Step	1	2	3	4	5	6	7	8	9	10
<b>Grade 1</b>	5,160	5,418	5,689	5,974	6,273	6,587	6,916	7,261	7,625	8,006
	{-----}	{-----}	{-----}	Gardener	Cleaner	{-----}	{-----}	Night Watchman --	{-----}	{-----}
					{-----}		Teaperson	/ Cleaner -		
<b>Grade 2</b>	8,232	8,643	9,075	9,530	10,006	10,506	11,032	11,584	12,162	12,770
	{-----}	{-----}	Driver / Clerk	{-----}	{-----}	{-----}	{-----}	{-----}	{-----}	{-----}
	{-----}		Receptionist	{-----}						
	{-----}		Handyman	{-----}						
	{-----}		Clerk / Teaperson	{-----}						
			{-----}	Registry Clerk	{-----}					
<b>Grade 3</b>	12,901	13,545	14,222	14,934	15,680	16,464	17,288	18,153	19,061	20,014
	{-----}	Maintenance	Tradesman --	{-----}						
		{-----}	Accounts Clerk	{-----}		Assistant				
			{-----}	Divisional		Assistant				
			{-----}	Administration		{-----}	Secretary	to Division	Head	
<b>Grade 4</b>	18,429	19,351	20,319	21,335	22,402	23,522	24,697	25,932	27,229	28,590
	{-----}	Registry	Supervisor	{-----}						
		{-----}	Conference Officer	{-----}		Personal				
			{-----}	Senior		Accounts				
			{-----}	Assistant		Assistant				
<b>Grade 5</b>	23,344	24,511	25,737	27,024	28,375	29,794	31,284	32,848	34,491	36,216
	{-----}	Administration	Officer	{-----}						

<sup>3</sup> Old Schedule 2B to continue to apply to all contracts or extensions entered into on or before 31 December 2001, but not to new contracts or extensions to old contracts entered into on or after 1 January 2002, as decided at the 12th SPREP Meeting]

**SPREP STAFF REGULATIONS**  
**SCHEDULE 2B<sup>4</sup>**

**SALARY SCALES FOR SUPPORT STAFF FROM 1 JANUARY 2002**

**Support Staff**

Grade	CED Points		Samoa Tala per annum								
	Minimum	Maximum	Minimum	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7	Point 8	Maximum
F3	240	259	23,400	25,000	26,600	28,200	29,800	31,400	33,000	34,600	36,200
F2	220	239	18,400	19,675	20,950	22,225	23,500	24,775	26,050	27,325	28,600
F1	200	219	12,800	13,700	14,600	15,550	16,400	17,300	18,200	19,100	20,000
D/E	110	199	8,200	8,775	9,350	9,925	10,500	11,075	11,650	12,225	12,800
B/C	60	109	5,200	5,575	5,950	6,325	6,700	7,075	7,450	7,825	8,200
A	40	59									

**Grade: Staff Position:**

- F3 Administration Officer; Personal Assistant to the Director  
 F2 Assistant Accountant; Property Services Officer; Personal Assistant;  
 Registry Supervisor; Conference and Travel Officer; Secretary  
 F1 Assistant Librarian; Administration Assistant; Finance Officer;  
 Programme Assistant; Maintenance Tradesman;  
 D/E Customs Clerk; Driver/Clerk; Registry Clerk; Handyman; Receptionist  
 B/C Teaperson/Cleaner/Clerical Assistant; Nightwatchman/Security; Cleaner/Teaperson/Messenger;  
 Groundsman/Gardener; Cleaner  
 A [No staff positions in this Grade]

<sup>4</sup> Proposed new Schedule 2B to be inserted at a future SPREP Meeting. To apply to all new contracts and extensions to old contracts entered into on or after 1 January 2002

SCHEDULE 3



HEADQUARTERS AGREEMENT BETWEEN  
THE INDEPENDENT STATE OF WESTERN SAMOA AND  
THE SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

THE Government of Western Samoa and the South Pacific Regional Environment Programme (hereinafter called SPREP),

HAVING regard to Article 8 of the Agreement Establishing the South Pacific Regional Environment Programme,

DESIRING to define the status, privileges and immunities in Western Samoa of SPREP and its staff and representatives of member Governments to the SPREP Meetings,

FURTHER recalling that the purpose of such privileges and immunities is not to benefit individuals but to ensure efficient performance of the functions of SPREP,

HAVE agreed as follows:

ARTICLE 1  
INTERPRETATION

For the purpose of this Agreement:

"SPREP" means South Pacific Regional Environment Programme established by the Agreement Establishing the South Pacific Regional Environment Programme (SPREP Agreement);

"Act" means an Act of the Parliament of Western Samoa called the Diplomatic Privileges and Immunities Act 1978 as amended from time to time;

"VIENNA CONVENTION" means Vienna Convention on Diplomatic Relations 1961;

Handwritten signatures in black ink, including a large signature at the top and several smaller ones below it.

"Representatives to the SPREP Meeting" means heads of delegations, delegates, alternates, advisers, technical experts and secretaries of delegations;

"Government" means the Government of Western Samoa.

## ARTICLE 2 Capacity of SPREP

SPREP shall have the legal capacity of a body corporate, including the capacity to conclude contracts, to acquire and dispose of moveable and immovable property, to sue and, subject to Article 3, to be sued.

## ARTICLE 3 Privileges and Immunities of SPREP

SPREP shall have the following privileges and immunities:-

- (a) Immunity from suit and legal process except:
  - i) to the extent that the Director has waived the immunity;
  - ii) in respect of a counter-claim directly connected with a suit initiated by SPREP; and
  - iii) in respect of civil action for personal injury arising from accident involving a motor vehicle owned or operated by SPREP;
- (b) the like inviolability of official premises, archives and correspondence as is accorded in respect of the official premises, archives and correspondence of a diplomatic mission in conformity with international law, provided that SPREP shall not allow its premises to serve as a refuge for any person not entitled to immunity;
- (c) immunity in relation to its property and assets, wherever located and by whomsoever held, from search, requisition, confiscation, expropriation, or any other form of interference;

- (d) the like exemption from taxes and rates, other than taxes on the importation of goods as is accorded to the Government of a foreign State under the Vienna Convention;
- (e) exemption from taxes on the importation of goods directly imported by SPREP for its official use in Western Samoa or for exportation, or on the importation of any publication of SPREP directly imported by it, subject to compliance with such conditions as the Minister responsible for Finance may determine for the protection of the revenue;
- (f) exemption from prohibitions and restrictions on importation or exportation in the case of goods directly imported or exported by SPREP for its official use and in the case of any publications of the organisation directly imported or exported by it, subject to compliance with such conditions as the Minister responsible for Health or the Minister responsible for Agriculture may determine for the protection of the public health, the prevention of diseases in plants and animals, and otherwise in the public interest;
- (g) the right to avail itself, for tele-communications sent by it and containing only matter intended for publication by the press or for broadcasting, including communications addressed to or dispatched from places outside Western Samoa, of any reduced rates applicable for the corresponding service in the case of press communications; and
- (h) the right to freely receive, hold and invest in Western Samoa and expatriate from Western Samoa any type and amount of funds or of securities.

#### ARTICLE 4

##### Premises And Essential Services

The Government shall provide SPREP with sufficient suitable serviced land for office premises and residence for the Director and shall take all reasonable steps to provide and maintain municipal services, including electricity, water, sewerage, telephone, telefax, electronic mail, drainage, access, collection of refuse and fire protection to SPREP

premises. Such land shall be provided by the Government to SPREP, pursuant to a lease agreement, rent free.

**ARTICLE 5**  
**Communications**

1. The Government shall permit and protect free communications by any appropriate means by and to SPREP for all official purposes, and in the case of wireless transmission, shall assist in the allocation of a suitable broadcasting frequency.
2. SPREP may install or use a wireless transmitter only with the consent of the Government.

**ARTICLE 6**  
**Privileges and Immunities Of Director And Deputy Director**

1. The Director of SPREP shall have the like privileges and immunities as are accorded a diplomatic agent under the Act and in conformity with international law.
2. The Deputy Director of SPREP shall have the like privileges and immunities as are accorded a diplomatic agent under the Act and in conformity with international law.
3. The members of the family of the Director forming part of his household shall have the like privileges and immunities as are accorded the members of the family of a diplomatic agent under the Act and in conformity with international law.
4. The members of the family of the Deputy Director forming part of his household shall have the like privileges and immunities as are accorded the members of the family of a diplomatic agent under the Act and in conformity with international law.

*[Handwritten signatures and initials]*

## ARTICLE 7

### Privileges and Immunities Of Other Staff

- (a) Officers of SPREP other than the Director and Deputy Director shall have the like privileges and immunities as are accorded to members of the administrative and technical staff of a mission under the Act and in conformity with international law.
- (b) Members of the family of an Officer of SPREP other than the Director or Deputy Director forming part of his household shall have the like privileges and immunities as are accorded to members of the family of a member of the administrative and technical staff of a mission under the Act and in conformity with international law.

## ARTICLE 8

### Privileges And Immunities Of Representatives To The SPREP Meeting

Representatives to the SPREP Meeting shall enjoy such privileges and immunities necessary for the fulfilment of their functions, pursuant to the Act.

## ARTICLE 9

### Application To Western Samoa Nationals

Notwithstanding the provisions of Articles 6, 7 and 8, Officers of SPREP or representatives to the SPREP Meeting who are nationals or permanent residents of Western Samoa shall be accorded immunity from jurisdiction, and inviolability, in respect of official acts performed in the exercise of their functions.

## ARTICLE 10

### Conferring, Removing And Waiving Benefits

Privileges and immunities under this Agreement shall be conferred and may be waived or removed by the Government at any time and in the circumstances set out in the Act and in conformity with international law.

**ARTICLE 11**  
**Consultation**

- (1) At the request of the Government or SPREP, the Government and SPREP shall consult:
- (a) regarding the implementation of this Agreement;
  - (b) in regard to any proposed modifications or extensions to this Agreement;  
and
  - (c) in regard to any alleged abuse of the privileges and immunities provided by this Agreement.
- (2) Where the Government or SPREP, proposes a variation or modification to the Agreement, the party proposing such variation or modification shall provide to the other party 6 months written notice of such variation or modification.
- (3) Any variation or modification to the Agreement shall not take effect unless both parties are in agreement evidenced by an exchange of notes between an authorised representative of the Government and the Director of SPREP or an authorised representative of SPREP.

**ARTICLE 12**  
**Applicable Law and Dispute Settlement**

The applicable laws shall be the laws of Western Samoa. All questions or differences whatsoever on the interpretation or application of this Agreement which cannot be settled by agreement shall be submitted to two arbitrators one to be appointed by Government and the other by SPREP in accordance with and subject to the provisions of an Act of Parliament of Western Samoa called the Arbitration Act 1976.

*[Handwritten signature and initials]*  
1. J. [unclear]  
[unclear]  
[unclear]

**ARTICLE 13**

**Transitional**

Any immunities or privileges exercised by SPREP or by any of its officers entitled to such immunities or privileges, prior to the entering into force of this Agreement shall continue as if exercised under this Agreement.

**ARTICLE 14**

**Entry Into Force**

This Agreement shall enter into force upon signature by the Director of SPREP and by an authorised representative of the Government.

**ARTICLE 15**

**Depositary**

This Agreement shall be deposited with the Government of Western Samoa.

*[Handwritten signatures and initials]*





## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands

21 – 25 July, 2002

#### **Agenda Item 8.5: Proposed New Title to Post of Director**

#### **Purpose of Paper**

1. To seek the approval of the SPREP Meeting to changing the title of the post of Director to Director-General.

#### **Background**

2. At the 18<sup>th</sup> Pacific Islands Forum held in Apia in August 1987, the Forum established the grouping of what has now become known as the Council of Regional Organisations of the Pacific (CROP) to coordinate their work and service to the Pacific island countries, to ensure minimal overlap, avoid competition and provide synergies to maximise benefits to island countries. That Forum decision also adopted a change to the nature of the South Pacific Bureau for Economic Cooperation (SPEC) to move beyond a purely trade bureau to being also a regional policy coordinator and general secretariat to the Pacific Islands Forum.

3. The following year, consistent with this change, SPEC became the Forum Secretariat and its Head became known as the Secretary-General rather than the Director. Through subsequent years, the CROP (it was then known as SPOCC) mechanism evolved further with the Forum Secretariat in 1996 divesting its technical divisions to be absorbed into other relevant technical regional agencies, leaving the Forum Secretariat to concentrate on policy coordination work.

4. Again, consistent with this change, the Secretary-General of the Secretariat for the Pacific Community (SPC) was retitled in 1997 as the Director-General. The rationale given and accepted was that the Head of the Forum Secretariat and general policy coordinator is Secretary-General while the Heads of the more technical organizations carry the title Director-General.

5. SPREP like SPC is by and large, a technical assistance agency although like all regional agencies, it also provides policy advice, where appropriate, to its independent governing body – the SPREP Meeting.

6. At the 11<sup>th</sup> SPREP Meeting, management made a brief comment on the need for the SPREP Meeting to consider the need for this title change but did not opt to pursue this strongly. Other more recent developments however, has led management to the conclusion, now with a new Director to be selected, to have the Meeting decide on this title change.

7. The other more recent development, referred to above, was that in the recent advertisement around the region and world for the post of Director, the Secretariat has found that a large number of applicants were relatively inexperienced and junior officials who had applied believing that the position being sought is a Director of a Division as is now the way most organizations, both Government and private around the region, have adopted as the structure of choice. A lot of time and cost would have been saved if for example a title such as Director-General was used.

### **Recommendation**

8. The Meeting is invited to:

- **consider** the proposal and **approve** the designation for the post of Head of SPREP to become Director-General.

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19 May 2002



## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting of Officials

Majuro, Marshall Islands  
21 – 25 July, 2002

#### Agenda Item 8.7: Instructions to the Director

#### Purpose of Paper

1. To seek the SPREP Meeting's approval to updated instructions to the Director.

#### Background

2. The current version of the SPREP Meetings instructions to the Director was approved by the Sixth SPREP Meeting in September 1993 after the adoption and signature of the Agreement Establishing SPREP in June 1993 but before the Agreement came into force in 1995.
3. With the coming into effect of the Agreement and the selection of a new Director by the 13<sup>th</sup> SPREP Meeting, it would be necessary to update and revise the "Instructions". The revised document is attached. All the changes involve only updates to the terminologies used. Nothing substantive is changed.
4. The outdated terms proposed for deletion are tracked with a line. The new terms to be introduced are underlined.

#### Recommendation

5. The Meeting is invited to:
    - **approve** the revised Instructions to the Director
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19 May 2002

**Annex 5: ~~Provisional Terms of Reference for~~ Instructions to the Director of the South Pacific Regional Environment Programme (SPREP)**

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**The South Pacific Regional Environment Programme**  
(hereinafter referred to as "SPREP")

**Instructions to the Director**

To: The Director of the South Pacific Regional Environment Programme

You are hereby instructed by the ~~Intergovernmental Meeting~~ SPREP Meeting (hereinafter referred to as the "IGM Meeting") as follows:

**I Definitions**

1. In these instructions, unless otherwise indicated by the context, "direction" means any direction, instruction, resolution, decision, or request recorded in the Reports of the IGM Meeting or otherwise approved by the IGM Meeting or any instruction or observation embodied in records approved by the IGM Meeting.

**II Constitution and Functioning of SPREP**

2. SPREP derives its authority, powers and functions from ~~decisions of the bodies which exercise control over it, including in particular the IGM, and in due course, it is expected, from a constituent instrument, the Agreement Establishing the South Pacific Regional Environment Programme (SPREP) (1993).~~

3. As laid down therein, you are the chief executive officer of SPREP and shall carry out all directions of the IGM-Meeting. You will be responsible for the functioning of the Secretariat and it is your duty:

- (a) to ensure, so far as lies within your power and authority, the due observance of the terms and provisions of ~~any constituent instrument;~~ the Agreement Establishing the SPREP, the Staff and Financial Regulations and decisions of the Meeting.
- (b) to bring to the notice of the IGM-Meeting any case where those decisions or terms and provisions are not being satisfactorily observed or carried out, and where, in your opinion, action or proposed action is or would be inconsistent with any of those terms or provisions or not strictly within the authority, powers, or functions conferred on SPREP;
- (c) to safeguard at all times the interests of SPREP and to ensure that its affairs are conducted with efficiency and dignity as an international organisation created to promote the protection of the environment and conservation and sustainable use of the natural resources of the South Pacific region.

4. Your management role is one of broad scope including responsibility within established policies for maintaining relationships with the appropriate agencies of ~~Governments and Administrations-Members,~~ the South-Pacific Islands Forum, the ~~South-~~ Secretariat of the Pacific ~~Commission-Community~~ other regional institutions, specialised agencies of the United Nations, other relevant international organisations, and non-governmental organisations.

5. Your administrative powers and functions are also broad. Details of administration are a matter for you and not the IGM-Meeting. Nevertheless, it is your duty to ensure that ~~Governments and Administrations-Members~~ are kept sufficiently informed of the activities within your purview to enable them to discharge properly their functions in respect of the general policies of SPREP and the implementation of the Programme.

### III Staff

6. As Head of the SPREP Secretariat, you are empowered, subject to such directions that may be received from the IGM-Meeting, to appoint and dismiss, as necessary, all members of the staff of the Secretariat.

7. You should protect the international character of the Secretariat and maintain at all times the independence of the Secretariat and the freedom of its personnel from influences external to the Secretariat.

8. In the appointment of staff to the Secretariat, technical qualifications and personal integrity of candidates are to be governing considerations. Wherever practicable, preference for staff appointments should be given to candidates from within the South-Pacific islands region.

9. You are required to establish a Staff Classification and Salaries Plan and Staff Regulations for the approval of the IGM-Meeting.

10. It is your duty to administer these instructions fairly and impartially and to ensure their due and proper observance; and in the exercise of your responsibilities and powers you will act in conformity with the relevant provisions of these instructions and in all respects as a good employer.

#### **IV Performance of Duties during Absence**

11. In the event of your absence or incapacity, the Deputy Director will act as Director. You will provide for the designation, in the absence or incapacity of both yourself and the Deputy Director, of an officer of the Secretariat to act as Officer-in-Charge. Such designation will be notified in writing.
12. In the event that the position of Director becomes vacant, the Director's functions and powers shall be exercised by the Deputy Director according to the instructions of the Chairperson of the SPREP Meeting.

#### **V The Work Programme**

13. You will make yourself familiar with the approved procedure for the formulation and approval of the SPREP Work Programme and you will be responsible for the development of the draft Budget estimates for the Work Programme activities.

#### **VI Finance**

14. You are to ensure that SPREP complies with accepted principles for financial accounting and expenditure and with its detailed Financial Regulations approved by the IGM Meeting. You are responsible, subject to the directions of the IGM Meeting, for the control of the funds of SPREP and for all accounting and expenditure.
15. You will make yourself familiar with the Financial Regulations and take such steps as may be necessary from time to time to ensure the strict observance of the requirements of those Regulations.
16. In exercising your management role and administrative control of SPREP activities and financial commitments, you will at all times bear in mind the importance of carrying out directions of the IGM Meeting with the utmost efficiency.
17. You should regard it as an important part of your functions to seek additional financial and technical assistance from the international donor community.

#### **VII Rules and Regulations**

18. You will make yourself familiar with the Rules of Procedure for the IGM Meeting and will seek to ensure their observance at all times.
19. You are responsible for the administration of all rules and regulations made by, or under, the authorisation of the IGM Meeting, and it is your duty to ensure the full impartial observance of all such rules and regulations.

### VIII Resolutions and Directions

20. You will take due cognizance of all resolution and directions and requests for information, of the IGM-Meeting, and will take action within your competence as may be necessary to give effect thereto or comply herewith.

### IX Organisation and Servicing of Meetings

21. You will be responsible for the organisation and servicing of all ~~meetings-sessions~~ of the IGM-Meeting and any committees, sub-committees or subsidiary bodies that ~~is~~ it establishes, and all conferences and meetings which may be directed or authorised by the IGM-Meeting under its auspices. Subject to the directions of the IGM-Meeting, you will be responsible for making all necessary arrangements for such meetings and conferences and for the preparation and circulation at the proper time of the agenda and all other necessary documentation.

### X Reports and Publications

22. You will be responsible for the preparation and submission to ~~Governments and Administrations-Members~~ of annual reports on activities of SPREP covering the twelve months since the last similar report. Such reports will also be provided to the ~~South Conference of the Pacific Conference-Community~~ and the ~~South-Pacific Islands~~ Forum. Other periodical reports are called for in the various rules and regulations established by the IGM-Meeting.

23. You will be responsible for the publication and distribution of SPREP periodicals, reports and other papers as may be directed by the IGM-Meeting from time to time or in accordance with the established practice and procedure.

### XI Records and Correspondence

24. You will be responsible for the operation of an efficient system of records and correspondence, and for the safe custody of IGM-Meeting and SPREP records and archives.

### XII Custody and Care of Property

25. You will be responsible for the protection, control and safe custody of all SPREP property and will take all necessary steps within your authority to ensure the proper care, protection and maintenance of all such property, including land, buildings, furniture, equipment, goods and materials of whatsoever nature, whether owned by SPREP or held by it on loan or tenancy, and appropriate insurance arrangements where applicable.

### XIII Commencement and Amendment

26. These instructions shall enter into effect from \_\_\_\_\_ 1920 \_\_\_\_\_ the date of their approval by the IGM-Meeting and shall remain in force until amended by the IGM-Meeting.

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## Instructions to the Director of the South Pacific Regional Environment Programme (SPREP)

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### The South Pacific Regional Environment Programme (hereinafter referred to as "SPREP")

#### Instructions to the Director

To: The Director of the South Pacific Regional Environment Programme

You are hereby instructed by the SPREP Meeting (hereinafter referred to as the "Meeting") as follows:

#### I Definitions

1. In these instructions, unless otherwise indicated by the context, "direction" means any direction, instruction, resolution, decision, or request recorded in the Reports of the Meeting or otherwise approved by the Meeting or any instruction or observation embodied in records approved by the Meeting.

#### II Constitution and Functioning of SPREP

2. SPREP derives its authority, powers and functions from the Agreement Establishing the South Pacific Regional Environment Programme (1993).

3. As laid down therein, you are the chief executive officer of SPREP and shall carry out all directions of the Meeting. You will be responsible for the functioning of the Secretariat and it is your duty:

- (a) to ensure, so far as lies within your power and authority, the due observance of the terms and provisions of the Agreement Establishing the SPREP, the Staff and Financial Regulations and decisions of the Meeting.
- (b) to bring to the notice of the Meeting any case where those decisions or terms and provisions are not being satisfactorily observed or carried out, and where, in your opinion, action or proposed action is or would be inconsistent with any of those terms or provisions or not strictly within the authority, powers, or functions conferred on SPREP;
- (c) to safeguard at all times the interests of SPREP and to ensure that its affairs are conducted with efficiency and dignity as an international organisation created to promote the protection of the environment and conservation and sustainable use of the natural resources of the South Pacific region.

4. Your management role is one of broad scope including responsibility within established policies for maintaining relationships with the appropriate agencies of Members the Pacific Islands Forum, the Secretariat of the Pacific Community, other regional institutions, specialised agencies of the United Nations, other relevant international organisations, and non-governmental organisations.

5. Your administrative powers and functions are also broad. Details of administration are a matter for you and not the Meeting. Nevertheless, it is your duty to ensure that Members are kept sufficiently informed of the activities within your purview to enable them to discharge properly their functions in respect of the general policies of SPREP and the implementation of the Programme.

### **III Staff**

6. As Head of the SPREP Secretariat, you are empowered, subject to such directions that may be received from the Meeting, to appoint and dismiss, as necessary, all members of the staff of the Secretariat.

7. You should protect the international character of the Secretariat and maintain at all times the independence of the Secretariat and the freedom of its personnel from influences external to the Secretariat.

8. In the appointment of staff to the Secretariat, technical qualifications and personal integrity of candidates are to be governing considerations. Wherever practicable, preference for staff appointments should be given to candidates from within the Pacific islands region.

9. You are required to establish a Staff Classification and Salaries Plan and Staff Regulations for the approval of the Meeting.

10. It is your duty to administer these instructions fairly and impartially and to ensure their due and proper observance; and in the exercise of your responsibilities and powers you will act in conformity with the relevant provisions of these instructions and in all respects as a good employer.

#### **IV Performance of Duties during Absence**

11. In the event of your absence or incapacity, the Deputy Director will act as Director. You will provide for the designation, in the absence or incapacity of both yourself and the Deputy Director, of an officer of the Secretariat to act as Officer-in-Charge. Such designation will be notified in writing.

12. In the event that the position of Director becomes vacant, the Director's functions and powers shall be exercised by the Deputy Director according to the instructions of the Chairperson of the SPREP Meeting.

#### **V The Work Programme**

13. You will make yourself familiar with the approved procedure for the formulation and approval of the SPREP Work Programme and you will be responsible for the development of the draft Budget estimates for the Work Programme activities.

#### **VI Finance**

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16. In exercising your management role and administrative control of SPREP activities and financial commitments, you will at all times bear in mind the importance of carrying out directions of the Meeting with the utmost efficiency.

17. You should regard it as an important part of your functions to seek additional financial and technical assistance from the international donor community.

#### **VII Rules and Regulations**

18. You will make yourself familiar with the Rules of Procedure for the Meeting and will seek to ensure their observance at all times.

19. You are responsible for the administration of all rules and regulations made by, or under, the authorisation of the Meeting, and it is your duty to ensure the full impartial observance of all such rules and regulations.

### **VIII Resolutions and Directions**

20. You will take due cognizance of all resolution and directions and requests for information, of the Meeting; and will take action within your competence as may be necessary to give effect thereto or comply herewith.

### **IX Organisation and Servicing of Meetings**

21. You will be responsible for the organisation and servicing of all sessions of the Meeting and any committees, sub-committees or subsidiary bodies that it establishes, and all conferences and meetings which may be directed or authorised by the Meeting under its auspices. Subject to the directions of the Meeting, you will be responsible for making all necessary arrangements for such meetings and conferences and for the preparation and circulation at the proper time of the agenda and all other necessary documentation.

### **X Reports and Publications**

22. You will be responsible for the preparation and submission to Members of annual reports on activities of SPREP covering the twelve months since the last similar report. Such reports will also be provided to the Conference of the Pacific Community and the Pacific Islands Forum. Other periodical reports are called for in the various rules and regulations established by the Meeting.

23. You will be responsible for the publication and distribution of SPREP periodicals, reports and other papers as may be directed by the Meeting from time to time or in accordance with the established practice and procedure.

### **XI Records and Correspondence**

24. You will be responsible for the operation of an efficient system of records and correspondence, and for the safe custody of Meeting and SPREP records and archives.

### **XII Custody and Care of Property**

25. You will be responsible for the protection, control and safe custody of all SPREP property and will take all necessary steps within your authority to ensure the proper care, protection and maintenance of all such property, including land, buildings, furniture, equipment, goods and materials of whatsoever nature, whether owned by SPREP or held by it on loan or tenancy, and appropriate insurance arrangements where applicable.

### **XIII Commencement and Amendment**

26. These instructions shall enter into effect from \_\_\_\_\_ 20 \_\_\_\_\_ the date of their approval by the Meeting and shall remain in force until amended by the Meeting.

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## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands

21 – 25 July, 2002

#### **Agenda Item 9.1: Council of Regional Organisations in the Pacific (CROP)**

#### **Purpose of Paper**

1. To present to the Meeting for its information and consideration, actions taken by the Council of Regional Organisations in the Pacific of relevance to the environment and to the work of SPREP.

#### **Background**

2. There are eight regional organizations that constitute CROP<sup>1</sup>. Since its establishment in 1995, CROP has focused on improving the collaboration between regional agencies and the harmonisation of terms and conditions. To facilitate its work, CROP has established a number of working groups dealing with the marine sector, land resources, energy and health among others.

3. The engagement of other sector-based or development-focused CROP organizations in environmentally sound and sustainable development is seen as important to the effective implementation of the 2001 – 2004 SPREP Action Plan. This was recognised by the Guam Environment Ministers' Forum that called on the SPREP Secretariat to develop, with CROP partners, a collaborative framework for mainstreaming environment protection within the region's development agenda. This framework is being developed in the context of preparations for the World Summit on Sustainable Development to be held in Johannesburg in South Africa later this year. SPREP is spearheading work in this area jointly with other regional agencies such as the Forum Secretariat, SOPAC and SPC.

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<sup>1</sup> Forum Fisheries Agency (FFA), Pacific Islands Development Programme (PIDP), Pacific Islands Forum Secretariat (PIFS), Secretariat of the Pacific Community (SPC), South Pacific Applied Geoscience Commission (SOPAC), South Pacific Regional Environment Programme (SPREP), South Pacific Tourism Organization (SPTO), and University of the South Pacific (USP).

4. SPREP is also collaborating with other CROP agencies in implementing environmentally related programmes such as Climate Change and Adaptation, Oil Pollution, International Waters, Education and Training.

#### **Highlights of Heads of CROP Meeting, May 2002**

5. Provided below are highlights **only** of relevant issues to SPREP and its work programme of the outcome of the recent Heads of CROP Meeting in Noumea, May 2002.

6. The 2002 CROP Summary Decisions following the Council of Regional Organizations in the Pacific, Fourteenth Meeting, Noumea, May 2002 is provided as an Information Paper (INF.2).

##### **a) WSSD Implications for CROP -**

- The Council considered the implications for CROP of the World Summit on Sustainable Development (WSSD) and for regional coordination, policy and programme development across social, economic and environmental issues.
- The Council concurred with the importance placed on promoting a programme of outreach and for the implementation of specific initiatives post-Summit.

Accordingly the Council:

- i. endorsed the initiatives as restructured to reflect the outcomes of the Regional Consultations held on 17 May 2002, and commends the resulting list of initiatives for consideration by the PIF group at the 4<sup>th</sup> PrepCom;
- ii. noted progress to develop, by mid July 2002, the portfolio of initiatives and the essential guidance from countries;
- iii. agreed to request the Chair of the Forum to announce the portfolio during the Fourth Preparatory Committee meeting;
- iv. encouraged high-level participation at all levels from within the region at the Summit as it is critical to success at the Summit and to promote arrangements for coordination and implementation of sustainable development within the region.
- v. agreed to jointly support approaches to specific donors to secure funding for cultural input at the WSSD, including individual CROP organisations identifying and approaching donors for such funding;
- vi. agreed to ensure that at least four members of the Council attend the Summit in Johannesburg, noting that arrangements will be coordinated by the CROP WSSD team if advice on individual participation is received early enough;
- vii. agreed to contribute funding of USD2,000 to USD3,000 for a regional display at the Summit by PIFS, SOPAC, SPC, SPREP, SPTO and USP.

**b) EU – ACP Regional Programme -**

- In reviewing progress on developing the European Union's 9<sup>th</sup> EDF Pacific Regional Indicative Programme, the Pacific Islands Forum Secretariat advised that more recently it had received the European Commission's revisions to the Pacific Regional Support Paper, which has been circulated to National Authorising Officers (NAOs), Non-State Actors (NSAs) and CROP organisations for further comment.

The Council:

- (a) noted developments of the 9<sup>th</sup> EDF Pacific Regional Support Paper, including the Regional Indicative Programme; and
- (b) agreed to provide comments as requested in the forthcoming circular from the Regional Authorising Officer.

**c) Pacific Islands Regional Ocean Policy -**

- The Council recalled that the development of the Pacific Islands Regional Oceans Policy had been called for by the 1999 Forum Leaders. CROP noted that the draft Policy has been circulated widely and takes into account comments received from member countries through the governing bodies of SPREP, SPC, SOPAC and PIFS, the SPC Heads of Fisheries meeting, and other stakeholders.
- The Council concurred that the Policy offers a platform for a plan of action, which could be developed in 2003 based on support for implementation that is expected to arise from formulating the Policy as an initiative for the World Summit on Sustainable Development.

The Council:

- (a) noted the draft Pacific Islands Regional Oceans Policy; and
- (b) agreed that the Policy be submitted to the Forum Officials Committee with the recommendation that Forum Leaders be requested to endorse it as a framework for action at the regional level, and for consultation on focussing assistance at the national level.

**d) Regional Energy Policy -**

The Council recalled its decision in 2001 to direct the Energy Working Group to produce a draft Pacific regional energy policy. The Council noted that the draft policy was based on the regional submission to CSD9 and reflected comment from 2001 annual sessions of CROP governing bodies.

The Council agreed to:

- (a) note the draft Regional Energy Policy and Strategic Plan (REPP), and
- (b) direct the Energy Working Group to complete the REPP for final endorsement by the 2002 Regional Energy Meeting, scheduled for 15 – 16 July 2002 in Rarotonga, and CROP governing bodies.

**e) Forum Paper on Population Issues**

- The Council recalled that in 2001 it agreed that the SPC produce a briefing paper on major issues associated with population dynamics for the Forum, which in turn called for further work in this area as a matter of priority.
- CROP received a draft paper produced by SPC. The Council agreed that the population paper be reviewed and that comments should be provided by 4 June 2002 in advance of its submission to Forum in 2002.

**f) Succession to C-SPOD II**

- CROP reviewed a paper by the Forum Secretariat, which explained that the second phase of the CIDA C-SPOD programme is scheduled to close at the end of June 2004. Further, CIDA has recently approved the development of a proposal for a successor programme based on north-south and south-south technology and capacity transfer, based on programmes funded previously by CIDA.
- The Council approved in principle the Pacific Islands Forum Secretariat continuing engagement with CIDA on the development of a successor programme to C-SPOD, subject to consultation with the CROP Marine Sector Working Group.

**g) AusAID Funding of Regional Organisations**

- The Council considered a note distributed by AusAID concerning the principles underpinning the negotiation and implementation of new triennium funding for the Pacific Regional Organisations, including a proposal that programmes – in addition to being considered at governing body level - be cleared by the relevant CROP working group.
- The Council agreed that it would not extend the terms of reference of its working groups to include this activity as the decision making functions rest with the CROP Agencies Governing Bodies and Management.

**h) Harmonisation of Remuneration Issues –**

- The Council considered that commencing a review in 2003 would be appropriate and consistent with the original decision of the Forum Officials Committee. The value of such a review would be enhanced if it were to cover the principles and objectives of harmonisation of remuneration, including lessons learnt from the exercise now being completed, as well as policies and processes for harmonisation.
- The Council agreed to task each CROP Agency to assess implementation to date and addressing related outstanding issues and report to the Heads of CROP Meeting in May 2003. At such a time, the CROP, in preparing for the 2003 review, will also review the principles and objectives of harmonisation of remuneration, as well as the policies and mechanisms formulated to date, with a view to providing a CROP report to governing councils.

**i) CROP Handbook and Brochure -**

- The Council approved the finalisation of a CROP Brochure as a marketing tool and needed urgent attention for distribution by end July 2002. The brochure's theme might be "CROP serving the interests of the people and Governments of the Pacific".
- The Council also approved of a CROP handbook as a reference document, and that both objectives of the brochure and handbook had merit and requiring all inputs from CROP agencies by end June 2002. The Council considered, that the handbook be given greater prominence to a description of the regional Intergovernmental Organisations (IGOs) that are members of CROP, expand on the history of regional integration, provide more explanation of the processes, mechanisms and inter-links associated with CROP and that it be placed on a web-site to facilitate updates and access.

**j) CROP Membership -**

- The Council noted the comments by the Forum Officials Committee on the criteria for CROP membership submitted to the Committee at its pre-Forum meeting in 2001. The Council recognised the importance of ensuring that it comprised organisations that are inter-governmental, thus with ownership which will ensure that the CROP objective to "*improve cooperation and coordination among institutions of the region*", as determined by the Forum in 1988, is met.

- Having considered the issues, the Council agreed to recommend to the Forum Officials Committee that:
  - i. the following criteria be adopted for CROP membership:
    - “Inter-governmental organisations which:
      - have governing bodies which determine the organisations’ policies and work programmes and on which Forum member governments have a majority, and which between them provide a region-wide representation; and
      - have activities that include provision of advice to member governments and implementation of region-wide programmes aimed at assisting in the sustainable development of member countries and the region;
  - ii. any application for membership that is deemed by CROP to fall within this criteria is to be referred for endorsement by the Forum Officials Committee;
  - iii. on the basis of the criteria proposed above under (a), the Fiji School of Medicine and the South Pacific Board for Educational Assessment be welcomed as members of CROP.

### **Recommendation**

3. Members are invited to:
    - **note** the report on CROP as a “coordination mechanism” and as they relate to the environment and the overall work of SPREP.
    - **provide guidance** to the Secretariat on any of the highlighted outcomes of the Heads of CROP Meeting.
- 

12 June, 2002



## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting of Officials

Majuro, Marshall Islands  
21 – 25 July, 2002

#### Agenda Item 9.2: World Summit on Sustainable Development (WSSD)

#### Purpose of Paper

1. To report on preparations for the World Summit on Sustainable Development and implications for the SPREP Secretariat.

#### Background

2. Pacific input to the Earth Summit was a recognised success and has led to a significantly increased role by Pacific Island States in the international sustainable development debate. Since the Earth Summit and Global Conference on the Sustainable Development of Small Island Developing States, there has been some progress towards sustainable development in the Pacific region. There have been important catalysts for change however, these are often localised and there remains serious concern that environmental degradation continues at an alarming rate.

3. To advance Pacific priorities at the international level and to attract further support for environment and sustainable development initiatives in the region, Environment Ministers<sup>1</sup> when they met in Guam, 2000:

*Recognise(d) that Rio +10 presents a significant opportunity for the international community to re-invigorate the sustainable development agenda at all levels;*

*Call(ed) on the SPREP Secretariat and the international community to assist them prepare for and participate in the 2002 Summit;*

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<sup>1</sup> Guam Environment Ministers' Forum Statement, October 2000

4. At the regional level, agencies of the Council of Regional Organisations in the Pacific (CROP), have become increasingly engaged in the international sustainable development debate and a number are now working to mainstream environmental concerns within their sectoral mandates. Recognising these challenges and the potential for improved cooperation and coordination, Environment Ministers also called for the development of "a collaborative framework for mainstreaming environmental protection within the region's development agenda".

5. In response, the SPREP Secretariat provided advice to CROP on options for regional preparations for the Summit, including the need to develop a Regional Framework for Environmental Management. The Nauru Forum then endorsed a CROP-wide approach and financial assistance was secured from Australia, New Zealand and Denmark. A CROP Rio+10 (WSSD) Working Group, co-chaired by SPREP and the Pacific Islands Forum Secretariat, was established and this Working Group has guided the assistance provided to the region in preparation for the Summit.

6. To date this assistance has included:

- technical and financial support for national assessments;
- regional consultations (Apia, 5-7 September 2001; Nadi, 17 May 2002);
- Pacific Regional Submission to WSSD;
- briefing and technical backstopping during the Asia-Pacific Preparatory Meeting (Cambodia), the AOSIS Inter-regional Preparatory Meeting (Singapore), Second Preparatory Meeting (New York), Third Preparatory Committee Meeting (New York) and the High Level Ministerial Meeting in Bali (Fourth Preparatory Committee Meeting);
- draft regional assessment and initiatives; and,
- implementation of a communications strategy including media releases, the establishment of the [www.pacificwssd.org](http://www.pacificwssd.org) website and an art competition.

### **Expected Summit Outcomes**

7. The Summit is expected to produce:

- the Johannesburg Plan of Action
- the Johannesburg Declaration
- a number of new initiatives/partnerships

8. The **Johannesburg Plan of Action** is expected to be an agreed number of specific measures to address the implementation gap that exists in the implementation of Agenda 21/sustainable development. The current structure includes action to address poverty, globalisation, patterns of consumption and production, health, natural resource management, Small Islands, Africa, means of implementation and institutional arrangements to implement the Plan of Action.

9. The **Johannesburg Declaration** is expected to contain the global commitments necessary to support sustainable development, specifically the actions contained in the Johannesburg Plan of Action.

10. The **new initiatives/partnerships** are expected to provide an opportunity for specific commitments to be made by different groups to the implementation of sustainable development. They will be linked to the Johannesburg Plan of Action but not replace the specific actions and commitments required by the global community.

11. As negotiations on these Summit outcomes are ongoing, an additional report on the status of preparations for the Summit will be provided to the SPREP Meeting. This will include a summary of work undertaken to develop the Regional Framework for Environmental Management and the implications of Summit decisions for SPREP's sustainable development mandate.

### **Implications for the Secretariat and Region**

12. There are expected to be a number of implications for the SPREP Secretariat and the region as a result of the decisions taken and initiatives supported by the World Summit on Sustainable Development. As mentioned earlier, these will be the subject of a more detailed report to be provided to Members once the Summit negotiations are closer to completion. These are expected to include:

- A new international agenda for action to implement sustainable development over the next decade, including a greater emphasis on integrating environmental, social and economic goals;
- A portfolio of activities or initiatives to assist countries with sustainable development;
- A Regional Framework for Environmental Management to assist with the coordination and development of environment initiatives in support of sustainable development across all regional organisations;
- An approach to the promotion of sustainable development throughout SPREP's policies and programmes.

## Recommendation

13. The Meeting is invited to:

- **consider** the Report on preparations for the World Summit on Sustainable Development;
  - **welcome** the draft Johannesburg Plan of Action and Declaration;
  - **support** the portfolio of regional initiatives for the Summit;
  - **provide guidance** to the Secretariat on critical issues to be pursued in the final stages of preparations for the Summit and in Johannesburg itself; and
  - **welcome** the development of the Regional Framework for Environmental Management and the approach to promote sustainable development throughout the SPREP Secretariat's policies and programmes.
- 

20 May, 2002



## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands

21 – 25 July, 2002

#### **Agenda Item 9.3: International Waters Programme**

##### **Purpose of Paper**

1. This paper provides a status report for the implementation of the Strategic Action Programme for the International Waters of the Pacific Small Island Developing States.

##### **Background**

2. The International Waters Programme (IWP) is a 5-year programme for 14 participating Pacific Island Countries<sup>1</sup>. It is funded by the Global Environment Facility (GEF), implemented by the United Nations Development Programme (UNDP) and executed by the South Pacific Regional Environment Programme (SPREP).

3. The IWP has two main components. The oceanic component focuses on the management and conservation of tuna stocks in the western central Pacific. This component is executed by the Secretariat of the Pacific Community (SPC) and the Forum Fisheries Agency (FFA). The coastal component's focus is on integrated coastal watershed management. It involves the implementation of 14 pilot projects, in each participating country, that address sustainable resource management and conservation issues in the coastal zone.

4. As the oceanic component is discussed separately in other fora (the Forum Fisheries Committee and the Committee of Representatives of Governments and Administrations), this Status Report is confined to the coastal component executed by SPREP.

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<sup>1</sup> Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

## Status

5. In early 2001 UNDP accepted the Inception Report for the Programme. In March, 2001 the Regional Task Force (RTF) convened for the first time at Apia. The RTF included officials from participating governments, CROP agencies, NGOs and international agencies actively engaged in community-based sustainable resource use and conservation initiatives in the Pacific Islands region.

6. Between May 2001 and February 2002 the Project Coordination Unit (PCU) completed orientation visits to all 14 participating countries. The purpose of these visits was to initiate discussions for the establishment of national activities under the coastal component of the Programme. To assist with this, two versions of *Guidelines for the Initial Phase of the International Waters Programme: In-country Arrangements, Review of Priority Concerns and Selection of Pilot Projects* were circulated widely in the region. To provide further support, the PCU also produced a *Communications Strategy* that focuses on education and awareness raising tools that can be applied to support the Programme internationally, regionally and on local scales.

7. Comprehensive reviews of available information for each of the four principal areas of interest to the IWP (waste, coastal fisheries, marine protected areas and freshwater) were completed. These reviews were supplemented by two additional synopses of information concerning economic considerations in community-based sustainable resource use and conservation projects and information on best practice and lessons from similar projects implemented by other agencies and programmes in the region.

8. As of April 2002, 10 of the 14 countries eligible to participate in the IWP had formally signed on to the Programme (Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Samoa, Vanuatu and Tonga). Of these, six had appointed a National Coordinator (Samoa, Kiribati, Tonga, Marshall Islands, Nauru and Niue). In addition, the Federated States of Micronesia had appointed a public servant to oversee implementation of the programme under a preliminary arrangement to enable commencement of activities. The First Meeting of National Coordinators was scheduled for the end of April 2002 in Apia.

9. With the recruitment of the Project Accountant, scheduled for April 2002, the PCU will be fully staffed. Paula Holland commenced work with the PCU in March 2002 as the Programme's Natural Resource Economist. She joins Samson Samasoni, the Community Communications Specialist, Dr Natasha Stacey, the Community Assessment and Participation Specialist, Rosanna Galuvao, Project Secretary and Andrew Wright, Project Manager.

10. Throughout 2002 the efforts of the PCU and National Coordinators will focus on the initial arrangements for the implementation of the pilot projects. This will be based on an assessment of the current priority environmental concerns in each of the participating countries, the selection of the focal issue to be addressed by the pilot project (sustainable coastal fisheries, community-based waste management or the conservation and preservation of freshwater) and the selection of a location and community in which to implement the pilot project. Critical to the successful execution of these pilots will be an effective National Task Force which should represent all government agencies, NGOs, private sector and community groups with an interest in the issues to be addressed by the pilot.

### **Recommendation**

11. The Meeting is invited to:

- **note** the Status Report; and
- **provide guidance** on implementation of the International Waters Programme.

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4 April, 2002



## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands  
21 – 25 July, 2002

#### **Agenda Item 9.4: Pacific Islands Regional Ocean Policy**

##### **Purpose of Paper**

1. To present to the Meeting the draft Pacific Islands Regional Ocean Policy, for consideration.

##### **Background**

2. At the Palau Forum (1999), the region's leaders endorsed a list of recommendations emerging from the Pacific Regional Follow-up Workshop on the Implementation of the Law of the Sea Convention convened in August 1999 in Tonga. Although most of the recommendations could only be implemented by national governments, one of the recommendations - that a regional ocean policy be produced - was adopted at the regional level.
3. The Marine Sector Working Group of the Council of Regional Organisations in the Pacific (CROP) was tasked with developing a regional ocean policy. SOPAC has played a proactive role in the process.
4. The following steps have been taken to prepare the Regional Ocean Policy:
  - A strategy paper outlining the way in which a Regional Ocean Policy could be developed and implemented in the Pacific was prepared and considered at the CROP Heads meeting in 2001.
  - A comprehensive background paper compiling various issues and summarising existing regional and international agreements in the Pacific was completed.
  - A draft Pacific Islands Regional Ocean Policy was produced by the Marine Sector Working Group of CROP during working group meetings held in the margins of other regional meetings in 2001 (See Attachment 1). A draft Pacific Islands Regional Ocean Policy was presented to the SPREP Meeting, the SPC Heads of Fisheries, the SOPAC Governing Council in 2001 and comment was sought.

5. The Pacific Islands Regional Ocean Policy presents a vision for a healthy Ocean that sustains the livelihoods and aspirations of Pacific Island communities, with its principle goal being to ensure the future sustainable use of our Ocean and its resources by Pacific Island communities and external partners.
6. It promotes stewardship in addition to ownership and articulates the following guiding principles:
  - Improving our Understanding of the Ocean
  - Sustainably Managing the Ocean Resource Use
  - Maintaining the Health of the Ocean
  - Promoting the Peaceful Use of the Ocean
  - Creating Partnerships and Promoting Co-operation
7. Heads of Government at the next Pacific Islands Forum, Fiji, August 2002, will be invited to consider and endorse the Pacific Islands Regional Ocean Policy.
8. Essentially, the policy should encapsulate the attitudes of Pacific Island communities towards their Ocean.
9. The Policy provides a basis for the harmonisation and strengthening of national and regional actions in relation to oceanic and coastal resources in the Pacific, and offers a platform for the development of a considered Pacific Islands Regional Ocean Strategic Action Plan.
10. Further work will be required to define how the Policy can be translated into effective assistance at the national level.
11. The Pacific Islands Regional Ocean Policy, the basis for the Pacific Island Ocean Initiative, is one of the key Pacific Regional Initiatives for the World Summit on Sustainable Development in Johannesburg in September 2002. This initiative will promote the further consultation required between regional and national stakeholders, government and civil society and provide a platform for new partners to assist countries with the conservation and management of oceanic and coastal resources.

### **Recommendation**

12. The Meeting is invited to:
  - **consider** the draft Pacific Islands Regional Ocean Policy; and
  - offer **guidance** and **comments** concerning the finalisation of the Policy.

## DRAFT

# PACIFIC ISLANDS REGIONAL OCEAN POLICY

## VISION

**A healthy Ocean that sustains the livelihoods and aspirations of Pacific Island communities.**

## THIS IS OUR OCEAN

1. The care of our Ocean is the responsibility of all people. The oceans are interconnected and interdependent, covering seventy per cent of the world's surface. They are the last great frontier and their conservation and sustainable use is vital to the well being and survival of the human race.
  2. For the past three thousand five hundred years, Pacific Island communities have inhabited the islands scattered throughout our Ocean across which some of the greatest migrations in human history have taken place. Our Ocean unites Pacific Island communities more than anything else. It has supported generations of Pacific Island communities – not only as a medium for transport but also as a source of food, tradition and culture.
  3. Our Ocean and island ecosystems contain high biological diversity that have sustained the lives of Pacific Island communities, since first settlement. It contains the most extensive coral reefs in the world, globally important fisheries, significant seabed mineral resources and a high number of threatened species. These ecosystems may contain many undiscovered resources of potential use to humankind.
  4. The many thousands of islands are, with the exception of some larger Melanesian islands, entirely coastal in nature, often with limited freshwater resources.
  5. Our Ocean is not only a lifeline, it is also a source of hazards. These hazards can be increased by the impact of human activities both within, and external to, the Pacific Islands region.
  6. In modern times our Ocean provides the greatest opportunities for economic development. Responsibly managed, it has the potential to support Pacific Island communities, in perpetuity.
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7. As Pacific Island communities we are acutely aware that over ninety eight per cent of the 38.5 million square kilometres of the Earth's surface over which we have influence is ocean. Concerns for the long-term health of the Ocean are not confined to the areas covered by sovereign rights, they extend equally to adjacent areas of high seas.
8. Our commitment to the development of a common Policy for this Ocean stems from our collective awareness of an increasing number and severity of threats to its long-term integrity. This Policy presents a framework for the sustainable management and conservation of the resources and habitats within the region. It provides guiding principles for individual and collaborative action that will promote responsible stewardship of this large Ocean for regional and global benefit.
9. These guiding principles are: improving our understanding of the Ocean; sustainably managing the Ocean resource use; maintaining the health of the Ocean; promoting the peaceful use of the Ocean; and creating partnerships and promoting co-operation.
10. We invite others to recognise our commitment to these guiding principles and support our strategies to implement this Policy to help ensure our Ocean remains healthy and sustains the livelihoods and aspirations of Pacific Island communities.

## **WHY A REGIONAL OCEAN POLICY?**

11. The need for a Policy is based on our collective awareness of the transboundary and dynamic nature of our Ocean, the increasing number and severity of threats to its long-term integrity and the reality that sustainable economic and social development will be dependent on wise use of the Ocean and its resources.

## **PACIFIC ISLANDS REGION**

12. For the purpose of this Policy, the "region" includes that part of the Pacific Ocean over which the island countries and territories (Pacific Island communities), that are members of the organisations comprising the Council of Regional Organisations in the Pacific (CROP) have stewardship. As such, the extent of the region includes not only the area within the 200 nautical miles Exclusive Economic Zone (EEZ) boundary circumscribing these island countries, but also the ocean areas that encompass the extent of the large marine ecosystems that transcend the region.
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13. The "Ocean" is defined to include the waters of the ocean, the living and non-living elements within, the substrate beneath and the ocean-atmosphere and ocean-island interfaces.
14. Pacific Islands are often referred to as Small Island Developing States. In fact, they are Large Ocean Developing States. The number of islands, their relative isolation and the area of the Earth's surface, which is ocean, makes our region unique (Annex 1).

### ***Vulnerability***

15. Pacific Island communities are vulnerable to environmental, economic and social factors.
16. Environmental factors include: climate variability, climate change and sea-level rise; other natural hazards such as earthquakes, tsunamis, cyclones, El Nino and La Nina and volcanic events, fragile ecosystems and geographic isolation.
17. Economic factors include: the increasing domination of a cash economy; limited island production capacity; high dependence on distant external markets to generate foreign exchange; high import dependencies; limited local markets; limited economic bargaining power; limited options for diversification.
18. Social factors include: population growth; human and food security; cultural dilution and loss of useful traditional knowledge and practices.

### ***Rights and Responsibilities***

19. The Ocean has been the major influence in the history of Pacific Island communities. Throughout the region, customary association with the sea forms the basis of present day social structures, livelihoods and tenure systems and traditional systems of stewardship governing its use.
  20. International law and instruments confer rights to Pacific Island communities relating to the use of the Ocean and its resources. With these rights come responsibilities, especially for sustainable management and conservation of the ocean's living resources and for the protection of the ocean environment and its biodiversity.
  21. Pacific Island communities have established national laws, based on international principles, which provide for responsible management and use of the Ocean and its resources within their area of jurisdiction.
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22. Island communities respect the rights and interests of others to participate in legitimate activities. With this sharing comes the expectation that they will meet their obligations and responsibilities in our Ocean.
23. This Policy promotes stewardship in addition to ownership. Good stewardship captures the element of trusteeship, which refers to active engagement by communities in caring for the oceans. It draws upon ideas, policies, institutions and enforcement procedures needed to protect the oceans from abuse including the effects of land-based activities.

## **VISION**

**A healthy Ocean that sustains the livelihoods and aspirations of Pacific Island communities.**

## **GOAL**

24. The goal of this Policy is to ensure the future sustainable use of our Ocean and its resources by Pacific Islands communities and external partners and to ensure that the use of marine resources and related economic or social benefits are properly managed, so that the long term health of the ocean is maintained.
25. The Guiding Principles to achieve this Goal are:
  - Improving our Understanding of the Ocean
  - Sustainably Managing the Ocean Resource Use
  - Maintaining the Health Of the Ocean
  - Promoting the Peaceful Use of the Ocean
  - Creating Partnerships and Promoting Co-Operation

## **PRINCIPLE 1- IMPROVING OUR UNDERSTANDING OF THE OCEAN**

26. Contemporary and traditional understanding of the ocean provides the basis for sustainable use of the ocean and its resources, for the amelioration of pollution and harmful practices and for the prediction of weather, climate and ocean variability.
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27. Trials with western-based resource management principles have generated limited success over the last 40 years. As a result, resource managers in the Region increasingly advocate an enhanced role for community groups and customary resource owners in the development and application of local management arrangements.
28. Increased scientific understanding of ocean processes and ecosystems is critically dependent on access to science and technology, to enable research, exploration and development of both living and non-living marine resources, and of long-term monitoring and observation. The result will be improved ability to effectively conserve marine biological diversity and predict the impact of climate variation and human use patterns on the health of the ocean.

### **Strategic Actions**

- To identify and prioritise information needs and the co-operative mechanisms for acquiring, accessing and disseminating this information.
- To strengthen national and regional capacity, encourage partnerships between regional and international organisations, and the public and private sectors, to improve our understanding of the ocean.
- To facilitate access to this information, encourage its wide application in the implementation of this Policy and any compatible national ocean policies that may be developed in association with it.
- To have regard for traditional knowledge and its potential to contribute to better understanding the ocean and to the effective management of contemporary issues.

### **PRINCIPLE 2 – SUSTAINABLY MANAGING THE OCEAN RESOURCE USE**

29. Pacific Island communities are heavily reliant on the wide range of resources and services that the Ocean provides for their social, cultural and economic security. This includes not only the existing extractive uses of its living and non-living resources but also the non-extractive uses such as transport and communication, waste disposal, recreation and tourism, and cultural activities. New research and technologies are creating opportunities for accessing and using the ocean and its resources.
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30. To safeguard Pacific Island communities and maintain the health of our Ocean, in perpetuity, it is imperative that we adopt a precautionary management approach to ensure the use of the Ocean and its resources are sustainable.

### **Strategic Actions**

- To identify and prioritise management actions for sustainable resource use based on the precautionary principle. To engage local communities in resource management decision making.
- To build capacity of Pacific Island communities in sustainable resource management use.
- To encourage benefit sharing of resources at local, national and regional levels.
- To establish and protect traditional knowledge rights and bio-property rights.
- To enhance the stewardship ethic in Pacific Island communities at local, national and regional levels.

### **PRINCIPLE 3 - MAINTAINING THE HEALTH OF THE OCEAN**

The health and productivity of our Ocean is driven by regional-scale ecosystem processes. It is dependent upon preserving ecosystem integrity and minimising the impact of human activity.

31. Threats to Ocean health and productivity, reflected in a degradation in water quality and resource depletion include accidental and deliberate dumping of fuels, chemicals and ballast water from ships, aircraft and satellite launches, and non sustainable resource use.
  32. Pollution from the land contributes up to eighty per cent of all ocean pollution and is a major threat to the long-term health of nearshore systems affecting ecological processes, public health and social and commercial use of ocean resources.
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### **Strategic Actions**

- To adopt an integrated transboundary approach, through harmonised institutional arrangements including the use of existing international and regional conventions/agreements, to managing marine ecosystems for long term sustainable benefit.
- To incorporate sound environmental practices into social and economic development activities.
- To protect and conserve biological diversity of the ocean ecosystem at local, national and regional levels.
- To reduce the impact of all sources of pollution on our Ocean environment.

### **PRINCIPLE 4 – PROMOTING THE PEACEFUL USE OF THE OCEAN**

33. Peaceful uses of the Ocean have environmental, political, social economic, and security dimensions. Promoting peaceful use means discouraging and eliminating unacceptable, illicit or non-peaceful activities such as the transport of nuclear materials, dumping of solid, chemical and other hazardous materials and, military and criminal activities.
34. Non-peaceful use of our Ocean threatens the major source of livelihood for Pacific Island communities.

### **Strategic Actions**

- To ensure that all activities carried out in our Ocean meet all relevant international and regional safety standards, and do not cause environmental damage or social economic hardship to the region.
  - To seek remedial actions in the event of an incident during non-peaceful use of the Ocean.
  - To ensure that the ocean is not used for criminal activities nor for other activities that breach national or international laws.
  - To encourage co-operation amongst law enforcement agencies.
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## **PRINCIPLE 5. – CREATING PARTNERSHIPS AND PROMOTING CO-OPERATION**

35. Partnerships and cooperation provide an enabling environment and are essential for the sustainable management of our Ocean. As a group Pacific Island communities achieve economies of scale, a united voice for international advocacy, a regional power bloc with increased international influence and a forum for developing coordinated action on ocean issues of mutual interest or with transboundary implications.
36. In pursuit of creating partnerships and promoting cooperation, Pacific Island communities will seek to maintain sovereign rights and responsibilities in managing, protecting and developing the Ocean.

### **Strategic Actions**

- To foster partnerships and cooperation in the areas of security, monitoring, enforcement and the sustainable management of the Ocean.
- To make fullest possible use of regional and international partnerships and collaboration, such as regional organisations, ocean-related treaties, and bilateral arrangements as appropriate.
- To have regard for the ocean policies of ocean jurisdictions adjoining our own, and advocate that their policies have regard for this Policy.
- To encourage Pacific Island communities to develop national ocean policies that complement this Policy.

### **FUTURE**

This Policy provides the basis for the harmonisation of national and regional actions, for the next five years. The implementation process will require a commitment by all stakeholders.

The next stage will involve the development of a Regional Ocean Strategic Action Plan based on the guiding principles and strategic actions articulated in this Policy.

The Regional Ocean Strategic Action Plan, including a review process, will provide the basis from which to develop programmes to implement this Policy and monitor its relevance and effectiveness.

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### Annex 1: Pacific Island communities Essential Statistics

COUNTRY	LAND AREA (km <sup>2</sup> )	EEZ AREA (km <sup>2</sup> )	POPULATION	CONTRIBUTION of OCEAN TO GDP
<i>American Samoa</i>	197	434 700	54 800	
<i>CNMI</i>	478	777 000	56 700	
Cook Islands	240	1 830 000	18 000	
FSM	700	2 978 000	95 000	
Fiji	18 376	1 290 000	737 000	
<i>Guam</i>	541	218 000	140 000	
Kiribati	822	3 550 000	72 000	
Marshall Islands	181	2 131 000	48 000	
Nauru	21	310 000	9 000	
Niue	258	390 000	3 000	
<i>New Caledonia</i>	22 405	1 230 891	190 000	
Palau	428	616 000	17 500	
Papua New Guinea	476 500	3 120 000	4 100 000	
<i>Pitcairn</i>	5	800 000	50	
<i>French Polynesia</i>	3 521	5 030 000	218 000	
Samoa	2 934	120 000	163 000	
Solomon Islands	29 785	1 340 000	325 000	
<i>Tokelau</i>	12	319 000	1 700	
Tonga	747	700 000	101 000	
Tuvalu	26	900 000	9 250	
Vanuatu	14 763	680 000	150 000	
<i>Wallis and Futuna</i>	255	242 700	14 400	
<i>High seas enclave 1</i>	-		-	<i>Palau/FSM/PNG/ Irian Jaya</i>
<i>High seas enclave 2</i>	-		-	<i>FSM/Marshalls/ Nauru/Kiribati/ Tuvalu/Fiji/PNG Vanuatu/Solomons/</i>
<i>High seas enclave 3</i>	-		-	<i>Cooks/Kiribati/ French Polynesia</i>

Countries in normal type are members of both the Pacific Islands Forum and the Pacific Community. Territories in italics are members of the Pacific Community only - need to add remaining French, American and UK territories and maybe area of any high seas enclaves.



## **South Pacific Regional Environment Programme (SPREP)**

### **Thirteenth SPREP Meeting of Officials**

Majuro, Marshall Islands  
21 – 25 July, 2002

#### **Agenda Item 9.5: Pacific Islands Information and Communication Technologies Policy and Strategic Plan**

#### **Purpose of Paper**

1. To present to the Meeting, for its information and consideration, actions taken by the CROP Information and Communication Technology Working Group with regard to the development of an Information and Communication Technologies (ICT) regional policy and strategy, and to seek input with regard to associated SPREP activities.

#### **Background**

2. In 1999, the Regional Communication Meeting of Officials discussed the ongoing development of Information and Communication Technologies (ICT) in the region, and produced the Forum Communication Action Plan.
3. The 2001 (13<sup>th</sup>) CROP meeting of regional organisation heads decided that the CROP Information Technology Working Group and the IT-PACNET group, being respectively concerned with policy and technical aspects of computers and digital networking, should merge and meet under the title of the CROP Information and Communication Technology (ICT) Working Group.
4. SPREP was an active participant in the preparation of the draft policy that was discussed at the first meeting of the CROP ICT Working Group held at SPC, 26 August 2001. The member countries substantially refined, redrafted, and endorsed the draft regional ICT policy at a workshop on Pacific Information and Communication Technologies (ICT) Needs Assessment and Strategy Planning held in Noumea, 27-31 August 2001. This Workshop, to which all SPC member countries and territories were invited, was organised jointly by SPC, SOPAC and the Forum Secretariat with funding support from Australia, France, New Zealand and the UNESCO Pacific Office in Samoa.

5. Numerous activities and initiatives focusing on information and communications, have been similarly observed outside the region, such as the creation of the G8 Digital Opportunity Task (DOT) Force, and the upcoming preparation for the World Summit on Information Society (WSIS).

6. Information and Communication has been defined in SPREP's action plan as one of the processes to assist in delivering the work programme. It also strongly relates to a significant number of SPREP focus areas and activities such as clearinghouse, dissemination of information necessary for training, education, and capacity building, and help to decision makers through better provision of information.

7. Although ICT is not a specific environmental area, it has been widely recognised that enhanced use of information and communication technologies is critical to the effective management of the islands' natural resources. Environmental monitoring is data intensive. Environmental management also requires communication and data sharing among governments, business and the international community. ICT is crucial to the centralisation, standardisation, and timely access to data, as well as to the refined interpretation of data on a country-by-country basis. Currently, the digital divide prohibits PIC governments and private sector from taking full advantage of technology to develop in a sustainable manner. This "poverty of opportunity" directly impacts on the environment sector in our region.

8. The Workshop of member countries and territories asked the CROP ICT working group to co-ordinate further regional action to have this draft policy (Attachment 1) recognised by stakeholders in the development of their national ICT policies.

### **Recommendation**

9. The Meeting is invited to:
- **note** the participation of the SPREP Secretariat in this regional initiative with regard to the increasing impact of ICT in the region, and the role of ICT as an enabler for the sustainable development of the region and for better delivery of SPREP programmes;
  - **note** developments within CROP to improve collaboration between regional organizations; and
  - **consider and provide comments** on the draft policy.

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9 May, 2002

# **DRAFT**

## **Pacific Islands Information and Communication Technologies Policy**

### **Vision**

Information and Communication Technologies for every Pacific Islander.

### **Introduction**

This draft policy and strategic action plan sets out a framework of guiding principles and policies and recommended activities to guide future policy development and co-operation by the Pacific Island Countries and Territories (PICTs).

The development of PICTs has long been hampered by dispersed populations, small sizes and vast ocean distances. These circumstances impose large costs on service provision in education, economic development, social welfare, health, travel and communication and have limited the growth of important industries such as fisheries, agriculture and tourism.

Improvements in telecommunications services and information technology now provide increasing opportunities for PICTs to overcome these circumstances by:

- ☐ reducing barriers of distance,
- ☐ improving service delivery across countries and the Pacific Community,
- ☐ reducing costs,
- ☐ improving the knowledge, skills and general development of their people,
- ☐ maximising the economic growth of their countries and the Pacific Community, and
- ☐ working more effectively together.

Leadership from governments and partnerships with businesses, non-government organisations (NGOs), religious groups and the community at large are required to facilitate participation in the knowledge society and to make their countries part of the global knowledge economy. All need to work closely to develop a connected population and to use information and communications technology to maximise the potential of the region and its people. Governments will also need to provide special attention to protect the social, cultural and ethnic diversity of the Pacific Community. By committing to individual and collective action partners will increase the use of ICT to benefit the people of the Pacific Community.

Co-operation amongst the PICTs is essential to fully realise the benefits of ICT noted above. Co-operation provides a voice on the common needs and issues of the Pacific Community, and strengthens national efforts.

This document is organised as follows:

- ☐ The regional policy has four guiding principles on human resources; infrastructure development; cooperation between stakeholders; and appropriate policy and regulation. These are the region's goals.
- ☐ Policies are stated for each guiding principle, intended to set the rules by which specific strategies and actions will be designed to achieve the goals. They are long-term, but may be reviewed and changed every 3-5 years if necessary.
- ☐ The regional strategic plan consists of strategies for each policy, intended as the general means by which the goals will be reached. They are medium-term, but may be reviewed and changed on a 1-3 year cycle as required.
- ☐ Activities under each strategy in the plan are the specific means by which strategies are implemented. They should be monitored continually and modified annually if needed. Each activity has an identified actor(s) and a proposed time line or milestone.

This policy and strategic action plan is a draft document that will be circulated for review and comment by governments, regional organisations, the private sector, and development partners. It was initially developed by the Pacific Information and Communication Technologies (ICT) Needs Assessment and Strategy Planning Workshop, held between 27-31 August 2001 in Noumea, New Caledonia. The workshop was sponsored by the Governments of Australia, France and New Zealand; jointly organised by SOPAC, Pacific Islands Forum Secretariat and Secretariat of the Pacific Community; and attended by about 100 representatives of PICTs and regional organisations.

The draft policy and strategic action plan has been further elaborated and finalised by the Council of Regional Organisations in the Pacific ICT Working Group, comprising the Forum Fisheries Agency, Pacific Islands Development Program, Pacific Islands Forum Secretariat, South Pacific Applied Geoscience Commission, Secretariat of the Pacific Community, South Pacific Regional Environment Programme, South Pacific Tourism Organisation, and University of the South Pacific, along with international development partners.

This policy and strategic action plan is intended to provide guidance at two levels. On matters where regional co-operation is required, it should be taken as a mandate to regional organisations. On matters where national action is required, it should be interpreted as guidance for national consideration. This policy and strategic action plan were developed by and on behalf of the following Pacific island countries and territories:

- |                                                         |                                            |
|---------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> American Samoa                 | <input type="checkbox"/> Nauru             |
| <input type="checkbox"/> Cook Islands                   | <input type="checkbox"/> New Caledonia     |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Niue              |
| <input type="checkbox"/> Fiji                           | <input type="checkbox"/> Northern Marianas |
| <input type="checkbox"/> French Polynesia               | <input type="checkbox"/> Palau             |
| <input type="checkbox"/> Guam                           | <input type="checkbox"/> Papua New Guinea  |
| <input type="checkbox"/> Kiribati                       | <input type="checkbox"/> Pitcairn Islands  |
| <input type="checkbox"/> Marshall Islands               |                                            |

The workshop endorsed this draft policy and strategic action plan for consideration by national governments, regional organisations and development partners. PICT representatives also asked the Council of Regional Organisations in the Pacific (CROP) ICT Working Group to:

- co-ordinate further regional action to have this policy recognised by stakeholders in the development of their national ICT policies;
- further develop the ICT strategic plan, taking into consideration the information papers presented in the workshop and keeping all workshop participants informed;
- identify a suitable review process for the policy and strategic plan, such as in conjunction with the annual meeting of the working group.

The workshop agreed that the profile of "ICT for every Pacific islander" warranted highlighting and recommended to national governments, regional organisations and development partners that this could be achieved by: (i) a Pacific decade of ICT; (ii) a Pacific year of ICT; (iii) establishing an annual Pacific ICT forum.

## **Part 1: Pacific Islands ICT Policy**

### **Guiding Principle 1: human resources**

**ICT will be used to inform and connect Pacific Island populations and ensure that they benefit from flexible and appropriate education and training.**

Pacific Island Countries and Territories (PICTs) are characterised by their remoteness, dispersed populations, and limited human resources and institutional capacity. As a result, opportunities for participation in sectoral applications are limited. Improvements in access, awareness, human resources development, and usage are required for populations of PICTs to take their full place in the global knowledge society.

**Policy 1.1: Awareness of ICT and computer literacy at all community levels will be promoted and developed while safeguarding existing social and cultural values.**

**Policy 1.2: PICTs will develop and retain a knowledgeable ICT workforce that will be able to contribute to the maintenance and further development of ICT.**

**Policy 1.3: ICT strategies will be developed and/or strengthened in a flexible manner to facilitate human resource development, capacity building, and reduce professional isolation of Pacific Islanders at all educational levels and especially in rural and remote communities.**

**Policy 1.4: Everyone will have equal opportunity access to ICT without barriers with special regard to women, the disadvantaged, the disabled, under represented minorities, and those in rural and remote communities.**

**Policy 1.5: Recognising the value of information, Pacific people will have the opportunity to contribute to the global community through the promotion of the rich Pacific cultural identity and diversity.**

## **Guiding Principle 2: infrastructure development**

**Appropriate ICT infrastructure will be developed to support development for Pacific islands.**

Access to basic telecommunications and the Internet is generally more expensive in the Pacific Island Countries and Territories (PICTs) than in other parts of the world. These higher costs have negative impacts on development of essential services such as education, health, and greater economic opportunities.

**Policy 2.1: Regional and national ICT networks and support infrastructure will be reliable, secure, fast, cost effective and adaptive.**

**Policy 2.2: PICTs will encourage private sector investment in ICT infrastructure and promote competitive markets for ICT service provision, where appropriate.**

**Policy 2.3: PICTs and regional organisations will co-operate to promote a regional approach to consideration and adoption of global ICT standards.**

**Policy 2.4: Regional and national institutions will work with service providers toward practical Universal Access to ICT.**

**Policy 2.5: PICTs and regional organisations will co-operate to improve access and lessen the financial burden that development of ICT imposes on governments, non-government organisations and businesses.**

## **Guiding Principle 3: cooperation between stakeholders**

**Easy access to information through ICT will strengthen cooperation between stakeholders to ensure good governance, to develop the private sector and to improve service delivery.**

Development of new methods in commerce, education, and public administration in PICTs is inhibited by limited human resources and institutional capacity and the high cost of information management systems. Co-operation between the three spheres of social, economic, and civil activity is essential to overcome these constraints.

**Policy 3.1: Governments and regional organisations, the private sector and NGOs including religious groups will expand their use of ICT for interaction with their stakeholders, dissemination of information, and promotion of the principles of good governance and sound business planning.**

**Policy 3.2: Development of community access to local content will be encouraged for all fields of information.**

**Policy 3.3: ICT action plans will be actively monitored to identify their impact on national and regional development.**

**Policy 3.4: Governments and regional organisations, the private sector and NGOs including religious groups will be encouraged to adopt appropriate management information systems for effective decision-making.**

**Policy 3.5: Governments and regional organisations, the private sector and NGOs including religious groups will actively co-operate to acquire and maintain ICT resources in order to optimise the overall regional development investment.**

**Policy 3.6: Governments and regional organisations, the private sector and NGOs including religious groups will actively co-operate to ensure that ICT policies are integrated in the development policies of all other relevant sectors.**

#### **Guiding Principle 4: appropriate policy and regulation**

**ICT policies and regulations will facilitate development of the sector and be appropriate to the people and cultures of the Pacific islands.**

ICT and related legal and regulatory frameworks in most PICTs are outdated, insufficient or non-existent to meet the challenges and opportunities made possible by rapidly developing technologies. Adaptation is needed urgently at the national and regional levels, based on a sound technical understanding and a realistic assessment of fundamental benefits, to ensure that the greatest possible economic and social benefits are gained from new developments while protecting social and cultural values.

**Policy 4.1: Regional and national institutions will co-operate in the development of ICT regulations that are consistent with international and national laws, regulations, technical standards, and obligations.**

**Policy 4.2: Appropriate ICT and related regulatory frameworks will be developed that benefit the specific cultures, customs, and economies of the people of the Pacific.**

**Policy 4.3: ICT and related regulatory frameworks will be developed, based on legislation, to address socially undesirable activities.**

**Policy 4.4: ICT and related regulatory frameworks will promote open and non-discriminatory access to publicly accessible networks where appropriate.**

**Policy 4.5: National ICT and related regulations will balance and protect community and individual interests, including privacy issues.**

**Policy 4.6: PICTs and regional organisations will take a pro-active approach to representation and advocacy in regional and international fora in order to promote partnerships to resource the development of ICT for all Pacific islanders.**



## South Pacific Regional Environment Programme (SPREP)

### Thirteenth SPREP Meeting of Officials

Majuro, Marshall Islands  
21 – 25 July, 2002

#### Agenda Item 9.6: Domestic Whale Sanctuaries *[Paper presented by Australia]*

##### **Purpose of Paper**

1. To encourage Member States to report to the Meeting on progress to establish whale sanctuaries within respective domestic waters.
2. To consider a Declaration (Attachment 1) calling on Pacific Islands Leaders to reaffirm their commitment to the South Pacific Whale Sanctuary by declaring their respective domestic waters as whale sanctuaries.

##### **Background**

3. At the twelfth SPREP Meeting of Officials, Apia, Samoa, 10-14 September 2001, the Meeting agreed to the activities listed under the "Apia Statement" Framework including pursuing the objectives of the proposed South Pacific Whale Sanctuary through national, regional and international actions.
4. Since the twelfth SPREP Meeting of Officials a number of SPREP Member States have either declared or announced their intention to declare their waters as whale sanctuaries.
5. At the time of writing, Australia and New Zealand are co-sponsoring a resolution to create the South Pacific Whale Sanctuary at the International Whaling Commission meeting (20-24 May 2002). The proposed sanctuary would encompass an area roughly from the equator to 40°S and 130°E to 120°W from Australia in the west to the Pitcairn Islands in the east.

##### **Recommendation**

6. The Meeting is invited to:
  - **note** the progress made so far by SPREP Member States in declaring domestic whale sanctuaries;
  - **consider** and **endorse** the Declaration (Attachment 1) calling on Pacific Island Leaders to support the declaration of a domestic whale sanctuary within their respective domestic waters; and
  - **transmit** the Declaration to the PIF Leaders Meeting, Fiji August 2002.