



South Pacific Regional Environment Programme

Sixth SPREP Meeting

Suva, Fiji

20-22 September 1993

Working Papers



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South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

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6SM/WP.23	*	Climate Change and Biodiversity Conventions - Status of Ratification and Implementation by Member Countries
6SM/WP.24	*	World Heritage Convention and Establishment of Regional Information Network
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6SM/WP.27		Report on 1992 Cash Flow
6SM/WP.28		SM Travel and Per Diem
6SM/WP.29		SPREP Per Diem Rates
6SM/WP.30		Audited Annual Accounts for 1992
6SM/WP.31		General Wage Increase for Permanent Staff
6SM/WP.32		Review of Process for Work Programme Formulation
6SM/WP.33		Proposed Integrated Work Programme and Budget for 1994 and Indicative Work Programmes and Budgets for 1995 and 1996
6SM/WP.34	*	Global Conference on Sustainable Development of Small Island Developing States

* *these papers are still under preparation.*



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting
Suva, Fiji, 20-22 September 1993

Revised Provisional Agenda

1. Official Opening
2. Appointment of Chairperson
3. Adoption of Agenda and Working Procedures
4. Matters Arising from Fifth SPREP Intergovernmental Meeting
5. SPREP - Director's Overview
6. **Institutional and Policy**
 - 6.1 SPREP Treaty
 - 6.2 Corporate Plan
 - 6.3 IGM Rules of Procedure
 - 6.4 Permanent Headquarters
 - 6.5 Appointment of Director
 - 6.6 Terms of Reference for Director
 - 6.7 Language Services
 - 6.8 Computer Services
 - 6.9 Corporate Sponsorship
 - 6.10 Review of Terms and Conditions of Employment of SPOCC Organisations
7. **Work Programme Reports**
 - 7.1 Conservation of Biological Diversity
 - 7.2 Climate Change
 - 7.3 Environmental Management and Planning
 - 7.4 Coastal Management and Planning
 - 7.5 Management of Pollution and Pollution Emergencies
 - 7.6 Environmental Education, Training and Information
 - 7.7 Regional and Global Environmental Concerns

8. **Other Reports**

- 8.1 Director's Annual Report for 1992/93
- 8.2 Report of Technical Working Group on Papua New Guinea's Proposal for a Regional Convention on Hazardous Wastes
- 8.3 Global Conference on Sustainable Development of Small Island Developing States

9. **Items Proposed by Member Countries**

- 9.1 Climate Change and Biodiversity Conventions - Status of Ratification and Implementation by Member Countries (requested by Australia)
- 9.2 World Heritage Convention and Establishment of Regional Information Network (requested by Australia)

10. **Finance and Administration**

- 10.1 Implementation of Financial Systems and Procedures
- 10.2 Status of Member Contributions
- 10.3 Report on 1993 Cash-Flow
- 10.4 IGM Travel and Per Diem
- 10.5 SPREP Per Diem Rates
- 10.6 Audited Annual Accounts for 1992
- 10.7 General Wage Increase for Permanent Staff

11. **Work Programme and Budget**

- 11.1 Review of Process for Work Programme Formulation
- 11.2 Proposed Integrated Work Programme and Budget for 1994 and Indicative Work Programmes and Budgets for 1995 and 1996

12. Statements by Observers

13. Other Business

14. Date and Venue of Next Meeting

15. Adoption of Report

16. Close



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 3 : Adoption of Agenda and Working Procedures

Agenda

The revised Provisional Agenda is tabled as 6IGM/WPAgenda/Rev.1

Hours of Work

2. A suggested timetable for the meeting is attached.

Drafting Committee

3. A representative drafting committee should be established to assist preparation of the draft Report of the Meeting.

Budget Sub-Committee

4. It would also be helpful if Plenary were to re-convene the Budget Sub-Committee, as in previous years, to examine the Work Programme and Budget documentation early in the proceedings to facilitate later discussions on Agenda Item 7(d).

Recommendation

5. The Meeting is invited to:
 - **consider and adopt** the Agenda
 - **approve** the hours of work
 - **appoint** a drafting committee
 - **re-convene** the Budget Sub-Committee

1 July 1993

Original : English



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Suggested Meeting Timetable

Day 1

9.00 am	-	9.30 am	Official Opening
9.30 am	-	10.00 am	Morning Tea and Official Photograph
10.00 am	-	12.00 noon	Meeting in Session
12.00 noon	-	1.30 pm	Lunch
1.30 pm	-	3.00 pm	Meeting in Session
3.00 pm	-	3.30 pm	Afternoon Tea
3.30 pm	-	5.00 pm	Meeting in Session

Day 2

8.30 am	-	10.00 am	Meeting in Session
10.00 am	-	10.30 am	Morning Tea
10.30 am	-	12.00 noon	Meeting in Session
12.00 noon	-	1.30 pm	Lunch
1.30 pm	-	3.00 pm	Meeting in Session
3.00 pm	-	3.30 pm	Afternoon Tea
3.30 pm	-	5.00 pm	Meeting in Session

Day 3

8.30 am	-	10.00 am	Meeting in Session
10.00 am	-	10.30 am	Morning Tea
10.30 am	-	12.00 noon	Meeting in Session
12.00 noon	-	1.30 pm	Lunch
1.30 pm	-	3.00 pm	Meeting in Session
3.00 pm	-	3.30 pm	Afternoon Tea
3.30 pm	-	5.00 pm	Meeting in Session



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

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

**Agenda Item 4 : Matters Arising from the Fifth SPREP
Intergovernmental Meeting**

Purpose of Paper

To report on the status of matters arising from the Fifth SPREP IGM. These are outlined in the attached table.

Recommendation

2. The Meeting is invited to **note** this paper.

1 July 1993
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South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 4 : Matters Arising from the Fifth SPREP Intergovernmental Meeting

Fifth IGM Agenda Topic	Fifth IGM Report Para No	Matter Arising	Status
Treaty Establishing SPREP	23	Plenipotentiary Meeting to be convened in February 1993	A report on the Plenipotentiary Meeting is presented under Agenda Item 6.1
Corporate Plan	26	Corporate Plan to be deferred for consideration at the Sixth IGM	The draft Corporate Plan is re-presented under Agenda Item 6.2
IGM Provisional Rules of Procedure	27	Provisional Rules of Procedure to be referred to the Legal Subcommittee	The Legal Subcommittee did not report back to Plenary on this matter which is presented again under Agenda Item 6.3
Proposed Policies and Procedures for Work Programme Formulation	32	A review of the process to be undertaken at the Sixth IGM to evaluate its effectiveness	This review is presented under Agenda Item 11.1
IGM Travel and Per Diem	56	A special fund be made available to assist small island members only in payment of expenses associated with the IGM, with other members paying their own expenses	A report and recommendations are presented under Agenda Item 10.4
Corporate Sponsorship	57	The Secretariat to prepare a more detailed analysis of the broad issues involved and propose guidelines for consideration at the next IGM	A report is presented under Agenda Item 6.9
Language Services Policy	59	The Secretariat was requested to take the necessary action to resolve this issue before the Sixth IGM and to report again to the Sixth IGM	A report is presented under Agenda Item 6.7

Computer Services	61	The Secretariat should report on this matter to the Sixth IGM	The requested report and recommendations appear under Agenda Item 6.8
Member Country Initiatives	66	SPREP to convene a Technical Working Group	The Report of the March 1992 meeting is presented under Agenda Item 8.2
Revised 1992 Budget and Indicative Budget for 1993	75	The Secretariat to report to the next IGM on the implementation of its financial procedures	A report is presented under Agenda Item 10.1
	76	The Secretariat to present to each IGM a report summarising cash flow for SPREP finances	A report is presented under Agenda Item 10.3
Adoption of the Report	86	Draft report to be circulated to those Governments and Administrations which were not present	The draft report was circulated as directed and the final report was printed in November 1992

1 July 1993

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South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 5: SPREP - Director's Overview

Purpose of Paper

To provide a brief overview of developments in SPREP during 1992/1993 and to offer some suggestions on future directions.

Fifth SPREP Intergovernmental Meeting (IGM)

2. The Fifth IGM in Apia in September 1992 made decisions on a number of matters relating to institutional, financial and work programme activities in order to continue the development of SPREP as an effective regional organisation. A report on matters carrying over from the Fifth IGM is presented under Agenda Item 4. Some of these are reiterated in this Overview because of their importance to the development of SPREP.

Institutional

Treaty

3. The Fourth IGM, in Noumea in July 1991, considered two options: a separate "Agreement" establishing SPREP and a "Resolution" of the South Pacific Conference establishing SPREP as an auxiliary body. Governments and Administrations clearly expressed preference for a Treaty to establish SPREP as a separate, fully independent regional organisation. There was also consensus that SPREP should be treated as being in transition, with the status quo otherwise maintained, until the Treaty took effect.

4. Wide ranging discussion followed at the Fifth IGM, during which full membership and participation by territories in SPREP was of particular concern. The key issues identified were:

- the urgent need for the IGM to agree on a Treaty which would enable SPREP to function effectively as a separate legal entity; and
- the strong wish expressed by the Territories that they continue to have full participation in the activities of SPREP including voting rights; this point was underscored by the Representative of France, who expressed his country's commitment to ensuring that the French territories would continue to participate in SPREP's activities in the same way as in the past.

5. There was general agreement that a solution should be found to allow SPREP to continue the full participation of all its current members.

6. The Fifth IGM then accepted the draft of the Legal Subcommittee of the Agreement Establishing the South Pacific Regional Environment Programme as an Intergovernmental Organisation as a basis for further discussions and decision at a Plenipotentiary Meeting, suggested to be convened in February 1993 by the expected Depository for the Agreement, the Government of Western Samoa. At the request of France, this Meeting was postponed to allow that Government more time to hold consultations with the United States.

7. Failure to finalise the Treaty had hampered efforts to conclude legal and institutional arrangements with the Government of Western Samoa and had left the Secretariat in a confusing, transitional situation. So, to assist implementation of the IGM's decisions, the Director of SPREP, accompanied by Ambassadorial representatives of the Chairman of the Fifth IGM, visited Washington D.C. and Paris in May 1993 to discuss with and urge the Governments of the United States and France to resolve the issue of territorial participation in line with the calls and wishes of the IGM.

8. Finalisation of the Treaty at the Plenipotentiary Meeting in Apia in June 1993 was a major accomplishment of SPREP member governments and of course a milestone in the evolution of SPREP itself. The Government of Western Samoa, and the Secretariat, now await the required number of ratifications to enable the Treaty to enter into force.

9. The position taken by Guam - in effect to withdraw from membership of SPREP because of the territory's dissatisfaction with the provisions of Article 4 of the Agreement Establishing SPREP - unfortunately left the Secretariat with no option but to seek, at a very late stage, another venue for the Sixth IGM. More is said about this under the relevant Agenda Item.

Corporate Plan

10. The Corporate Plan is once more an Agenda Item. This has been deferred since the Fourth IGM. It is not in the interests of the organisation, which is experiencing rapid expansion and institutional developments, to defer a decision again.

Staff Regulations and Conditions of Service

11. SPREP's new Staff Regulations, with the salaries, terms and conditions of service, and implementation schedule approved by the Fifth IGM, were put into effect one week after the conclusion of that IGM. Except for two staff who chose to remain with their SPC contracts, all the staff at the end of May 1993 are within the new SPREP system.

12. Implementation of the new SPREP salaries and terms and conditions of service system right across the organisation was a difficult task which required much internal debate, consultation and hard and sometimes unpopular decisions by management. That is why I am concerned at the timing of the Forum Officials Committee-initiated review of terms and conditions of service in some SPOCC organisations, including SPREP. This is addressed in more detail under a separate Agenda Item.

Annual IGMs

13. SPREP is a technical organisation. Its successes or failures are measured, among other things, by its technical output and the sensitivity and soundness of its advice to member Governments and Administrations. Present institutional arrangements require an annual meeting of the IGM, which is perhaps sensible at this stage of SPREP's development. However, the IGM is urged to assess the need and the economics of continuing this annual exercise in the future for reasons including:

- the costs to members of holding annual meetings;
- the effects on implementation of work programme; and
- the number of meetings convened annually by SPOCC members and other agencies and their implications on members, especially the smaller island countries and territories.

14. The Secretariat now devotes some three months of its resources each year preparing for the next IGM in addition to a similar amount of time required to follow up on decisions of the previous IGM. Add to this the fact that December and January are slow months because of the holiday season, and the Secretariat is left with about six full months in each year to implement its work programmes on behalf of members.

Recruitment and Departure

15. Fixed terms posts recruited in 1993 included Coastal Management Officer (member contribution funded), Meteorology/Climatology Officer (CFTC), Population and Environment Officer (UNFPA), Legal Officer (French Government), Programme Manager - South Pacific Biodiversity Conservation Programme (UNDP/GEF), Finance Advisor for 3 months (AESOP/AIDAB), Accountant (GEF), Registry Assistant (member contribution), Secretary - South Pacific Biodiversity Conservation Programme (UNDP/GEF) and Accounts Clerk (UNDP).

16. Mr. David Sheppard left the Secretariat after two and a half years at the conclusion of a successfully implemented project funded by the Asian Development Bank. The project was the preparation of National Environment Management Strategies for the Cook Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, Solomon Islands and the Kingdom of Tonga. Mr. Sheppard has taken up duties with IUCN in Geneva as the Head of its Protected Areas Unit. I wish him well. His experience with SPREP will no doubt further the collaboration between the two organisations.

Language Services

17. The importance of satisfactory translation and interpretation services for the effective operation of the organisation is undeniable. Earlier this year the Secretariat commissioned a mission to parties interested in providing language services to SPREP. The mission, which also held discussions with representatives of SPREP's Francophone members, comprised Mr. Ata Moeava, Chairman of the IGM's Finance Subcommittee and Special Adviser for Foreign Affairs to the Government of French Polynesia, and Mr. Don Stewart, Deputy Director of SPREP and former Director of Administration of the South Pacific Commission. This issue is addressed under a separate Agenda Item.

New Headquarters Proposals

18. With financial assistance from Australia, the Secretariat was able to commission a topographical survey and to begin preparation of a Master Plan for the development of the ten acre site generously donated by the Government of Western Samoa for a permanent SPREP Headquarters. The Secretariat is now actively pursuing funding operations for construction of Headquarters facilities. This is also addressed under a separate Agenda Item.

Policy Matters

19. The Fifth IGM agreed that each member would advise the Secretariat as to what arrangements it preferred in relation to Focal Points. As of May 1993, nine member countries had not so far advised the Secretariat. Communications between the Secretariat and members are SPREP's lifeline, so to avoid misunderstanding those members are urged to assist the Secretariat in completing this exercise quickly.

20. The SPREP flag, adopted by the Fifth IGM, now flies proudly at the Secretariat's Headquarters at Vaitele.

21. SPREP and IUCN signed a Memorandum of Understanding at the Fifth IGM. As directed by the IGM, the MOU has been circulated to members for information. Another MOU, this time with the World Meteorological Organisation (WMO), is now under discussion.

22. The Secretariat has formally written to the Secretary General of the UN seeking observer status with the Sustainable Development Commission.

Finance

23. The voluntary nature of member contributions to SPREP continues to hamper and frustrate effective implementation of the work programme. The resulting uncertainty, and the fact that, as of May 1993, thirteen members had not fully paid their 1992 contributions (annual contribution and one-off contribution to meet relocation costs) while a further fifteen members had not paid their 1993 contributions, meant that the Secretariat has had to grapple with the distinct possibility of cash flow problems. This is now a constant concern.

24. To make matters worse, five members have still not remitted their 1991 contributions.

25. Suggestions to deal with these cash flow problems are presented under the Finance and Administration section of the Agenda.

26. Significant progress has been made since the Fourth IGM on the development of an appropriate finance system based on the IGM's expressed preference for the work programme component of the budget to be more closely linked to work programme activity, with internal controls appropriate for the effective financial operation of SPREP.

27. The now-established, computerised, finance system emphasises accountability, streamlining of payments and other activities and formatting of donor reports. Attaining these important objectives necessitated spending considerable time and resources during the year. The Secretariat will continue to refine its systems to meet IGM needs. Again, this is reported under the Finance and Administration section of the Agenda.
28. With funding provided by UNDP, the reputable accounting firm of Coopers and Lybrand recently conducted an independent assessment of SPREP's finance systems to alleviate any possible concerns about SPREP's capacity to manage its own finances. The report is also tabled under the Finance and Administration section of the Agenda.
29. Financial regulations and guidelines for the financial administration of SPREP were approved by the 1992 IGM. Their implementation is reported on under the Finance and Administration section of the Agenda.
30. The Secretariat's Finance Section now consists of: the Finance Manager, Finance Advisor (temporary), Accountant, Senior Accounts Clerk, two Accounts Clerks and a Computer Specialist provided through the UNV programme.
31. Fundraising efforts in 1993 continued to be successful. In addition to substantial and continuing assistance in 1991 and 1992 from UNDP, UNEP, AIDAB, NZ-ODA, CFTC, Canada, France, USA and ADB for activities beyond 1993, SPREP has entered the following funding arrangements in 1993:
- South Pacific Biodiversity Conservation Programme - USD10 million from UNDP/GEF/AIDAB for 5 years;
 - Environment and Population - USD528,080 from UNFPA for 2 years;
 - UNEP - USD243,000 for 1993 (a continuation of annual contributions from UNEP for SPREP programme activities);
 - AIDAB - extrabudgetary funding of AUD1.78 million for 1992/93;
 - NZ - NZD609,940 for assistance to SPREP activities in 1992/93 ;
 - Japan - USD82,000 for assistance to the Climate Change Project in 1993/94; and
 - CFTC - 45,000 Pounds for 1992/93.
32. In addition to ongoing dialogue and discussions for more programme funding with the governments, institutions and agencies in paragraph 29 above, the Secretariat has initiated further contacts and dialogue with the EC, the World Bank, Japan, IMO, WMO, WHO and UNESCO. As for the future, Scandinavian and other Pacific Rim countries are likely to be approached if and when they show an interest in our activities. The Secretariat will continue to monitor this situation.

Work Programme

33. SPREP's work programme rightly develops in response to priorities set by its members. The preparation of National Environmental Management Strategies (NEMS) for some countries is an attempt to ensure that SPREP's activities remain focused and continue to complement the efforts of national governments.

34. Refinement of SPREP's Work Programme formulation processes is a matter for urgent attention and is reviewed under a separate Agenda Item. This will need to be continuously addressed at future IGMs.

It is essential that there is a single, integrated work programme for SPREP which is related to its annual budget. This is quite a challenge, as I have already noted, given the uncertainties of core budget contributions and the extent to which SPREP depends on extrabudgetary sources for project funding. It will take time and effort to achieve this objective to the satisfaction of members. For SPREP, the major problem in developing a 3-year integrated work programme and budget is a process which at present largely boils down to guesswork.

35. SPREP must work in partnership with like-minded institutions and agencies and must be outward looking. In this context, SPREP and IUCN signed a Memorandum of Understanding at the Fifth IGM cementing their wish to work together for the benefit of the region.

36. Non-government organisations play a vital role in the management of the environment. With resources provided by UNDP, SPREP has been able to provide assistance to grassroots NGOs dealing with environmental conservation.

37. SPREP is now a full member of SPOCC and through this arrangement coordinates its activities with other regional organisations to minimise duplication. In this context, SPREP and SOPAC met in Suva in March 1993 to discuss their mutual involvement in coastal management and planning activities. A copy of a joint SOPAC/SPREP statement has been circulated to SPREP members for information. Coordination and dialogue with other regional and international organisations active in the region is continuing.

38. The follow up to UNCED and subsequent preparations for the Global Conference on Sustainable Development of Small Island States in Barbados next April continue to take centre stage of the Secretariat's activities in the last eighteen months. Together with the preparation of National Environmental Management Strategies for member countries, the Secretariat is putting the priorities set out in NEMS and Agenda 21 into a package for submission to donors later this year or early next year for possible funding. Preliminary missions and discussions with potential donors have started already as part of our follow up to UNCED.

39. The challenge in the post UNCED period is for the region and the Secretariat to select and prioritise their involvements in international negotiations and initiatives of relevance to them.

40. Critical to the success of the implementation of its annual work programme and the future of SPREP is that appropriate infrastructures be established in each member country to address relevant environmental issues. Ignoring this process will lead to SPREP's becoming a paper oriented and ineffective programme, growing too big against the wishes of its members. SPREP's growth and expansion must be proportionate to the development of infrastructures in national governments.

41. It is in this context that in-country training and education remain a major focus for us. SPREP's training programmes are now moving toward putting more emphasis on in-country training and workshops and less on regional gatherings. This is more economical and has proven to be more effective.

42. I am pleased to report that the long-awaited South Pacific Biodiversity Conservation Project commenced its full phase in May with the appointment of the Project Manager. Further technical and support staff are presently being recruited. Participating Governments are now being invited to present project proposals for funding under this Project.

43. On a related issue, the Secretariat is planning for the First South Pacific Conference on Nature Conservation to be held in the Kingdom of Tonga in October. This important gathering will look at conservation issues and, more specifically, how they relate to SPREP's protected areas strategy. The Conference is also expected to set the framework for SPREP and member country conservation activities for the next five years.

44. A just-finalised Radio Australia/SPREP/PRN "One World" project will be funded for the next three years by AIDAB. This is a major commitment to improving the use of radio and other media to raise environmental awareness in the region. The project will provide a weekly regional broadcast in English, French and Tok Pisin on Radio Australia's short-wave service, with tapes and transcripts distributed to local radio stations. There is a significant training and information component aimed at bringing together relevant government departments, NGOs and the media.

Recommendation

45. The IGM is requested to note the above developments, comments and suggestions and to please provide further advice and direction to the Secretariat.

1 July 1993
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South Pacific Regional Environment Programme (SPREP)

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Agenda Item 6.1 : SPREP Treaty

Purpose of Paper

To inform the Meeting of the successful outcome of negotiations on the SPREP Treaty and of the situation with regard to Guam.

Background

2. The Fifth SPREP IGM, in Apia in September 1992, accepted the draft of the Legal Subcommittee of the Agreement Establishing the South Pacific Regional Environment Programme as an Intergovernmental Organisation as a basis for further discussions and decisions at a Plenipotentiary Meeting, suggested to be convened in February 1993 by the expected Depositary for the Agreement, Western Samoa. Following a request by the Government of France for a postponement of the meeting date to allow it more time to discuss the question of the participation of territories with the Government of the United States, the Plenipotentiary Meeting was convened in Apia on 14-16 June 1993.

Agreement and Final Act

3. The Plenipotentiary Meeting resulted in the conclusion of an Agreement Establishing the South Pacific Regional Environment Programme and a Final Act. Both the Agreement and the Final Act were then opened for signature and were signed at Apia on 16 June 1993 by Plenipotentiary representatives of Fiji, France, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Solomon Islands, Tuvalu, United States of America, Vanuatu and Western Samoa.

4. The Agreement was initialed, and the Final Act was signed, at Apia on 16 June 1993 by the Plenipotentiary representative of Papua New Guinea.

5. The Final Act only was signed at Apia on 16 June by representatives of Australia, Cook Islands, New Zealand and Tonga.

6. Article 10 paragraph 4 of the Agreement provides that it shall enter into force thirty days from the date of deposit of the tenth instrument of ratification with the Depositary.

7. Article 10 paragraph 6 of the Agreement designates the Government of Western Samoa as the Depositary. Article 10 paragraph 7 requires the Depositary to transmit certified copies of the Agreement to all members and to register the Agreement in accordance with Article 102 of the Charter of the United Nations. The original of the

Agreement, in the English and French languages, together with the requisite number of copies, were handed formally to the Depositary by the Secretariat on 23 June 1993.

8. Copies of the Agreement and the Final Act are attached.

Draft Report of Plenipotentiary Meeting

9. During the Plenipotentiary Meeting, the Secretariat took notes of the proceedings as a basis for the work of the Legal Subcommittee which had been charged with responsibility for actually drafting the record and submitting it to Plenary. However, the Legal Subcommittee was not able, in the time available, to draft its report of the Meeting's proceedings. The Meeting then decided that the Secretariat's notes should be circulated to participants as a basis for consideration and formal adoption of an Agreed Record during the Sixth SPREP IGM in September 1993. Any SPREP member having comments or suggestions on the contents of the Secretariat's notes would provide these in writing to the Secretariat as quickly as possible.

10. The Secretariat's notes have accordingly been circulated to participants with a request that any changes be advised by the end of July. The draft report will then be compiled in time for submission to the IGM.

The Guam Situation

11. Following the conclusion of the Treaty Meeting, the Governor of Guam announced that the Territory would no longer participate in SPREP Meetings, effectively withdrawing from membership. Efforts by some Leaders at the PIDP Leaders' Meeting in Tahiti the following week, and by the Director of SPREP, to induce the Governor to change his mind were to no avail. Following further consultations with SPREP members, the venue for the Sixth SPREP was then changed from Guam to Fiji.

Annual Commemoration

12. The Secretariat would like to suggest that the signing of the Treaty be commemorated by a public holiday for SPREP on 16 June each year.

Recommendation

13. The Meeting is invited to:

- **note** the successful outcome of negotiations on the SPREP Treaty;
- **consider and adopt** the record of the Plenipotentiary Meeting;
- **direct the Secretariat** to continue efforts to encourage Guam to resume full membership of SPREP; and
- **approve** a public holiday for SPREP on 16 June each year in commemoration of the signing of the SPREP Treaty

**Final Act of the Meeting of Plenipotentiaries on the
Agreement Establishing the
South Pacific Regional Environment Programme
as an Intergovernmental Organisation.**

1. The Meeting of Plenipotentiaries on the Agreement Establishing the South Pacific Regional Environment Programme (SPREP) as an intergovernmental organisation was convened by the Government of Western Samoa pursuant to the decision of the Fifth SPREP Intergovernmental Meeting (IGM) in Apia in September 1992.
2. The Meeting was held at Apia (Papauta Girls School), Western Samoa, from 14 - 16 June 1993.
3. The following states and territories participated at the Meeting:

American Samoa, Australia, Cook Islands, Fiji, France, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, New Zealand, Northern Mariana Islands, Niue, Palau, Papua New Guinea, Solomon Islands, Tokelau, Tonga, Tuvalu, United States of America, Vanuatu, Western Samoa.
4. The South Pacific Commission (SPC) also attended the Meeting.

5. SPREP was originally established by a resolution of a Ministerial-level Meeting of the SPC in Rarotonga, Cook Islands, in 1982 as a separate entity hosted by the SPC. It was coordinated by a group consisting of the South Pacific Bureau for Economic Cooperation (now the Forum Secretariat), SPC, United Nations Environmental Programme (UNEP) and the Economic and Social Commission for Asia and the Pacific (ESCAP). In September 1990 the Third SPREP IGM established three Working Groups to discuss general matters pertaining to finance, Action Plans, legal issues, the mandate of SPREP and its legal status, and to report to the Fourth IGM in July 1991. The Fourth IGM Ministerial-level Meeting, in July 1991, decided to establish SPREP as an independent regional organisation by treaty, with its headquarters in Apia, Western Samoa. The Fifth SPREP IGM met in Apia in September 1992 and accepted a draft produced by the Legal Subcommittee of an Agreement Establishing SPREP as an intergovernmental organisation as a basis for further discussion at a Plenipotentiary Meeting to be convened in 1993 by the Government of Western Samoa. This Meeting was held at Apia, Western Samoa, from 14 - 16 June 1993.
6. The Meeting was opened by the Honourable Tofilau Eti Alesana, Prime Minister of Western Samoa.
7. The Meeting unanimously appointed the Honourable Misa Telefoni (Western Samoa) as its Chairman.
8. The Meeting adopted the following agenda:
 - (1) Official opening
 - (2) Appointment of Chairman

- (3) Adoption of Agenda and Working Procedures
- (4) Deliberations on the draft Agreement Establishing the South Pacific Regional Environment Programme as an intergovernmental organisation
- (5) Adoption of an agreed text
- (6) Signature of the Final Act/Agreement
- (7) Adoption of Record of Meeting
- (8) Close.

9. The Meeting appointed the following Drafting Committee:

Chairman: Leiataua Dr. Kilifoti Eteuati

Members:

Australia	Anastasia Carayanides
Cook Islands	Dr James Gosselin
Fiji	Hon. M.V. Leweniqila
France	Alain Gouhier
Guam	Barry Israel
Kiribati	Tererei Abete
New Zealand	H.E. Mr Adrian Simcock
Niue	Bradley Punu
PNG	H.E. Mr Barney Rongap
Tonga	Sione Tongilava
Tuvalu	P. Feleti Teo
USA	George Taft
Western Samoa	Helen Aikman
Western Samoa	Kosimiti Latu
Western Samoa	Mose Sua
Western Samoa	Faamausili L. Tuimalealiifano

10. The main document which served as the basis for the deliberation of the Meeting was:

The Draft Agreement Establishing the South Pacific Regional Environment Programme (PM/W.P2).

11. In addition, the Meeting had before it a number of other documents that were made available by the SPREP Secretariat.
12. On the basis of its deliberations, the Meeting adopted the Agreement Establishing SPREP as an intergovernmental organisation on 16 June 1993. The Agreement is appended to this Final Act. It will be open for signature from 16 June 1993 until 16 June 1994 and shall thereafter remain open for accession.
13. The Meeting recommended that certain privileges and immunities be addressed in a Headquarters Agreement between SPREP and the Government of Western Samoa. This recommendation is appended to this Final Act.

IN WITNESS WHEREOF the Plenipotentiaries have signed this
Final Act.

Opened for signature at Apia this sixteenth day of June 1993.

For the Government of

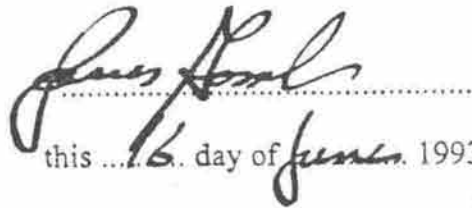
Australia:



this ..16... day of ..6..... 1993

For the Government of the

Cook Islands:



this16. day of June. 1993

For the Government of the

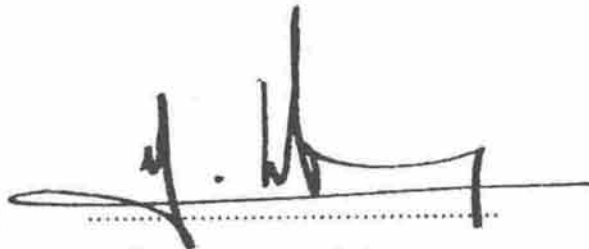
Republic of Fiji:



this ..16th... day of ...June, 1993


For the Government of the

Republic of France:

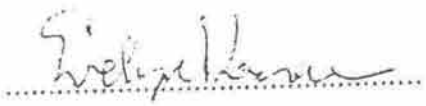


this ..16... day of ...June 1993


For the Government of the
Republic of Kiribati:


this 16 day of June 1993

For the Government of the
Republic of
Marshall Islands:


this 16 day of June 1993


For the Government of the
Republic of Nauru:


this 16 day of June 1993

For the Government of
New Zealand:


this 16 day of June 1993

For the Government of
Niue:


this 16 day of June 1993

For the Government of
Papua New Guinea:

Al Kapi
.....
this 16 day of June 1993

For the Government of
Solomon Islands:

G. Agem
.....
this 16 day of JUNE 1993

For the Government of the
Kingdom of Tonga:

Tauvini
.....
this 16 day of June 1993

For the Government of
Tuvalu:

Fai
.....
this 16 day of June 1993

For the Government of
United States of
America:

R. Tucker Suley
this 16th day of June 1993

For the Government of the
Republic of Vanuatu:

[Signature]
this 16 day of June 1993

For the Government of
Western Samoa:

[Signature]
this 16th day of June 1993

Done in Apia this sixteenth day of June one thousand nine hundred and ninety three in the English and French languages, each language version being equally authentic. The original text will be deposited with the Government of Western Samoa.

**Recommendations of the Meeting concerning
certain Privileges and Immunities to be Addressed
in a Headquarters Agreement between
SPREP and the Government of Western Samoa**

1. SPREP Secretariat's premises, archives and property shall be inviolable.
2. The Staff shall be entitled to immunity from suit and legal process in respect of things done or omitted to be done in the course of the performance of their official dates.
3. All Staff who are not nationals of Western Samoa shall be accorded exemption from taxes in Western Samoa in respect of salaries received from the Secretariat. They shall also be accorded exemption from taxes in Western Samoa on furniture and effects imported at the time of first taking up post.
4. The Director shall be accorded the same exemption from taxes, duties and other levies as are accorded a diplomatic agent.



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting
Suva, Fiji, 20-22 September 1993

Agenda Item 6.2 : Corporate Plan

Purpose of Paper

To table a draft Corporate Plan for SPREP for the IGM's consideration and approval.

Background

2. A draft of a Corporate Plan for SPREP was first considered at the Fourth SPREP IGM in July 1991. Supporting the concept, and specifically the need for inter-linkage with the Action Plan and Work Programme, the Fourth IGM expressed the view that the Plan should provide for a lean organisation appropriate to the region's cultural and economic circumstances, and embody modern management principles, including a flat hierarchy and delegation of responsibility as far as possible, while ensuring that the IGM retained overall control. The Fourth IGM expressed its gratitude to Mr Siwa Siwatabau (Head of ESCAP's Pacific Operations Centre in Port Vila, Vanuatu, and author of the document) and agreed that as much reaction as possible should be sought on the draft Corporate Plan prior to submission to the Fifth IGM in 1992 for final approval.

3. The draft Corporate Plan attached to this paper was revised in 1992 with the further assistance of Mr Siwatibau and reflected both developments concerning SPREP which had occurred, and comments from member governments which were received, since the first draft Plan was tabled at the Fourth IGM. This revised document was then tabled at the Fifth IGM in September 1992.

4. The Fifth IGM felt that it was premature to finalise the Plan in the absence of a Treaty Establishing SPREP. It was agreed that the Plan be deferred for consideration at the Sixth IGM.

Secretariat Comment.

5. The Agreement Establishing SPREP was finalised at the Plenipotentiary Meeting on the SPREP Treaty in June 1993, thus clearing the way for the IGM to finalise the Corporate Plan.

6. This is the third year in a row in which the Secretariat has tabled a draft Corporate Plan for the IGM's consideration. In the interests of making progress this time, it is suggested that a subcommittee of the Sixth IGM be constituted to consider and make recommendations on the attached draft to Plenary. It is expected that Mr Siwatibau will be in attendance to assist this process.

Recommendation

7. The IGM is invited to consider and approve the draft Corporate Plan.

1 July 1993

Original : English

CORPORATE PLAN 1993-1997

FOR

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

Draft

THE SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME (SPREP)

AN OVERVIEW

What is SPREP?

The South Pacific Regional Environment Programme - also known as SPREP - is a regional organisation established by the governments of 22 Pacific Island countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas Islands, Palau, Papua New Guinea, Pitcairn, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Wallis and Futuna and Western Samoa); and 4 developed countries (Australia, France, New Zealand and the United States). SPREP's Headquarters was moved to Apia, Western Samoa, in early 1992.

A brief history

The South Pacific Commission, the United Nations Environment Programme (UNEP), the South Pacific Bureau for Economic Cooperation (SPEC - now called the Forum Secretariat) and the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) collectively developed proposals for a comprehensive programme of environmental management in the region. These proposals were submitted to the South Pacific Forum - the annual meeting of Heads of Government of independent countries in the Pacific - and the South Pacific Conference - the annual gathering of representatives of all states and territories of the Pacific and led to the inception of SPREP in 1978.

In 1982 the Conference on the Human Environment in the South Pacific produced an "Action Plan for Managing the Natural Resources of the South Pacific Region" to guide SPREP's future activities. SPREP reported to both the South Pacific Forum and the South Pacific Conference and was administered from SPC's Headquarters in Noumea.

To enable members to become more active in setting priorities for and managing SPREP, the first Intergovernmental meeting on the SPREP Action Plan (IGM) was convened, at first meeting every two years (1986, 1988 and 1990) and then annually from 1990. Also in 1986, a Steering Committee of five representatives was established: one from each distinct cultural/geographical area of Polynesia, Melanesia, Micronesia; one from France, UK and USA; and one from Australia and New Zealand. The Group met at least once a year to assist and provide direction to the SPREP Secretariat in implementing its Work Programme. In 1990, the Steering Committee, in turn, was abolished when the IGM became an annual event.

At the 1990 IGM, amidst calls for SPREP to have greater autonomy from SPC, three working groups were set up to revise the Action Plan, financial arrangements and the legal status of SPREP. These working groups prepared submissions to the 1991 IGM which met in Noumea.

To coordinate these activities effectively across 22 countries and territories spread over the world's largest ocean, SPREP is currently undergoing four separate, but related, exercises aimed at enhancing its institutional capacity to serve its members. These are the evolution of a formal Treaty to establish SPREP as an autonomous agency; the development of this Corporate Plan; the development of proposals for an integrated, annual Work Programme and Budget process; and a review of salaries and terms and conditions of service for staff following our relocation to Apia. With these building blocks in place SPREP will be well positioned to meet the expectations of its members in coming years.

This Corporate Plan describes SPREP's mandate and how the organisation will fulfil its responsibilities.

THE SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME (SPREP)

DRAFT CORPORATE PLAN 1993-1997

The Mission

- To assist South Pacific countries protect and improve their shared environment and manage their resources to enhance the quality of life for present and future generations.

The Objectives

- To assess the state of the environment in the region, including the impacts of human activities on the ecosystems of the region and the effects of these impacts on the quality of the human environment and of human development.
- To strengthen national and regional capabilities, institutional arrangements and financial support which will enable the Action Plan to be put into effect more efficiently and economically.
- To provide integrated legal, planning and management mechanisms at the national and regional levels to ensure the protection and ecologically sustainable utilisation of natural resources.
- To increase and improve research training, educational and public awareness activities within and beyond the SPREP member countries.
- To help steer the trend in development policies/activities in the region towards maintaining or enhancing environmental quality and ensuring development on a sustainable basis.
- To protect terrestrial and marine ecosystems and species which require special attention.
- To reduce, through prevention and management, atmospheric, land based, marine and freshwater pollution in the region.
- To avoid or mitigate the adverse impact of human activities on the ecosystems of the region, through means such as Environmental Impact Assessment, favourable technology policy and integrated land use planning.

Strategies

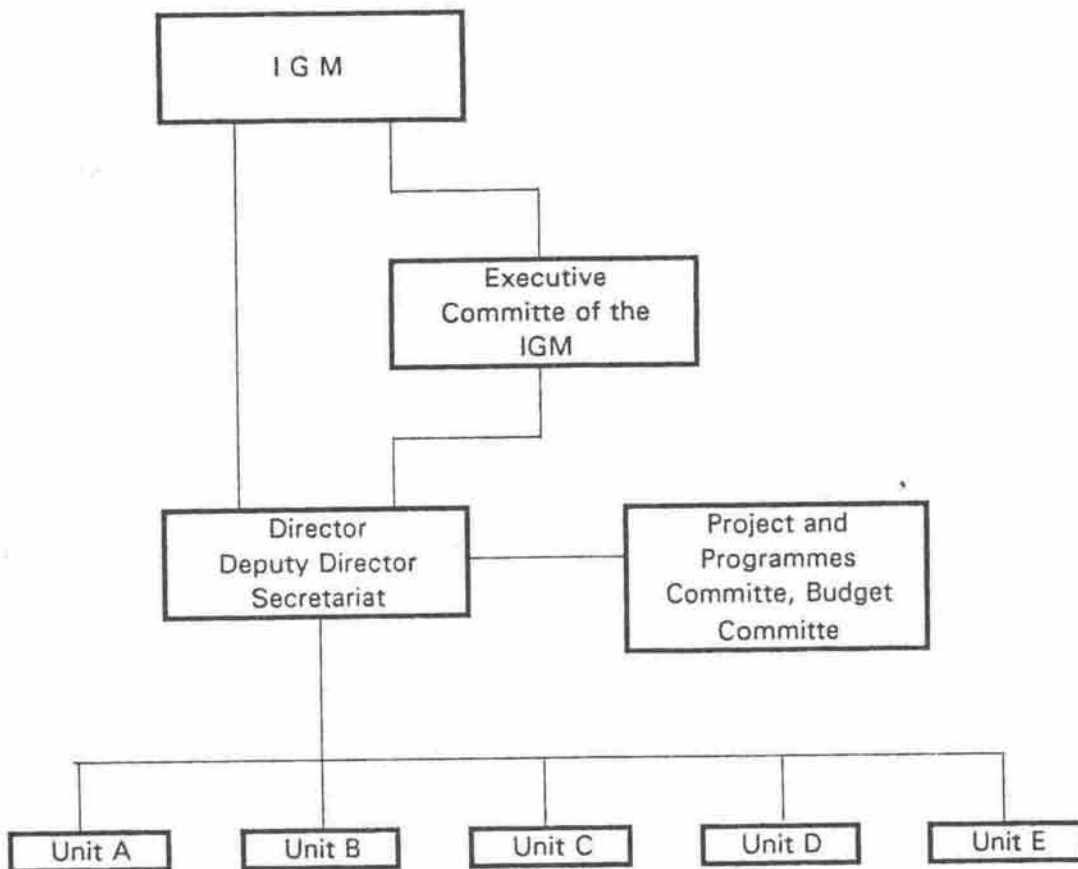
In the pursuit of its objectives SPREP, acting through its Secretariat, will:

- Co-operate with other organisations in the development and adoption of technologies that minimise or avoid environmental destruction. SPREP will cooperate through information exchange to solve common problems. SPREP and/or member countries will participate in global environmental management efforts.
- Make the fullest possible use of government and existing institutions and expertise in the region, in co-operation with appropriate regional bodies such as the South Pacific Organisations Co-ordinating Committee (SPOCC). The focus will be on developing regional co-operation and co-ordination.
- Encourage the participation of local indigenous communities in the planning and management of sustainable resource conservation and use.
- Encourage the integration of traditional sustainable resource use and conservation practices into environmental management activities and programmes.
- Seek to ensure an adequate and long-term financial base for environmental management activities in the region by attracting appropriate funding from all sources including the private sector.
- Encourage research based on national and regional priorities relating to environmental policy, management and planning needs and decision-making.
- Aim at improving the quality and flow of information on which environmental management decisions and policies are based.
- Support and encourage the involvement of non-governmental organisations in environmental management activities and programmes.
- Assist member countries monitor important aspects of environmental quality and alert them to necessary adaptive or preventative approaches.
- Accumulate detailed and up-to-date information on a continuing basis on all relevant aspects of the environment.
- Evaluate and analyses the data that it accumulates and upon request, use such analyses as a basis for clear, timely and concise advice to member countries.
- In conjunction with other interested parties, develop and maintain an efficient and cost effective communications network for the dissemination of information to member countries.

- Implement the policies and programmes which have been approved by the IGM and which manifestly promote the stated mission and objectives of SPREP.
- Deliver services in a cost effective way, attempting at all times to maximise returns to member countries while tightly containing costs.
- In providing services to member countries, include the training of nationals as a priority component.
- Consult and co-operate with member governments, other governments, private organisations, regional, international and private bodies whose policies, programmes and actions bear upon the achievements of SPREP's objectives.
- Recruit, train and retain high quality and motivated employees. To ensure high standards of service and professionalism SPREP will adopt enlightened and consultative staff policies and will review its structure of emoluments from time to time to ensure that competitiveness with similar organisation is maintained at all times.
- Require Management to:
 - * review objectives, policies and procedures as circumstances change;
 - * organise and motivate employees;
 - * keep staff regularly informed of goals and progress made towards such goals;
 - * make every staff member aware of the importance of their individual jobs towards the overall effort of the Programme;
 - * ensure that Co-ordinators of Units, through the annual programmes, formulate measurable objectives against which they and their respective teams would be accountable;
 - * review changing physical, biological, economic, legal, social and political circumstances and revise or formulate strategic and operating plans for consideration by the IGM; and
- insist upon high standards of motivation, competence, honesty, courtesy and integrity from all staff members.
- Observe high standards of financial management and accountability. Accounting procedures as laid out in its Financial Regulations will be strictly adhered to.

- Use its best endeavours to be a good corporate citizen in its host country, and in the territories of the member countries.
- Systematically pursue all avenues of financial assistance to supplement the regular contributions which it receives from members.
- Review its corporate plans, and the purposes, strategies, functions and objectives of SPREP at least every three years.

Institutional Arrangement Within SPREP



INSTITUTIONAL ARRANGEMENTS WITHIN SPREP

Intergovernmental Meeting of Members, IGM

The IGM is the governing and decision making body of SPREP. Its functions include:

- Decisions on policies.
- The approval of the annual budgets and authorisation of unforeseen unbudgeted expenditures.
- The approval of the annual work programme.
- The adoption of and variations to the Action Plan.
- The adoption of the annual accounts and annual reports.
- The adoption of and amendments to the Financial Regulations and procedures and Staff Regulations and procedures.
- The establishment of new administrative posts.
- The approval and variation of the terms and conditions of service of staff.

Executive Committee of the IGM:

An Executive Committee made up of 4 or 5 members of the IGM should be established. The Committee should meet twice a year or more often if required. The chairman of the IGM will chair the Committee and will call upon the Committee to meet as and when the need arises. Its functions, delegated to it by the IGM include:

- The supervision and decision of issues that need to be resolved with expedition in between meetings of the IGM.
- The review of the accounts of SPREP.
- The revision, when necessary, of the annual budgets.

The Committee should meet two times in a year or more often if required. It will report upon all its decisions to the IGM.

THE SECRETARIAT

The Secretariat is headed by the Director assisted by a Deputy Director. The Deputy should be a professional person with administrative skills. The Director is responsible to the IGM for the effective management of SPREP. The functions of the Secretariat include:

- The formulation and implementation of the projects and programmes under the Action Plan.
- The preparation of draft annual budgets for approval by the IGM.
- The execution of the policies of the IGM.
- The provision of advice directly or through consultants upon request from member countries.
- The harnessing of resources from bilateral and multilateral donors required for the implementation of the Action Plan.
- The co-ordination and implementation of functions assigned to the South Pacific Commission under the Convention for the Protection of the Natural Resources and Environment of the South Pacific Region and its two associated Protocols and the Convention on Conservation of Nature in the South Pacific.
- The carrying out of other activities which may be assigned to it by the IGM from time to time.

FINANCE AND ADMINISTRATION UNIT

Objective

The objective of the Finance and Administration Unit is to provide efficient financial and administrative support services needed for the effective formulation and implementation of SPREP's activities and Action Plan.

Functions

- To prepare draft Annual Budget estimates for consideration by Management. Funding sources and financing strategies are to be essential components of the annual budget proposals.
- To advise Management upon the provisions of the Financial Regulations and Staff Regulations of SPREP and to help ensure that these provisions are strictly adhered to.
- Based upon changing circumstances, to advise Management upon appropriate changes to the Financial Regulations and Staff Regulations of SPREP.
- To keep detailed and up-to-date records of expenditures, unliquidated commitments, revenue receipts, liabilities and assets of SPREP.
- To prepare the financial statements required under the provisions of the Financial Regulations and within the deadlines specified.
- To ensure that high standards of accounting practices and procedures are observed at all times.
- To prepare detailed financial reports for submission to donors who support the Action Plan. Such reports should present the application of contributions to supported programmes together with unspent balances.
- To ensure that the financial statements of SPREP are presented promptly to member countries through the IGM and are in formats which are clear, precise and easy to understand.
- To invest the temporary surplus funds of SPREP in portfolios which, overall, avoid exchange losses, maintaining liquidity while optimising returns to SPREP.
- To provide administrative and personnel support to Management and to staff members.

- To keep and update the register of all fixed assets and ensure that such assets are well maintained.
- To ensure that office spaces, staff housing, office supplies and other needs of SPREP are kept in step with changing demand.
- To maintain a well co-ordinated typing pool which optimises the use of limited typing resources.
- To maintain a clean and attractive working environment at all times.
- To ensure that all assets of SPREP are adequately covered by insurance.
- To help evaluate the effectiveness of SPREP programmes measured against established goals.
- To provide administrative and financial support so as to ensure that programmes such as consultancies, advisory services and workshops are executed expeditiously.

ENVIRONMENTAL POLICY AND PLANNING UNIT

Objectives

- To help member countries ensure that economic development activities are carried out in an environmentally sound and sustainable manner.
- To assist member countries in understanding and responding to regionally significant environmental issues.
- To assist countries formulate and implement policies which are consistent with sustainable development taking into account the complex dynamics of population growth, resource use, urban drift, unemployment and economic growth.

Functions

- Upon request from member countries, to review existing national legislations relating to environmental management and recommend improvements.
- Assist with the development of national policies, strategies and plans for ecologically sustainable development.
- Help develop guidelines and implement procedures for Environmental Impact Assessment.
- Help strengthen national capabilities for implementing ecologically sustainable development policies and programmes.
- Increase community and private sector awareness of the need for ecologically sustainable development policies, programmes and investments and encourage the involvement of such groups in planning and regulatory processes.
- Help disseminate up-to-date and accurate information on regionally significant environmental concerns.
- Advise governments and regional organisations on regional and national environmental issues and approaches on how to address them, in particular: on the prevention, reduction and control of pollution which might result from nuclear testing, and from importing, transporting, storing or destroying toxic and hazardous wastes or weapons.
- Draw to the attention of members countries, organisations and communities the relationships between population growth, resource utilisation, urbanisation, environment economic growth and the ability of countries to achieve sustainable development.

- Support, with expert advice, international, regional and national efforts in the various fora to promote the environmental and development interest of the member countries of SPREP.
- Formulate project profiles and help administer programmes in its areas of responsibility.
- Co-operate closely with other Units in the interests of fostering a work atmosphere within the organisation which is conducive to the efficient and flexible implementation of the SPREP Action Plan.
- Undertake all other ancillary tasks which are necessary for the achievement of the objectives of the Division.

COASTAL MANAGEMENT, CLIMATE CHANGE AND POLLUTION UNIT

Objectives

- To help member countries understand and avoid or mitigate the potential adverse impacts of global climate changes.
- To help marshall regional efforts in the various regional and international fora towards limiting human induced climate changes
- To assist member countries to manage and plan ecologically sustainable development of coastal areas.
- To help prevent, control and manage pollution and wastes disposal.
- To help strengthen national and regional pollution emergency responses and planning capabilities.

Functions

- Act as a clearing house for information on climate change for the region.
- Improve understanding at political and public levels of the potential impacts of climate change on the Pacific islands region.
- Encourage and co-ordinate activities relating to the science of climate change and the determination of measures to avoid or mitigate the impact of these changes.
- Encourage and co-ordinate the representation of the interests and concerns of the Pacific region in international discussions on climate change and response options.
- Co-ordinate the assistance of international organisations, governments and institutions from within and outside the region in dealing with climate change in the South Pacific.
- Strengthen national capabilities to formulate and implement coastal management and planning programmes through training, workshops and participation in project activities.
- Develop and implement coastal management and planning programmes.
- Improve the understanding of coastal environments and resources, coastal conservation and development, as well as the process and benefits of coastal management planning.

- Undertake or organise coastal management and planning activities, including coastal resource surveys and management plan development.
- Develop technical, legal and administrative measures for prevention of pollution and management of waste, and assist SPREP members to implement and evaluate the effectiveness of these measures.
- Assist member countries adopt environmentally sound and sanitary techniques of waste disposal.
- Organise and carry out a regionally co-ordinated marine pollution monitoring and research programme (SPREP POL) as part of the scientific basis for the formulation of pollution control measures suitable for the region.
- Develop, implement and assist programmes to maintain and improve the quality of freshwater resources.
- Generate and disseminate information on the sources, levels, amounts, kinds, trends and effects of pollution within the South Pacific region.
- Disseminate information on the kinds and amounts of wastes, waste generating activities and disposal methods in the region.
- Provide a clearinghouse for, and encourage use of, production processes and technologies which minimise waste generation.
- Assist governments in developing plans and capabilities to respond to pollution emergencies.
- Liaise with international, regional and national natural disaster response organisations on the emergency pollution aspects of such disasters.
- Assist governments prepare updated marine pollution emergency contingency plans and formulate a Regional Marine Pollution Emergency Contingency Plan for the Pacific region.
- Conduct seminars, exercises and training on national/and regional marine pollution emergency plans.
- Advise SPREP members on the provisions of international marine pollution conventions.

- Co-operate closely with other Divisions in the interest of fostering a work atmosphere within the organisation which is conducive to the efficient and flexible implementation of the SPREP Action Plan.
- To undertake all other ancillary tasks necessary for the achievement of the Unit's objectives.

ENVIRONMENT EDUCATION AND INFORMATION UNIT

Objectives

- To increase knowledge and understanding, within the region, of the dynamics of population growth, urbanisation, resource use, environmental degradation, economic growth, poverty and sustainable development.
- To increase the level of awareness and understanding of the environment and how it serves the needs of the present and future generations.

Functions

- To assist schools and education ministries produce or adapt curricula in environmental education.
- To produce relevant educational materials.
- To devise imaginative programmes and techniques for raising the level of community awareness.
- To marshal the efforts of all organisations such as NGOs, community groups, regional and international bodies and governments towards the achievement of the Division's objectives.
- To disseminate information on environment widely throughout the region. Such information should be focussed upon molding public attitude, behaviour and motivation in ways which will help in promoting the mission and objectives of SPREP.
- To formulate project profiles and help administer programmes in its areas of responsibility.
- To co-operate closely with other Units in the interests of fostering a work atmosphere within the organisation which is conducive to the efficient and flexible implementation of the SPREP Action Plan.
- To undertake all other ancillary activities within the available resources necessary in the pursuit of the Unit's objectives.

CONSERVATION AND BIOLOGICAL DIVERSITY UNIT

Objectives

- To ensure the protection of the high level of biological diversity and species endemism that currently exists within the region.
- To promote the ecologically sustainable utilisation of the region's biological resources.

Functions

- To help strengthen national capabilities in analysis and management in the conservation of biological diversity and sustainable resource utilisation.
- To help formulate and implement regional and national policies and strategies which promote the objectives of the Unit.
- To help build up a data base required for sound management.
- To promote traditional knowledge and techniques of sustainable resource management.
- To formulate project profiles and help administer projects and programmes which promote the objectives of the Unit.
- To co-operate closely with other Units in the interests of fostering a work atmosphere within the organisation which is conducive to the efficient and flexible implementation of the SPREP Action Plan.
- To undertake all other ancillary tasks which are necessary for the achievement of the objectives of the Unit.

THE COMPARATOR FOR SPREP

SPREP should be adequately staffed with competent people. But it should remain a relatively small, lean and dynamic organisation. The nature of its work and its size makes it comparable to the Forum Fisheries Agency (FFA). Its role in the future development of the countries of the Pacific is equally important.

The terms and conditions of SPREP staff members should be based upon those of staff members holding equivalent responsibilities in the FFA.

PROGRAMME AND PROJECT FORMULATION:

The Action Plan

Rolling five year draft action plans are prepared by the Secretariat. The various Units will draft sectorial plans relating to their areas of responsibilities. They are submitted to Management. A Committee called the Programmes Committee made up of the Director, Deputy Director, Finance Manager and Heads of Units vets inputs from the various Units and approves the draft Action Plan. The Action Plan is discussed, varied if necessary and approved by the IGM. The Action Plan is reviewed at the end of the second year and the period of the revised Action Plan extended by a further two years.

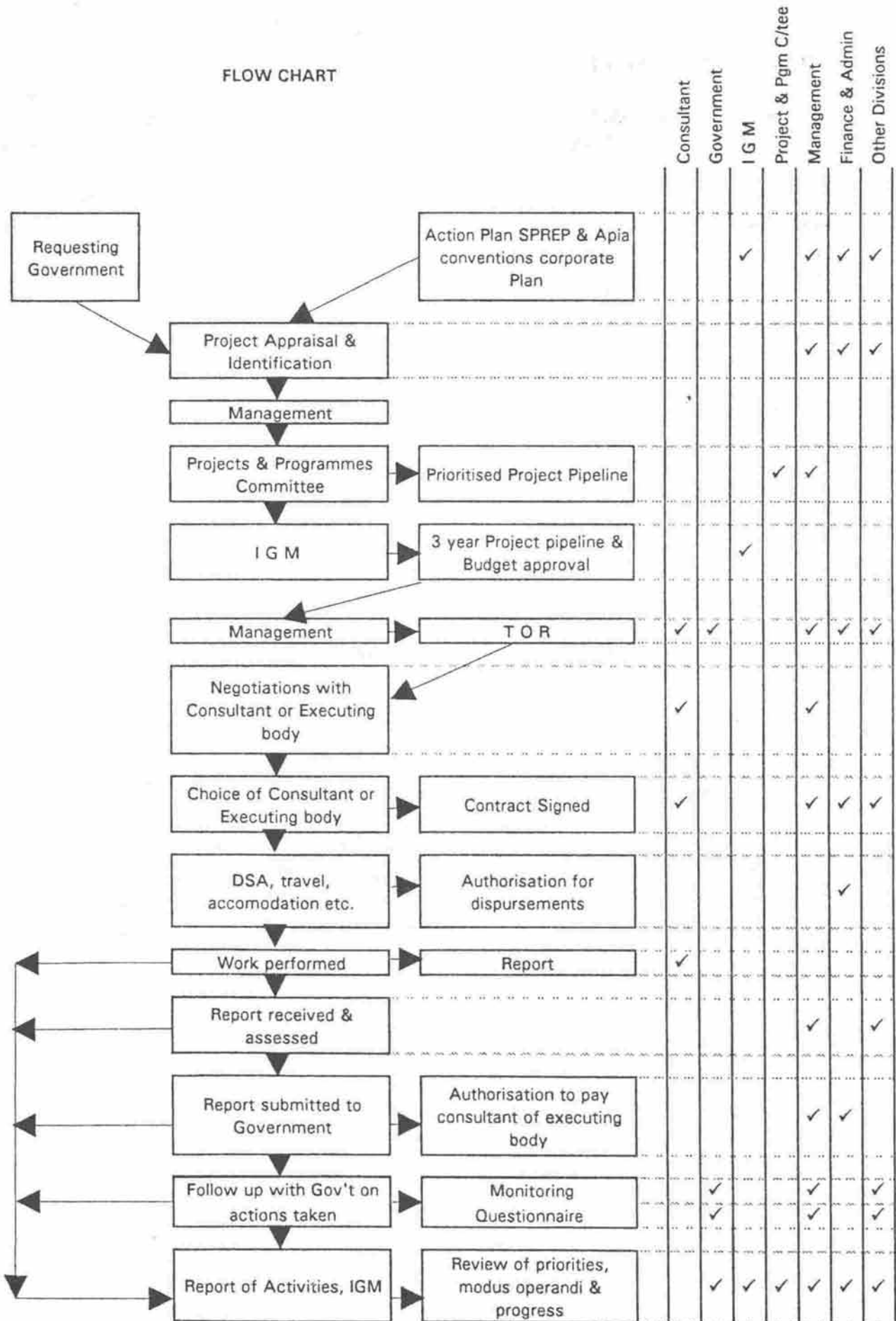
The composition of the Programmes Committee should be flexible and discussions informal allowing decisions to be made quickly.

The Projects and Programmes

Within the objectives and priorities of the Action Plan, the Units prepare detailed project profiles of activities which they will undertake. Some profiles may be prepared with outside assistance. Profiles are submitted to Management for discussion by the Programmes Committee which decides upon priority and the pipeline of projects to be fed into the annual programme to be financed under the programme budget. The programme budget should be finalised and distributed to the IGM members at least a month before the meeting that decides upon the annual budget. Management and the Programmes Committee will prevail upon the Units to ensure that the project pipeline stretches out for at least two years at any point in time. The existence of such a pipeline facilitates the fund raising activities of Management.

SPREP Project Identification, Appraisal, Approval, Implementation, Evaluation

FLOW CHART



PROGRAMME AND PROJECT IMPLEMENTATION:

The bulk of the activities of the Units is upon project management (formulation, implementation and evaluation). The Units will receive terms of references (TORs) from member governments or propose TORs to them. These are discussed and mutually agreed to. Suitable consultants or executing bodies are chosen from a central register which needs to be meticulously built up over time, negotiations undertaken and terms of the contract agreed. The details of arranging travels, accommodation, payment of per diem and other services are done centrally by the Finance and Administration Unit. Similarly, the professional aspects of other activities, such as workshops and training, are done within the relevant Units while the administrative details are attended to by the Finance and Administration Unit.

THE BUDGETS:

The Administrative Budget

This budget covers the expenditures and financing of the Administration Unit and the work programme management functions. The Finance Manager prepares the draft Administrative Budget in consultation with the various Units. The Budget is formulated within the constraints spelt out in the Financial Regulations and the need to ensure that the volume of services provided by SPREP is maintained at least in real terms. It takes into account the revenue (service charge) and administrative expenditure implications of the work programme Budget. The Budget Committee, which has the same membership as the Programmes Committee, vets and approves the draft administrative budget before submission to the IGM.

The Work Programme Budget

The draft work programme budget is made up of the approved project and programme pipeline for the budget year. It is discussed and approved by the Budget Committee before submission to the IGM. This draft work programme budget should be finalised and distributed to the member countries together with the draft administration budget at least a month before the IGM meeting.

Funding of the Work Programme Budget

Fund raising for the work programme should be carefully planned. Sources of funding should be clearly targeted. These will include the traditional sources such as UNEP, UNDP, ADB, EEC and bilaterals such as Australia, New Zealand, France, Japan, UK and U.S.A. Potential non-traditional sources will be carefully identified. Also taken into account in the funding strategy will be non-governmental organisations and private corporate entities which will be encouraged to contribute to a suitable Trust Fund for identified projects or programmes. Discussions will need to be undertaken with governments of countries where potential private donors are resident in an attempt to have amending income tax legislations allowing tax exemptions for contributions to the Trust Fund.

Funding sources will be systematically approached and will be circulated prior to negotiations with relevant materials such as the Action Plan, the Corporate Plan, a comprehensive pipeline of project and programme profiles covering at least a three year period and the administrative and programme budgets.

Funding of the Administrative Budget

Island Countries of the Pacific all have budgetary difficulties. The demands upon national revenue far exceed availability in all cases. Regional organisations, as a consequence, face increasing dependence upon aid for the funding of their operating costs. Their positions are therefore fragile as donor policies do not allow this category of support for more than a finite period. SPREP will quickly face a similar position coexisting with ample supply of funds for programmes.

The main sources of funds for the administrative budget are:

- Contributions from member countries,
- Administrative charges for the management of donor supported programmes,
- Interest upon positive cash flow emanating from programme funds received up front,
- Interest, if any, upon the Capital Fund.

The administrative charge has been proposed at the rate of about 10% the value of the work programme. This rate should be continually reviewed as a percentage point positive change accounts for substantial increase in yield given the expected size of the annual SPREP programmes.

Over the five year period of the Corporate Plan the complement of the Finance and Administration Unit could progressively increase to 20. Currently the IGM hopes to fund through members' contributions only a proportion of the Administrative Budget and to hold the level of this contribution in current terms for at least three years. This approach would imply that membership contributions would steadily decline in real terms and that either SPREP's dependence upon budgetary aid would quickly increase or the level of services supporting the programmes would have to be steadily reduced.

It is proposed that IGM :

- sets a target under which membership contributions should increase until they fully cover the Administrative Budget by end of the Corporate Plan period, December 1997.
- persuades the membership to accept the assessed individual contributions based on the accepted formula (which may be revised by the IGM) as a levy rather than voluntary in nature.

Cushioning the Administrative Budget against Inflation and Exchange Rate Fluctuations

The budgets of SPREP, like those of other regional bodies and governments, are affected by exchange rate fluctuations and by rising price levels (inflation). If the volume of services of the organisation is to be maintained in real terms then the funds provided by members and donors should keep in step with the rising costs in the host country and in the other countries from which the organisation purchases goods and services. Exchange rate changes can sometimes have extremely difficult impacts upon the finances of an organisation such as SPREP. If the contributions to the organisation were denominated in Tala and substantial purchases were made in other currencies, a depreciation in the Tala will automatically result in unexpected deficits, which could be large, in the budget. To avoid this problem a basket of currencies, which includes the ones important in the purchases of SPREP, (\$A, Tala, US\$, F\$, NZ\$) and to which the contributions of the member countries will be tied, could be used. The averaging of the currencies in the basket, with weights determined by the proportion of purchases in the four currencies, could be done by the Finance Unit or the Central Bank of Western Samoa.

Staff members recruited from overseas usually have ongoing financial commitments in their home countries. Their overall financial position could suddenly be eroded substantially by currency fluctuations if their emoluments were totally denominated in the currency of the country of location. In the case of the FFA, this difficulty was addressed by denominating salaries in special drawing rights (SDRs) but paid in the local currency. If the FFA were used as the Comparator for purposes of determining SPREP staff emoluments, the SDR could be similarly used. Otherwise the basket of the currency used for determining member country contributions could be used for determining SPREP salaries which will be paid to staff members in Tala.

The Transition Phase to Full Autonomy

Pending full legal autonomy:

- SPREP draws its legal status from the SPC;
- Staff members of SPREP are legally staff members of the SPC;
- The Financial and Staff Regulations and procedures of the SPC govern the operation of SPREP until determined otherwise by the IGM.

The South Pacific Conference agreed that:

- SPREP evolve into a legal and autonomous entity,
- the Secretary General delegates full management authority, within SPC, to the Director of SPREP during the transition phase;
- SPREP, during the transition phase, become accountable, through its Director, to the IGM of SPREP members.

These transitional arrangements are supported by the IGM of SPREP members.

Implementing the wishes of the IGM of SPREP members, SPREP has:

- Re-established its Headquarters in Apia;
- set up its own accounting system;
- recruited the required accounting and administrative staff;
- formulated new Financial and Staff Regulations, and new salary scales and conditions of services for SPREP Staff.

IMPLEMENTATION AND EVALUATION

SPREP's main activities are the provision of advice and the delivery of training services. It encourages third parties, the governments, the NGOs, members of the public, public sector corporations and businesses to adopt appropriate policies, take actions and generally conduct their affairs in ways which maintain or improve the quality of the natural and physical environment and promote sustainable development in the Pacific region. SPREP will need to continually monitor environmental outcomes in an attempt to evaluate whether its activities are effective. Based upon such evaluation it will need to review its programmes and strategies in the interest of tackling its functions better.

The ultimate outputs of SPREP's activities include:

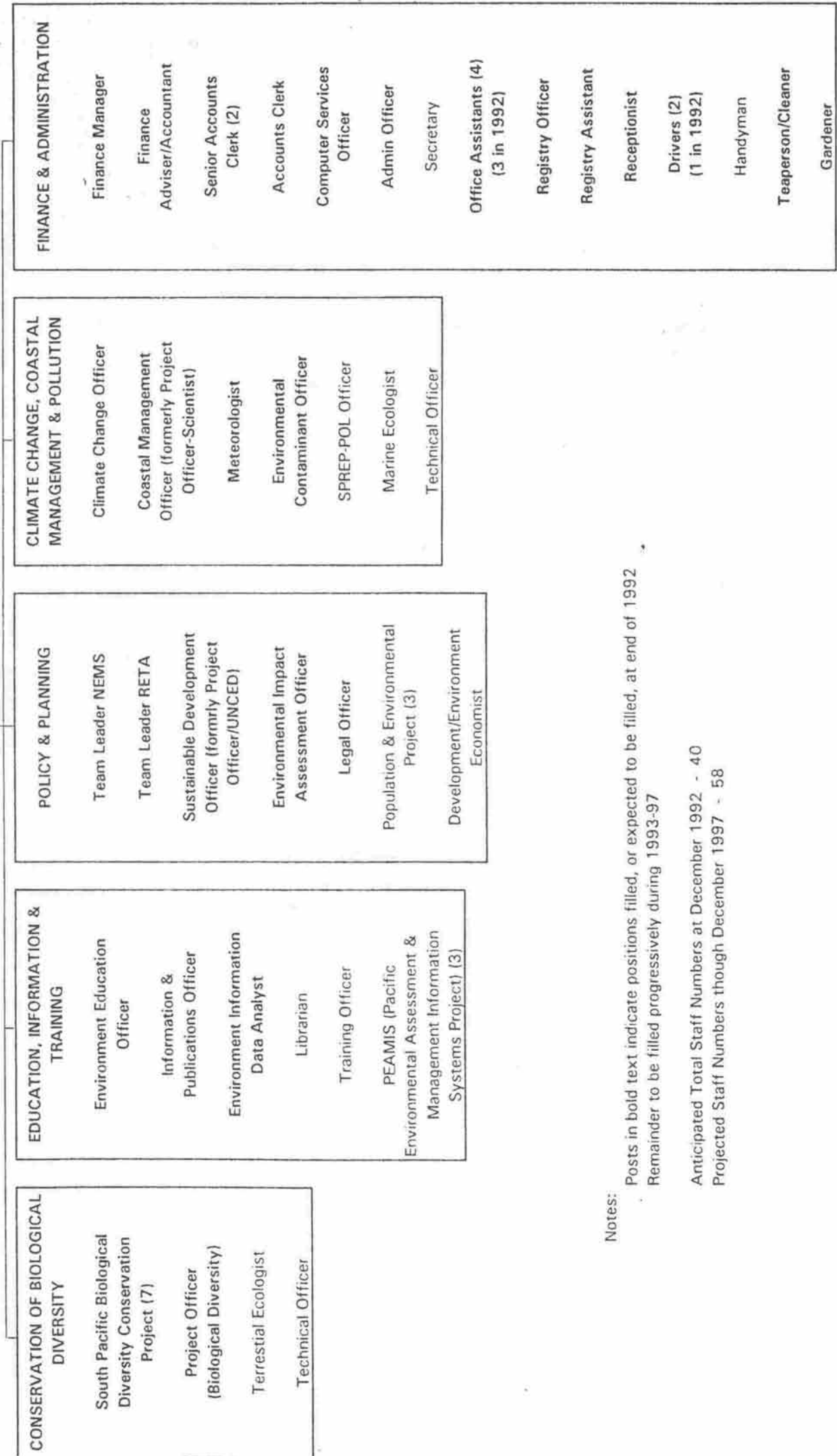
- Clean and safe physical environment.
- Sound land management leading to improved agricultural and forestry practices which avoid degradation.
- Clean air.
- Better protection for endangered species.
- Minimum pollution in coastal and inland water areas.
- General adoption of technologies which avoid or minimise pollution.
- Enlightened public keenly aware of the dangers of environmental abuse.
- Integrity of the biological ecosystems.
- Enlightened government policies and favourable legislative frameworks.
- Sustainable marine life.
- Reduced risk emanating from disasters such as floods.
- Sound industrial practices promoted through optimal system of taxation and incentives and environmentally sensitised managements.

Through monitoring and data base carefully built up over the years, SPREP will continually assess the degree to which the ultimate outputs of its activities compare with its inputs.

In the short term it will assess its activities through comments upon the quality and relevance of what it does. Questionnaires filled by governments evaluating consultancy and advisory services and by participants at workshops or other training activities would be used. Public surveys on the effectiveness of sensitisation and awareness programmes could also be considered.

The performances of the various Units will be assessed by comparing the effective completion of projects and programmes against the approved work programme for the budget year. Same information will also be employed in continually assessing the rate of progress and the bottlenecks faced and which need to be addressed in the interests of keeping the rate of execution on target.

Projected SPREP Establishment Chart



Notes:

- Posts in bold text indicate positions filled, or expected to be filled, at end of 1992
- Remainder to be filled progressively during 1993-97
- Anticipated Total Staff Numbers at December 1992 - 40
- Projected Staff Numbers through December 1997 - 58

ATTACHMENT

JOB DESCRIPTIONS FOR

STAFF MEMBERS

DIRECTOR

The Director of SPREP is responsible for:

1. The supervision of the staff and sound and efficient administration and financial management of SPREP;
2. The preparation of the draft annual budget and the revision of the Action Plan before they are submitted to the IGM, the Forum and the South Pacific Conference;
3. The effective implementation of the SPREP Action Plan;
4. Liaising with Heads of regional and international organisations;
5. Maintaining close contacts with the Member Governments of SPREP;
6. Maintaining close liaison with the Chairman of the IGM;
7. Cultivating good working relations with donors and for securing funding for programmes and activities approved by the IGM;
8. The preparation of the annual reports upon SPREP activities and the submission of the same to the IGM, the Forum and the South Pacific Conference.

DEPUTY DIRECTOR

DUTIES AND RESPONSIBILITIES:

The Deputy Director will:

- Assist the Director in the management of SPREP and in the execution of the work programme of the organisation;
- Help supervise the work of technical and administrative staff members;
- Assist the Director in cultivating conducive working relations with member countries, donors, regional organisations and international bodies;
- Assume the responsibilities of the Director during his/her absence from work.
- Undertake other tasks specified by the Director.

FINANCE/ADMINISTRATION MANAGER

DUTIES AND RESPONSIBILITIES:

The Finance Manager will:

- Ensure that the financial regulations and procedures strictly adhered to.
- Advise Management and Staff upon the provisions of the financial regulations.
- Propose changes to financial regulations as circumstances change.
- In co-operation with staff members of the various divisions prepare draft budget estimates for consideration by Management.
- Prepare monthly, quarterly and annual financial statements showing the precise positions of SPREP for consideration by Management and submission to the IGM. These statements should be available promptly on deadlines specified by the IGM.
- Advise Management upon the optimum portfolio for investments of surplus funds.
- Ensure that all expenditures are properly authorised.
- Ensure that international accounting standards are practiced and maintained at all times.
- Maintain current register of all fixed assets of SPREP and ensure that they are well maintained and insured.
- Attend to the training needs of the Administrative and Finance Staff of SPREP.
- Assist in the formulation of the project documents required under the Action Plan.
- Advise upon the funding sources and financing strategies required for the projects and programmes under the Action Plan.
- Supervise the financial details necessary for the efficient execution of consultancy and advisory services called for under the Action Plan.
- Supervise the accounting and management of trust funds or other funds which may be established from time to time by the IGM.
- Undertake all other ancillary tasks necessary for the efficient financial administration of SPREP.
- Perform other tasks upon request by Management.

ACCOUNTS CLERKS

DUTIES AND RESPONSIBILITIES:

The Accounts Clerks will:

- Assist the Accountant in the efficient discharge of his/her functions.
- Perform other tasks which may be requested by the Director of Finance and Administrative Manager.

ACCOUNTANT

DUTIES AND RESPONSIBILITIES:

The Accountant will:

- Undertake the functions of the Finance and Administration Manager during his/her absence from office.
- Assist the Finance and Administration Manager in the discharge of his/her functions.
- Prepare monthly cash books and bank reconciliation statements.
- Prepare the payroll of SPREP.
- Check and organise the purchases requirements.
- Post financial transactions to the general and subsidiary ledgers and prepare draft monthly accounts for consideration by the Finance and Administration Manager.
- Undertake other tasks which may be requested by the Director or Finance and Administration Manager.

COMPUTER SERVICES OFFICER

DUTIES AND RESPONSIBILITIES:

The Computer Services Officer will:

- Train staff members in the effective use of computer facilities.
- Plan and manage the development and maintenance of computer facilities.
- Identify, evaluate and advise management upon appropriate hardware and software to service the needs of SPREP.
- Maintain and update systems documentation and manuals.
- In co-operation with all divisions design, develop and regularly update a data base system for SPREP.
- Service the various divisions of SPREP.
- Pursue other tasks upon request by the Director.

DRIVER/MESSENGER

DUTIES AND RESPONSIBILITIES:

The Driver will:

- Clean the SPREP vehicles regularly.
- Ensure that the vehicles are properly serviced and repaired.
- Undertake delivery runs and errands.
- Transport staff members and visitors on official SPREP activities.
- Undertake other tasks specified by Management from time to time.

HANDYMAN

DUTIES AND RESPONSIBILITIES:

The Handyman will:

- Maintain, repair or procure the maintenance and repair of SPREP properties including properties that may be rented by SPREP from time to time.
- Order and safeguard materials and tools needed for repairs and maintenance.
- Consult with relevant officers upon repairs and maintenance work that need to be undertaken.
- Undertake other tasks specified by Management.

GARDENER

DUTIES:

The Gardener will:

- Tend to and maintain the gardens.

TEA PERSON/CLEANER

DUTIES:

The Tea Person/Cleaner will:

- serve tea to staff and visitors.
- Keep the interior office spaces clean and tidy.

ENVIRONMENTAL EDUCATION OFFICER

DUTIES AND RESPONSIBILITIES:

The Environmental Education Officer will:

- Evaluate SPREP's role in environmental education and training in consultation with other SPREP Officers and with SPREP's member countries and developing national environmental education programmes. This will involve an analysis of which aspects of environmental management would benefit from increased information and education, an evaluation of the target groups which would benefit or which are in most need of information and education, and identification of the most effective and appropriate means of communicating with them.
- Organise, and as appropriate direct, meetings, training courses and seminars on environmental education.
- Arrange consultancies on environmental education.
- Develop a reference service by preparing suitable environmental education material for the region, including articles and papers within the scope of the work programme for distribution and publication.
- Produce in co-operation with the Information and Publication Officer, on a regular basis, a SPREP Newsletter which will have the aim of informing member countries on current and future activities of SPREP, and, where appropriate, activities of other environmental agencies within the region.
- Assist SPREP member countries determine their training requirements to enable them to effectively undertake their environmental education programmes. This will include the design and presentation of training materials, the preparation of school curricula, radio programmes and other similar forms of assistance.
- Assist member countries, whenever possible, in securing finance from donors for environmental education material.
- Attend meetings and conferences to present information on SPREP's environmental education activities.
- Perform such other duties as the Director may require in connection with the Programme.

INFORMATION AND PUBLICATIONS OFFICER

DUTIES AND RESPONSIBILITIES:

The Information and Publications Officer will:

- Develop a communications strategy to co-ordinate promotion, information, publishing and other communications tasks for SPREP.
- Co-ordinate the preparation (including editing and design) of the newsletter which is circulated to regional and international bodies, conservation organisations, member governments and administrations and other interested groups.
- Prepare draft press releases for important issues and events which involve SPREP.
- Prepare a summary of events and issues for distribution throughout the region.
- Liaise with other organisations on videos and radio programmes being produced which might be of interest to SPREP.
- Continue to use the SPREP logo and design on all documents and publications produced within the organisation.
- Oversee the printing of SPREP documents and production of other information resources.
- Develop a catalogue of all SPREP publications.
- Facilitate the exchange of regional and international reports and publications on environment and sustainable development.
- Update and maintain a current bibliography, list of resources and consultants' register.
- Oversee the Director's annual report.
- Undertake other tasks specified by Management.

COMMUNITY DEVELOPMENT OFFICER

DUTIES AND RESPONSIBILITIES:

The Community Development Officer will:

- Assist the Director in keeping the member governments and administrations regularly informed of the progress achieved through the community awareness-raising activities of the SPREP.
- Develop regional and national community environmental awareness-raising programmes in close consultation with existing women's organisations, church groups and environmental non-governmental organisations.
- Organise and, as appropriate, direct meetings, training courses and seminars aimed at raising the level of community awareness towards environmental issues and concerns in the region.
- Liaise closely with other Officers in awareness-raising activities associated with their specific work areas and with similar programmes pursuing similar objectives such as the SPC Women's Programme and SPC Youth Programme.
- Assist in the preparation of educational material suitable for distribution to community groups and in the dissemination and training in the use of these materials.
- Analyse and advise on the impact of population growth upon the environment and sustainable development.
- Perform such other duties as may be assigned from time to time by the Director.

BIO-DIVERSITY CONSERVATION OFFICER

DUTIES AND RESPONSIBILITIES:

The Bio-Diversity Conservation Officer is responsible for:

- Provision of advice and assistance to SPREP member countries on the development of conservation policies and National Conservation Strategies consistent with the objective of sustainable national development.
- Provision of advice to SPREP member countries on the preparation of legislation and techniques for the establishment of representative protected natural and cultural areas.
- Provision of advice and where necessary assistance with the preparation of project proposals for the engagement of consultants to assist island countries in developing national resource information surveys and investigations to select and design on sound ecological principles representative protected areas. This may include the provision of the necessary finance and selection of appropriately qualified consultants.
- Assisting with the preparation of project proposals to obtain financial support for the establishment of protected natural and historic/cultural areas. Such support may be sought from national and international sources.
- Encouraging and where necessary seeking sponsorship for regional training programmes for protected area managers. Emphasis will be placed upon the preparation of management guide-lines and techniques for the preparation of management plans.
- Encouraging and, where appropriate, arranging bilateral training assistance involving the secondment of appropriately qualified local personnel upon on the job training schemes with suitable organisations.
- Assisting with regional manpower requirement surveys aimed at identifying training needs and opportunities.
- Working in close co-operation with the South Pacific biological diversity conservation project.
- Monitoring, advising and reporting on progress and problems (if any), encountered by member countries regarding the implementation of activities under the Action Strategy.

TERRESTRIAL ECOLOGIST

DUTIES AND RESPONSIBILITIES:

The Terrestrial Ecologist will:

- Promote the identification and use at all levels of traditional knowledge and techniques for resource management which assist the conservation of biological resources and diversity, including the diversity of traditional cultivates of crops.
- Promote the conservation and sustainable utilisation of tropical forests.
- Identify and assess the environmental, social and economic impacts of unsustainable resource use practices, such as often occur in forestry, agriculture and fishing and promote environmentally sustainable alternatives, covering both commercial and non commercial activities.
- Assist countries devise strategies for active participation of local communities in management of conservation areas including the incorporation of traditional management systems.
- Promote the involvement of local communities in data collection and information sharing in order to strengthen the communities capacity to make development choices that ensure biological diversity is conserved without jeopardising the development requirements of communities.
- Encourage and co-ordinate the representation of the interests and concerns of the South Pacific region at relevant international fora.
- Co-ordinate the assistance of international organisations, corporations, governments and institutions to assist in the conservation of the region's biological diversity.
- Liaise closely with and support the activities of the Community Development Officer.
- Formulate and help administer suitable projects and programmes under the Action Plan.
- Perform other tasks specified by the Director.

ENVIRONMENT IMPACT ASSESSMENT OFFICER

DUTIES AND RESPONSIBILITIES:

The Environment Impact Assessment Officer will:

- Develop, co-ordinate and implement a regional programme to strengthen EIA capability in the SPREP member governments.
- Plan and undertake in-country, sub-regional and regional EIA training activities to assist with the strengthening of government capabilities.
- Develop proposals and seek funding for the regional programme to strengthen EIA capabilities in the South Pacific region.
- Provide or procure for the governments with independent reviews of EIAs undertaken by developers or outside consulting firms.
- Develop and EIA task team of experts to provide advice or conduct EIAs of major development projects in the region.
- Advise governments on legislative, administrative procedures for EIA development and implementation.
- Assist in drafting and reviewing of EIA legislations.
- Liaise with other regional and appropriate international organisations and institutions on matters relating to EIA.
- Develop the application of EIA as a tool for implementing National Conservation Strategies.
- Formulate and help administer projects and programmes under the Action Plan within the EIA field.
- Perform other duties as required by the Director.

DEVELOPMENT/ENVIRONMENT ECONOMIST

DUTIES AND RESPONSIBILITIES:

The Development/Environment Economist will:

- Study in association with other professional staff the inter-relationship between the dynamics of population growth, urbanisation, rate of resource use, economic growth and sustainable development in the region.
- Assist the EIA in refining techniques for EIA which may better serve the needs of the member countries.
- Maintain close liaison with other organisations which undertake research or provide advice upon policies and strategies aimed at achieving sustainable development.
- Provide economic analytical support to the activities of other professional staff.
- Assist in the formulation of project documentations required under the Action Plan.
- Formulate and administer projects and programmes in the field of development/environment economics.
- Provide or procure advisory or consultancy services to the member countries upon request.
- Oversee the implementation of Agenda 21 within SPREP including reporting requirements to the Sustainable Development Commission and the provision of advice on international environmental issues of regional significance.
- Perform other tasks upon request by Management.

ENVIRONMENT LAW OFFICER

DUTIES AND RESPONSIBILITIES:

The Environment Law Officer will:

- Liaise with member countries upon their needs in the field of environmental law.
- Provide or procure legal advice for the formulation or review of environmental legislations in the member countries in the interest of avoiding environmental degradation and achievement of sustainable development.
- Advise management and IGM upon the provisions of Conventions and Treaties to which members of SPREP are parties and which are administered by SPREP.
- Provide management and IGM with broad legal advice upon the operation of SPREP.
- Closely co-ordinate efforts with regional and international bodies and donor countries and agencies which are involved with the legal aspects of the environment.
- Help formulate and administer projects and programmes addressing the legal dimensions of the Action Plan.
- Perform other tasks upon request by Management.

CLIMATE CHANGE OFFICER

DUTIES AND RESPONSIBILITIES:

The Climate Change Officer will:

- Provide advice to Pacific Island Governments on climate change and its effects and causes.
- Provide detailed advice to Pacific Island Government agencies and Regional Organisations on the planning implications of emerging information about climate change.
- Keep up to date with developing ideas and information about the greenhouse effect and its causes and symptoms.
- Attend relevant international conferences and meetings.
- Arrange, prepare and present broadcasts, newsletters and public seminars throughout the Pacific on climate change and its likely effects, and on possible responses to its effects and causes.
- Distribute information based on data from the South Pacific sea level monitoring network and information from the broader international network of sea level monitoring systems to government agencies, the general public and others.
- Provide information as required to Pacific Island Governments and Regional Organisations on progress with the implementation of the South Pacific Climate Change and Sea Level Monitoring Project.
- Report annually to the South Pacific Forum and South Pacific Conference through the Director, on the current state of knowledge about climate change and its effects and causes.
- Establish and maintain contacts with Pacific Island users of information about climate change and sea level change, and monitor any changing requirements for information.
- Develop and maintain a cooperative relationship with other regional organisations to maximise the effectiveness of information distribution about greenhouse effects and causes.
- Arrange or conduct relevant training workshops, seminars and conferences.

- Comment on proposals for research, in the region, into climate change and its effects and causes.
- Monitor the activities of regional and international bodies involved in climate change research and its effects and causes.
- Encourage research into climate change, its effects or its causes, which is of importance to South Pacific countries.
- Monitor and report on general environment issues as required.
- Undertake other duties as required by Management.

ENVIRONMENT CONTAMINANT OFFICER

DUTIES AND RESPONSIBILITIES:

The Environment Contaminant Officer will:

- Co-ordinate the institutional arrangements and monitor the obligations of member countries regarding dumping of restricted substance under the SPREP Convention.
- Assist Parties to the SPREP Convention to fulfill pollution control and waste management obligations of the Convention and its Protocols.
- Assist governments in formulating legislation and institutional arrangements pertaining to pollution control and waste management and identify infrastructure and technical back-up necessary to implement such legislation.
- Assist governments to develop and implement waste prevention, reduction and recycling programmes and waste management plans.
- Develop and implement a training programme in pollution monitoring and control, waste management and in the safe use of environment contaminants.
- Provide query/response service for SPREP member governments on pollution and waste issues.
- Co-ordinate and assist in planning and seeking funds to fulfill the programme objectives.
- Develop, co-ordinate and implement the marine pollution monitoring and control (SPREP-POL) and land and freshwater pollution control components of the SPREP Work Programme.
- Liaise with universities and institutions in the region and other regional organisations on research and studies relating to the use of environment contaminants, pollution monitoring and control and waste management.
- Implement the recommendations of the SPREP Pesticide Report, in co-operation with the SPC Plant Protection Officer, to maintain a South Pacific pesticide data base and to provide information as required on human health and environmental aspects of pesticide use.
- Liaise with the International Maritime Organisation on the implications and applications of the London Dumping Convention and other conventions in the South Pacific region.

- Liaise with the Pacific Basin Hazardous Waste Research Consortium and maintain links with the International Register for Potentially Toxic Chemicals (IRPTC) and keep SPREP members informed of its listings.
- Co-ordinate with WHO and national public health departments in the application of the WHO Strategy on Control of Environmental Health Hazards as they relate to environmental contaminants and waste management.
- Liaise with the U.S. Environmental Protection Agency's waste management and pollution control programmes in the U.S. Pacific Territories, for application to other island countries, as appropriate.
- Liaise with the International Atomic Energy Agency (IAEA) on monitoring the use, disposal and clean-up of radioactive materials in the South Pacific region.
- Formulate and help administer projects and programmes under the Action Plan in the field of environment contamination.
- Perform other duties as required by the Director.

MARINE ECOLOGIST

DUTIES AND RESPONSIBILITIES:

The Ecologist will:

- Review and assess CMP needs and activities in the member countries.
- Identify and respond to CMP information and education needs.
- Conduct in association with other staff members or consultants in country or sub-regional workshops on CMP.
- Co-operate closely with the activities of the Climate Change Officer.
- Provide or procure advice to member countries on Marine Environment activities.
- Formulate suitable project documentations in the Marine Environment Management field.
- Perform other tasks upon request by Management.

SECRETARY/PROGRAMME ASSISTANTS

DUTIES AND RESPONSIBILITIES:

The Secretary/Programme Assistants will:

- Take shorthand notes from dictation and prepare correspondence and other official documents from these notes.
- Maintain records of incoming correspondence for Programmes separating urgent matters for immediate action and bring all these correspondences together with the relevant files and other materials to the attention of programme staff.
- Use computer terminals for word processing and production of documents and maintain mailing lists.
- Prepare replies to routine correspondence as requested by the programme staff.
- Serve as a meeting secretary as and when required for programme related meetings.
- Provide secretarial and routine administrative support to the programme staff.
- Supervise the work of Office Assistants, and where necessary train newly recruited Office Assistants, ensuring that the best possible service is given.
- Organise the appointments and travels of the programme staff.
- Perform such other duties as may be assigned from time to time by Management.

METEOROLOGICAL/CLIMATOLOGICAL OFFICER

DUTIES AND RESPONSIBILITIES

The Meteorological/Climatological Officer will:

- In close co-operation with the Meteorological services of the member countries;
 - (a) assist in the improvement of the network of weather observation stations, taking into account the environmental objectives of the member countries,
 - (b) assist in the improvements of climatological data bank for all the member countries,
 - (c) undertake climatological research including the phenomenon of the southern oscillations (el nino effect) and the use of such information for the prediction of the changing patterns of hurricanes and droughts in the Pacific region,
 - (d) evaluate the physical and economic impacts of natural disasters such as hurricanes upon the member countries,
 - (e) attempt to establish the physical relationships between the changing meteorological variables and other physical phenomena such as sea temperatures, sea level changes and others which have bearing upon sustainable development in the region.
- Undertake other tasks upon request by Management.



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 6.3 : IGM Rules of Procedure

Purpose of Paper

To table Rules of Procedures for the SPREP IGM for consideration and approval.

Background

2. Proposed Rules of Procedure for the IGM were first considered by the Fourth IGM in July 1991, which referred them to a Legal Working Group and subsequently agreed that they be referred back to member governments and be discussed again at a future regional meeting.

3. Proposed Provisional Rules of Procedure, pending the adoption and entry into force of a Treaty Establishing SPREP, were tabled at the Fifth IGM in Apia in September 1992. Again, they were referred to the Legal Subcommittee. However, as noted in the Report of the Fifth IGM, this matter was not referred back to Plenary and thus represents an outstanding matter for consideration at the Sixth IGM.

Proposed Rules of Procedure

4. The proposed Rules of Procedure submitted to the Fourth and Fifth IGMs are attached to this paper.

Secretariat Comment

5. As with the Corporate Plan, this will be the third year in a row in which the Secretariat has been directed to table proposed Rules of Procedure for the IGM's consideration. In the interests of making progress this time, it is suggested that a subcommittee of the Sixth IGM be constituted to consider and make recommendations on the attached draft. This could be the same subcommittee recommended to consider the draft Corporate Plan.

Recommendation

6. The IGM is invited to **consider and adopt** the attached Rules of Procedure.

1 July 1993
Original : English

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME
(SPREP)

INTERGOVERNMENTAL MEETING

PROVISIONAL RULES OF PROCEDURE

Introduction:

The attached Provisional IGM Rules of Procedure have been prepared for adoption on a Provisional basis, pending the adoption and entry into force of the Agreement to Establish SPREP.

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RULES OF PROCEDURE

for Intergovernmental Meetings* (IGM) of the South Pacific Regional Programme (SPREP), including ad hoc meetings, committees and working groups.

PURPOSES

Rule 1

These rules of procedure shall apply to any meeting of the IGM of the SPREP.

DEFINITIONS

Rule 2

For the purposes of these rules:

1. "Agreement" means the Agreement to establish the South Pacific Regional Environment Programme.
2. "Secretariat" means the Secretariat for the South Pacific Regional Environment Programme;

3. "South Pacific Regional Environment Programme Action Plan" means the Action Plan for Managing the Natural Resources and Environment of the South Pacific Region adopted by the Conference on the Human Environment in the South Pacific, held in Rarotonga, Cook Islands, 8-11 March 1982, as modified by subsequent IGMs that reviewed this Action Plan;

4. "Meeting" means any ordinary or special meeting of the members.

5. "Members" of the IGM shall mean the following governments and administrations:

American Samoa	Palau
Australia	Papua New Guinea
Cook Islands	Pitcairn Islands
Federated States of Micronesia	Solomon Islands
Fiji	Tokelau
France	Tonga
French Polynesia	Tuvalu
Guam	United Kingdom of Great Britain and North Ireland
Kiribati	Northern Ireland
Marshall Islands	United States of America
Nauru	Vanuatu
New Zealand	Wallis and Futuna
Niue	Western Samoa
Northern Mariana Islands	

6. "Sessions" means plenary sessions of the IGM and sessions of ad hoc meetings, committee meetings and working groups.

PLACE OF IGMs

Rule 3

The IGM shall decide at each meeting the venue and timing of the next meeting. In unforeseen circumstances, the Secretariat may in consultation with the chairperson and the members, change the venue and timing of the next meeting.

DATES OF IGMs

Rule 4

1. As provided for under Article 4 (1) of the Agreement, the IGM shall convene once annually. This meeting shall be hosted by one of the members.
2. A Special IGM may be convened in accordance with Article 4 (1) of the Agreement no later than six weeks after receipt by the Secretariat of a request to this effect from a majority of members or on a date decided upon at an IGM.
3. The Secretariat shall make all necessary arrangements for the holding of the meetings of the IGM.

INVITATIONS

Rule 5

1. The Secretariat shall send invitations to all members of the IGM, and to the Forum Secretariat, the South Pacific Commission, United Nations Environment Programme and the Economic and Social Commission for Asia and the Pacific at least sixty days before the IGM commences.
2. The provisional agenda, together with supporting documents for each ordinary meeting, shall be communicated by the Secretariat to the members at least six weeks before the opening of the IGM.

Rule 6

1. The Secretariat may invite observers to any IGM from any State Member of the United Nations, any United Nations specialised agency, any intergovernmental organisation or any national, regional or international organisation or non-

governmental organisation which has direct concern in the protection of the natural resources and environment of the South Pacific Region.

2. Such observers may, upon the invitation of the Chairperson, and with the consent of the IGM, participate without vote in the deliberations of the IGM.

SESSIONS OF IGMs

Rule 7

Plenary sessions of the IGM shall be open to those invited to attend, unless the IGM decides otherwise by consensus. Sessions of ad hoc meetings, committees and working groups shall be held in private, unless a majority of the members decides otherwise.

AGENDA

Rule 8

The Secretariat shall prepare the provisional agenda of each IGM, in cooperation with the Chairperson.

Rule 9

The provisional agenda of each IGM shall include:

1. all items the inclusion of which was requested at a previous IGM;

2. a report by the Secretariat on the work undertaken or achieved as part of the SPREP Action Plan, including budgetary, accounting, and financial matters.
3. a report by the Secretariat on budgetary and other financial matters pertaining to SPREP.
4. a report by the Secretariat on the deliberations and conclusions of any ad hoc meeting, committee or working group that has met since the previous IGM.
5. any item proposed by a member of the IGM.

Rule 10

The Secretariat shall, on the basis of the requests of members or in consultation with the Chairperson, include any question suitable for the agenda which may arise between the despatch of the provisional agenda and the opening of the IGM in a supplementary provisional agenda. The IGM shall examine the supplementary provisional agenda together with the provisional agenda.

Rule 11

The provisional agenda for a special meeting shall consist only of those items proposed for the special meeting. The provisional agenda shall be transmitted to the members at the same time as the invitation to the special meeting.

Rule 12

Any item on the agenda of an IGM, consideration of which has not been completed at the IGM, shall be included automatically in the agenda of the next ordinary meeting, unless otherwise decided by the members.

Rule 13

The Secretariat shall report to the IGM on the administrative and financial implications of all substantive agenda items submitted to the IGM before they are considered by the IGM.

ADOPTION OF AGENDA**Rule 14**

At the opening of any IGM, members, when adopting the agenda for the meeting for the IGM, may add, delete, defer or amend items.

REPRESENTATION**Rule 15**

At any IGM, the names of all representatives and names of all alternate representatives, advisers and observers shall be submitted to the Secretariat before the opening session. Any later change in the composition of delegations shall also be submitted to Secretariat.

CHAIRPERSON, VICE-CHAIRPERSON**Rule 16**

1. The Chairperson and Vice-Chairperson shall be elected on a rotating basis in accordance with the provisions to

Article 5 of the Agreement and shall remain in office until the next IGM commences.

2. The Chairperson and Vice-Chairperson elected at the annual meeting of the IGM shall remain in office until such successors are elected at the next IGM and shall serve in that capacity at any intervening special meeting.

3. The Chairperson, or Vice-Chairperson, may also exercise the rights of a representative, including the right to vote, unless there is an alternate representative of the same member present.

Rule 17

If the Chairperson is temporarily absent from a session or any part thereof, the Vice-Chairperson shall assume the duties of the chair.

Rule 18

If the Chairperson or Vice-Chairperson resigns or otherwise becomes unable to complete the term of office, a representative shall be named by the same member to fulfil the remainder of the term of office.

Rule 19

At the first session of each IGM, the Chairperson of the previous IGM, or in his/her absence, the Vice-Chairperson shall preside until the meeting has elected a chairperson for the meeting.

ORGANISATION OF THE IGM

Rule 20

1. During the course of an IGM, the members may establish such ad hoc meetings, committees and other working groups as may be required for the transaction of its business.
2. Unless otherwise decided, the IGM shall elect a Convenor for each such ad hoc meeting, committee or working group and the IGM shall determine the terms of reference for each.

SECRETARIAT

Rule 21

The Secretariat shall be responsible for the arrangements and administration of IGMs, including: the provision of secretarial services, interpretation and translation services, the receipt, and circulation of documents of the meeting and its committees and working groups, publishing and circulating the resolutions, reports and relevant documentation of the IGM. It shall have custody of the documents in the archives of the IGM and generally perform all other work that the IGM may require.

CONDUCT OF BUSINESS

Rule 22

Two-thirds of the members present of the IGM shall constitute a quorum.

Rule 23

In addition to exercising the powers conferred upon him/her elsewhere by these rules, the Chairperson shall declare the opening and closing of the IGM. He/she shall direct the discussion, ensure the observance of these rules, accord the right to speak, announce decisions, put questions to the vote and announce decisions resulting from the vote.

Rule 24

A member may question the procedure being followed at the IGM by raising a point of order which shall be decided immediately by the Chairperson. A member may not, in raising a point of order, speak on the substance of the matter under discussion. A member may appeal against the ruling of the Chairperson and the appeal shall be immediately put to the vote without discussion. The ruling shall stand unless overruled by the majority of the members present and voting.

Rule 25

Substantive motions and amendments to them shall normally be circulated to members in writing before the IGM at which they are to be considered. Unless any member calls for a postponement, the Chairperson may permit the discussion and consideration of motions and amendments without previous circulation.

Rule 26

1. Subject to the provisions of Rule 24, the following motions shall have precedence, in the order indicated below, over all other proposals or motions before the IGM:

- (a) to suspend a sitting;
- (b) to adjourn a sitting;
- (c) to adjourn the debate on the question under discussion; and
- (d) for the closure of the debate on the question under discussion.

2. Permission to speak on a motion falling within 1 (a) - (b) above shall be granted only to the proposer and, in addition, to one speaker in favour of and two against the motion after which it shall be put immediately to the vote.

Rule 27

If two or more proposals relate to the same question, the IGM, unless it decides otherwise, shall vote on the proposals in the order in which they have submitted.

Rule 28

Any member may request that parts of a proposal or of an amendment be voted on separately. If objection is made to the request for division, the Chairperson shall permit two members to speak, one in favour of, and the other against, the motion, after which it shall be put immediately to the vote.

Rule 29

If the request referred to in rule 28 is adopted, those parts of the proposal shall then be put to the vote as a whole. If all the operative parts of a proposal or amendment have been rejected, the proposal or amendment shall be considered to be rejected as a whole.

Rule 30

A motion is considered to be an amendment to a proposal if it merely adds to, deletes from, or revises part of, that proposal. An amendment shall be voted on before the proposal to which it relates is put to the vote, and if the amendment is adopted, the amended proposal shall then be voted on.

Rule 31

If two or more amendments are moved to a proposal, the IGM shall first vote on the amendment furthest removed in substance from the original proposal, then on the amendment next furthest removed therefrom, and so on, until all amendments have been put to the vote. The Chairperson shall determine the order of voting on the amendments under this rule.

Rule 32

A proposal or motion may be withdrawn by its proposer at any time before voting on it has begun, provided that the motion has not been amended. A proposal or motion withdrawn may be reintroduced by any other member.

Rule 33

When a proposal has been adopted or rejected, it may not be reconsidered at the same session, unless the IGM decides in favour of reconsideration. Permission to speak on a motion to reconsider shall be accorded only to the mover and such other person as the Chairperson may decide.

VOTING**Rule 34**

1. Members shall make every effort to reach agreement on matters, by way of consensus and there shall be no voting on such matters until all efforts at consensus have been exhausted.
2. Each member shall have one vote.
3. Decisions of an IGM on all matters of substance shall be taken by a two-thirds majority vote of the members present and voting unless otherwise provided for by the Agreement or the Financial Rules.
4. Procedural matters shall be decided by a simple majority vote of the members present and voting, unless otherwise provided by these rules.
5. If the question arises whether a matter is one of a procedural or substantive nature, the Chairperson shall rule on the question. An appeal against this ruling shall be put to the vote immediately and the Chairperson's ruling shall stand unless overruled by majority of the members present and voting.
6. If a vote is equally divided, a second vote shall be taken. If this vote is equally divided, the proposal shall be regarded as rejected.
7. For the purpose of these rules, the phrase "present and voting" means members present at the sitting at which voting takes place and casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

Rule 35

Voting, other than by consensus, shall be by show of hands. Voting may take place by secret ballot, if a majority of the members present and voting so agree.

Rule 36

After the Chairperson has announced the beginning of voting, no member shall interrupt the voting except on a point of order in connection with the actual conduct of the voting.

REPORTS**Rule 37**

The report adopted by the IGM shall be distributed by the Secretariat as soon as possible after the IGM.

**AD HOC MEETINGS, COMMITTEES
AND WORKING GROUPS****Rule 38**

1. The members may convene ad hoc meetings, committees, and working groups, during or between IGMs, either of representatives of the members or of experts in order to study problems which, because of their specialised nature, could not fruitfully be discussed during the normal sittings of the IGM.
2. Subject to Rule 20(2), the terms of reference of these ad hoc meetings, committees and working groups and the questions to be discussed shall be determined by the members.
3. Subject to Rule 20(2), each ad hoc meeting, committee and working group shall elect its own officers.
4. The Secretariat shall be responsible for the administrative arrangements of ad hoc meetings, committees and working groups.

LANGUAGES**Rule 39**

English and French shall be the official languages of the IGM, ad hoc meetings, committees and working groups.

AMENDMENTS OF RULES OF PROCEDURE**Rule 40**

These rules of procedure may be amended by a two-third majority vote of the members present and voting at a meeting.

Adopted at Apia, WESTERN SAMOA, this _____ day
of September, 1992.



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 6.4 : Permanent Headquarters

Purpose of Paper

To inform the Meeting of recent developments with proposals for a permanent headquarters complex for the Secretariat.

Background

2. At the Fifth IGM, delegates expressed appreciation to the Government of Western Samoa for making available an excellent site for a permanent headquarters complex. The IGM thanked the Government of Western Samoa and directed the Secretariat to pursue arrangements for funding the development of a new headquarters complex.
3. The Secretariat reported to the Fifth IGM that, with assistance from the Forum Secretariat, and support from the Government of Western Samoa, it had submitted a proposal for EC funding under Lome IV for a new headquarters complex consisting of offices, a conference and meeting centre and staff housing. This proposal, with an indicative costing of ECU 3.5 million, had the endorsement of the June 1993 Pacific ACP Group of Officials Meeting in Suva.

Funding Options

4. In February 1993, the EC advised the Secretariat that it would not fund administrative support in the region unless directly linked to EDF funded projects. Headquarters buildings, furniture and general equipment not linked to EDF funded activities are excluded. Pacific ACP Governments might wish to consider further the implications of this advice in light of the endorsement of SPREP's proposal by the Pacific ACP Group of Officials last year.
5. Informal contacts were established during 1993 with a Japanese firm indicating an interest in seeking funding for, designing and constructing a complex. Discussions reached an impasse, however, over questions relating to legal ownership and design, construction and supervision responsibilities and also the need for development of the complex to take place strictly in accordance with a Master Plan approved by the IGM.

Master Plan

6. With funding provided by Australia, and fieldwork by Western Samoa's Department of Lands, Survey and the Environment, a topographical survey of the site has been completed. Again with assistance from Australia, using a design brief prepared by the Secretariat, a Master Plan for the development of the site is now under preparation. It is expected this will be completed by the time of the Sixth IGM.

Recommendation

7. The Meeting is invited to **consider** and **approve** the Master Plan and to **discuss** funding options.

6 July 1993
Original : English



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 6.5 : Appointment of Director

Purpose of Paper

To seek the Meeting's directions on procedures for the appointment of the Director of SPREP.

Background

2. The Fifth IGM unanimously agreed that the contract of the current Director of SPREP should be renewed for one additional year under the new salaries and conditions approved by the IGM. The Chairperson of the IGM was requested to write to the Secretary General of the South Pacific Commission (SPC) advising him of these decisions taken by the IGM and requesting that he implement them.

3. Accordingly, the Secretary General of the SPC renewed the contract of the current Director whose term of office will now expire in early January 1994. At that time he will have completed 4 years as Head of SPREP as follows:

January 1990 - October 1990 (9 months) - appointed Coordinator of SPREP by Secretary General of the South Pacific Commission at Level P1 of SPC salary scales;

October 1990 - October 1991 (12 months) - on the recommendation of the IGM, appointed Director of SPREP by Secretary General of the South Pacific Commission at Level P1 of SPC salary scales;

October 1991 - January 1993 (15 months) - on the recommendation of the IGM, re-appointed Director of SPREP by Secretary General of the South Pacific Commission at Director Level of SPREP salary scales;

January 1993 - January 1994 (12 months) - at the request of the IGM, re-appointed Director of SPREP by Secretary General of the South Pacific Commission at Director Level of SPREP salary scales.

Authority

4. Until entry into force of the Agreement Establishing SPREP, authority for the appointment of the Director remains with the Secretary General of the SPC.

Procedures

5. Other than those applying to professional officers in the SPC, there are no procedures for the appointment of the Director of SPREP.

Recommendation

6. The Meeting is requested to **consider** this matter and to **advise**:
- the procedure to be followed for the appointment of the Director; and
 - how this should relate to the situation of the current Director.

6 July 1993
Original : English



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 6.6 : Terms of Reference for Director

Purpose of Paper

To recommend adoption of confirmed Terms of Reference for the Director of SPREP.

Background

2. The Fifth IGM agreed that Terms of Reference for the Director of SPREP, as amended, should be adopted on a provisional basis pending finalisation of the SPREP Treaty. These approved provisional Terms of Reference are attached.

3. The Agreement Establishing SPREP was finalised at the Plenipotentiary Meeting on the SPREP Treaty in June 1993. The Agreement will enter into force thirty days after receipt by the Depositary of the tenth ratification.

4. The approved provisional Terms of Reference are now referred back to the Sixth IGM for confirmation. In doing so it is pointed out that references to the Intergovernmental Meeting, and IGM, should be replaced by "SPREP Meeting" in accordance with the terminology adopted in the Agreement Establishing SPREP.

Recommendation

5. The Meeting is invited to **confirm** the Terms of Reference for the Director of SPREP.

1 July 1993

Original : English

PROVISIONAL TERMS OF REFERENCE

FOR THE DIRECTOR

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

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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 (hereinafter referred to as the "IGM") 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, or otherwise approved by the IGM, or any instruction or observation embodied in Committee records approved by the IGM.

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.
3. As laid down therein, you are the chief executive officer of SPREP and shall carry out all directions of the IGM. 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;
 - (b) to bring to the notice of the IGM 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 of the natural resources of the South Pacific region.

4. Your management role is one of broad scope including responsibility with established policies for maintaining relationships with the appropriate agencies of Governments and Administrations, the South Pacific Forum, the South Pacific Commission, 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 administrative are a matter for you and not the IGM. Nevertheless it is your duty to ensure that Governments and Administrations are kept sufficiently informed of the activities with 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, 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 influence 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 region.
9. You are required to establish a Staff Classification and Salaries Plan and Staff Regulations for the approval of the IGM.
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. Should the office of the Director become vacant, the Director's functions and powers shall be exercised accordingly to the instructions of the chairperson of the IGM and in the absence of any instruction, by the Deputy Director.

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. You are responsible, subject to the directions of the IGM, 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 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 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, 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 resolutions and directions and requests for information, of the IGM; and will take action within your competence as may be necessary to give effect thereto or comply therewith.

IX ORGANISATION AND SERVICING OF MEETINGS

21. You will be responsible for the organisation and servicing of all meetings of the IGM and any committees, sub-committees or subsidiary bodies that it establishes, and all conferences and meetings which may be directed or authorised by the IGM or under its auspices. Subject to the directions of the IGM, 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 PUBLICATION

22. You will be responsible for the preparation and submission to Governments and Administrations 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 Pacific Conference and the South Pacific Forum. Other periodical reports are called for in the various rules and regulations established by the IGM.

23. You will be responsible for the publication and distribution of SPREP periodicals, reports and other papers as may be directed by the IGM 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 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 _____ 19____ the date of their approval by the IGM and shall remain in force until amended by the IGM.



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 6.7 : Language Services

Purpose of Paper

To inform the Meeting of developments with SPREP's language services policy.

Background

2. The Fifth IGM requested the Secretariat to take the necessary action to resolve the issue of language services before the Sixth IGM. The possibility of entering into a contract with the SPC was identified as one option. The Secretariat was requested to report again on this Item to the Sixth IGM.

Developments

3. Following the Fifth IGM, the Secretariat invited submissions from three interested parties, including the SPC, for the provision of SPREP's interpretation and translation requirements for 1993. After an analysis of these submissions, the Secretariat sent a mission to the three parties for consultation and further assessments. The mission comprised M. Moeava Ata, Chairman of the IGM's Budget Subcommittee (and Special Adviser on Foreign Affairs to the Government of French Polynesia) and Mr Don Stewart, Deputy Director of SPREP (and a former Principal Officer of the SPC).

4. The mission subsequently recommended that SPREP enter into a contract with the Auckland-based firm of Communication International (CI) Ltd. Among factors influencing this decision were cost (CI's was the lowest quote), CI's undertaking to establish a SPREP translation unit within its firm and a further undertaking to purchase simultaneous interpretation equipment for use whenever required by SPREP.

5. The mission also held discussions with representatives of the IGM's Francophone members who concurred with its proposals

6. The new arrangements were trialled at the Plenipotentiary Meeting on the SPREP Treaty in June. Simultaneous interpretation and technical equipment services were satisfactory although some problems were experienced with translations. This aspect is now being reassessed with a view to arriving at fully satisfactory arrangements for the Sixth IGM.

Recommendation

7. The Meeting is invited to **note** these developments.

1 July 1993
Original : English



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 6.8 : Computer Services

Purpose of Paper

To present a report on SPREP's computer services.

Background

2. The Fourth IGM requested the Secretariat to identify a consultant to evaluate its computer services needs and develop a plan for addressing those needs. The Secretariat undertook to report to the Fifth IGM on these matters. Subsequently, the Secretariat reported to the Fifth IGM that, given the situation with SPREP's recent transfer to Apia, more time was needed before instituting such a consultancy. The Fifth IGM then agreed that the Secretariat should report to the Sixth IGM.

Report

3. A consultancy report, titled "Review of SPREP's Computing Facilities", is attached. This was prepared by Mr Craig Hansford, formerly SPREP's AVA/UNV computer specialist, following completion of his UNV assignment. Before joining SPREP at the start of 1992, Mr Hansford had served in a similar capacity with the Pacific Energy Development Programme based at the Forum Secretariat in Suva. In preparing his report, Mr Hansford consulted with the Forum Secretariat's Computer Services Manager who reviewed the draft document. This was considered desirable because SPREP uses the same supplier, hardware and word-processing systems as the Forum Secretariat.

Comment

4. The Secretariat is quite satisfied with the report and its recommendations which it is putting into effect as funds and circumstances permit. An internal computer committee has been established and meets regularly to review implementation of the report's recommendations.

5. Thanks again to AVA and UNV, SPREP has the services of another volunteer to succeed Mr Hansford. He is Mr Alex Williams, from Australia, who began his two-year volunteer assignment in April 1993.

6. In this context, the attention of the IGM is drawn to the "other priority" recommendation in Mr Hansford's report to establish a permanent position of computer services officer. The IGM is asked to consider and endorse the principle that this become an established core budget position during 1995.

Recommendation

7. The Meeting is invited to **endorse** the report and to **agree in principle** that the post of computer services officer become an established core budget position during 1995.

1 July 1993

Original : English

**Review of
SPREP
Computing Facilities**

Craig Hansford

February 1992

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1. Introduction

The South Pacific Regional Environment Programme (SPREP) has undergone a major transformation since the office was relocated from Noumea, New Caledonia to Apia, Western Samoa in January 1992.

From a staff of 5 in Noumea SPREP now employs over 35 people. The move from the South Pacific Commission headquarters and the increase in staff has seen a rapid growth in the demand for computing facilities and services.

The nature of SPREP requires that many reports, documents, publications and information leaflets must be produced. Financial donors require reports detailing expenditure and results of that expenditure. Member governments and administrations require workshops and education programmes with well-presented material and request updates on environmental matters in the form of printed material. The day to day running of SPREP sees a plethora of correspondence in the form of faxes and letters.

The operation of the SPREP office places a heavy reliance on computer equipment. All correspondence and reports are generated on computer word processors. Newsletter layouts are designed in-house using desktop publishing. Detailed maps of island land-use are being digitised on computers.

This report intends to review the computing requirements of SPREP and to guide the management in effectively utilising its computer facilities. Recommendations will be made covering the long and short term requirements of SPREP computing services to effectively serve its members.

2. Hardware

2.1. Computers

SPREP currently has a mix of desktop computers and notebook computers of varying age and performance. An inventory of computers can be found in annex 1.

2.1.1. Purchase of Computers

Given the limited local repair facilities (see section 2.1.5. Repair and Maintenance) considerations for the purchase of computers must include the durability of the computer and repair services offered by the company.

Obviously new computers must be compatible with existing computers to enable easy exchange of files and data. Additionally providing service and support to two different hardware platforms is an expensive operation. Separate software and service must be acquired for each platform. For this reason it is recommended not to consider the acquisition of Apple computers or UNIX based computers.

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A minimum configuration for the purchase of notebook and desktop computers is specified later in this report and should be abided by.

Computers are currently acquired through a reseller, South Seas Computing based in California with an outlet and service facility in Suva, Fiji.

The logic behind purchasing through a reseller has been to obtain good backup support and have access to a repair facility in relatively close proximity. The repair facility has yet to be utilised but the support has been used several times with prompt satisfaction.

South Seas Computing is in the process of changing its dealership rights from one company, Everex to another, Dell. Should South Seas Computing continue to provide service facilities for its new line of computers it is recommended that SPREP continue its acquisition of computers through SSC.

For in-house diagnosis of faults it is most helpful to have two computers of the same model. Parts suspected to be faulty can be tested in the functioning duplicate computer. For this purpose the SPREP office avoid buying a one-off computer different to all other models in the office.¹

2.1.2. Notebook or Desktop?

A notebook computer is a portable book sized computer that can run from batteries or mains power. A desktop computer is a mains operated computer that consists of three separate components, the monitor, the computer and the keyboard.

For staff spending most of their time in the office it is preferable that desktop computers are acquired rather than notebook computers for the following reasons:

- cheaper than a notebook.
- easy to exchange parts between computers for repairs.
- easy to upgrade hard disk capacity and RAM for enhanced performance.
- strong construction thus less prone to damage.
- expansion slots for add-in boards.

The cost of a notebook computer is usually 25 to 40% greater than a desktop computer with comparable features. To use a notebook in an office it is preferable to have a VGA monitor and a full size keyboard. This adds an additional expense to the cost of a notebook. Connecting a notebook to a network is a more expensive operation than connecting a desktop computer.

Difficulties in servicing and repairing and upgrading a notebook further reduce appeal of up-keeping a large number of notebooks.

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For professional staff spending a large proportion of their time on duty travel the functionality of a notebook computer for SPREP work programmes far outweighs the disadvantages listed above.

Because SPREP is a regional programme professional staff must travel frequently throughout the Pacific and abroad to attend various meetings and workshops and to oversee projects. Some staff members spend more than three quarters of their time on duty travel.

The use of a notebook computer during duty travel is an invaluable tool. A desktop computer acquired for a work programme would be unused for a large proportion of the year.

It is recommended that office based staff be provided with a desktop computer and staff who spend a high percentage of time on duty travel be provided a notebook computer.

2.1.3. Desktop Computers

Most desktop computers in the SPREP office are sufficient for running the current software.

The exception is the NEC Powermate sx/16 purchased under the South Pacific Biodiversity Conservation Project (SPBDC). It is recommended that 4 MB of RAM be added to this machine to bring the total RAM to 6 MB.

The trend in random access memory (RAM) chips is to package the memory in 4 MB modules. It is preferred that the 4 MB modules be purchased as they take less memory slots in the computer. Unfortunately most computers require memory upgrades two modules at a time. 4 MB modules should be specified when purchasing computers or upgrading memory.

2.1.3.1. Minimum Configuration

A minimal configuration of desktop computers should be specified for purchases to avoid a new purchase becoming redundant.

It is recommended that the minimal configuration should be:

- 486dx processor or better
- 80 MB hard disk minimum
- 4 MB RAM minimum with room for expansion
- 3.5 inch 1.44 MB floppy drive
- VGA monitor
- 512 KB video RAM

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Also preferred but not essential are

- ability to upgrade processor
- 0.28 pitch non-interlaced VGA monitor (for flicker free screen)
- a minimum of 3 expansion slots for add-in boards, for example a network adapter

It must be noted that the minimum configuration above exceeds all computers currently in the SPREP office.

Most computer companies have now abandoned marketing the 386 processor in favour of the 486 processor. This indicates the rapid changes in computer technology. It is suggested that the minimum configuration be reviewed with each purchase.²

2.1.4. Notebook Computers

SPREP has a number of notebook computers that are past their useful life.

The Toshiba T3200 laptop is cumbersome, slow and has a broken floppy drive. Repairing the computer for office purposes is not warranted as its use is limited. It is currently not in use and it should be disposed of or repaired and sold.

The Toshiba T1600 laptop is currently used by the finance staff for work at home. The laptop is incapable of running the current SPREP software and should be sold.

The three Toshiba T1200xe notebooks currently in use by professional staff should be replaced as soon as possible. The low resolution screen (and external monitor port that requires an outdated and now expensive monitor) is a strain on the user's eyes. Because of the overall configuration of the computer is limited: 286 processor; CGA screen; 20 MB hard drive; it is not worth the expense of upgrading the computer in any way.³

When a notebook computer breaks down it is necessary in most cases to return the computer to the manufacturer for repairs. A minimum of 6 weeks waiting time can be expected before the notebook is repaired and returned. The SPREP office should be prepared for this and spare notebooks should be made available.

It is recommended that for every 5 to 10 notebooks in use in the office a spare notebook be kept for times when a notebook is under repair.

2.1.4.1. Minimum Configuration

Suggested minimum configuration for a notebook computer is:

- 386sx 25 MHz processor or better
- hard drive with 80 MB capacity
- 4 MB RAM with room for expansion

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- 3.5 inch 1.44 MB floppy drive
- external VGA port

Subjective features of a notebook computer that should be sought after:

- High contrast screen for sharp images, active-matrix screens are usually better
- Ergonomic keyboard layout. Look at the size of the keys, the feel of the key clicks and the positioning of keys especially arrow keys.
- long battery life with power management features
- light weight

Advances in notebook computers have been rapid over the last two years and improvements are expected to continue.

Colour screens are becoming commonplace but are not recommended mainly for cost reasons and dull screen images compared to monochrome screens.

As notebook computers become smaller proprietary expansion slots (for fax, modem or network connection) are being removed from designs. PCMCIA (release 2.0) expansion slots are becoming a standard for notebooks and are a feature worth examining for notebook purchases in the next year or two.

2.1.5. Repair and Maintenance

Facilities in Western Samoa for repairing computers amount to one reputable company, the Tech Centre in Matafele, Apia. The Tech Centre however has an abundance of work through the government departments and cannot guarantee a fast repair time for any computer except those purchased through their company. There are no companies in Samoa that offer service contracts.

The lack of repair facilities in Western Samoa requires that most repairs that cannot be performed by Computer Services within SPREP must be sent overseas for repair. This is a costly and time consuming activity that must be minimised.

Preventive maintenance is probably the best way to reduce computer breakdowns. Below is a list of items that should be considered for preventive maintenance:

- Connect all computers and peripherals to a power regulator. See section 2.6. Power Regulators and Uninterruptable Powers Supplies.
- If possible all computers should be in a cool dust free environment.
- When not in use all computers in non-air conditioned areas should be covered to protect them from dust.
- Printers and computers should be routinely cleaned of dust and dirt.

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It is recommended that dust covers be purchased for all computers not in air conditioned areas.

It is recommended that a small vacuum be purchased for cleaning hardware of dirt.

2.2. Printers

An inventory of the printers in the SPREP office can be found in annex 2. Most of the printers are Hewlett Packard LaserJets renowned for their trouble-free service and quality output. It is recommended that SPREP continue to acquire Hewlett Packard printers for office use.

With the increase in staff in 1993 the office needs to purchase a new printer to ensure adequate access to printing facilities. The current situation whereby the Information and Publications Officer (IPO) shares a printer with a majority of the professional staff is untenable. The IPO requires the ability to print full time.

It is recommended that a that a Hewlett Packard LaserJet 4 be purchased for use by the IPO. The LaserJet 4 has replaced the LaserJet III and offers 600 by 600 dpi resolution, excellent for desktop publishing. The LaserJet 4 should be configured with PostScript type 2 engine and an extra 4 MB RAM to ensure fast printing.

The LaserJet III currently in use by the IPO has additional memory installed for faster graphics printing. The finance section prints many graphical documents and would make good use of the additional memory to speed print-outs.

It is recommended that the finance section obtain the IPO LaserJet III once the new printer is acquired.

Four portable Canon bubble jet printers are utilised for duty travel. Their compact size and quality print is ideal for portable printing. Though there is no immediate need for the acquisition of new portable printers I recommend the purchase of the Canon bubble jet to conform with the current printers and enable bulk purchase of ink cartridges.

Should SPREP intend to acquire more than one portable printer I suggest a survey of the current products on market and a serious analysis of the new Hewlett Packard DeskJet Portable.

2.2.1. Sharing Printers

The high cost of a laser printer requires that they be shared amongst users in a work area.

Several computer users have no access to a printer because they are located in an enclosed office room. The difficulty in running printer cables to these office rooms and the cost does not warrant giving the users a direct connection to a printer. Until SPREP is installed in its new headquarters these users must suffice with moving their laptops to the printer or carrying a floppy disk with them.

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Printers can be shared using a switchbox as is done by the support section currently. This is probably the cheapest method of sharing printers but is clearly unsatisfactory when the support staff have to continually switch among 4 users. Refer to the Networking section for details of printer sharing in the support section.

By installing a special interface board (a printer buffer/switch) in a LaserJet printer the printer can be shared among users. Switching between users is automatic. The finance section was using a printer buffer/switch but is now printing through the network.

It is recommended that the LaserJet III printer with the interface board, currently in the finance section, be utilised by the professional staff in the large upstairs room. This should occur when the new printer is purchased for the IPO.

2.3. Networking

Networks are usually installed when there is the need to share data and resources (i.e. printers, modems, fax machines, optical drives) between a group of people.

Networks also offer a method to send 'mail' or information such as reports between computers.

All staff in finance section require access to the same data and a network has been installed to provide for this.

2.3.1. Finance Section

The finance section has its five computers connected with an Artisoft Lantastic peer-to-peer network.

A peer-to-peer network allows one computer to operate as a workstation and a server. It does not require an additional computer to operate as a dedicated server. This saves the cost of an extra (under-utilised) computer and the purchase of specialised networking software to run on the dedicated server.

A further advantage is the ease of operation of installing and maintaining a peer-to-peer network.

There is some compromise in the speed of a peer-to-peer network over a dedicated server network but this is negligible especially when there are only five computers on the network.

A new peer-to-peer networking software package made by Microsoft has been released on the market. It is called Windows for Workgroups and replaces the Windows and Lantastic software for seamless integration between Windows and the network.

It is recommended that Windows for Workgroups be purchased and installed on the Finance network.

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The server computer in the finance section has 4 MB of RAM. The network server computer will run faster with increased RAM. It is recommended that the new computer to be purchased for the sixth member of the finance section include 8 MB of RAM and be used as the finance network.

2.3.2. General

Would it be beneficial for all the office computers to be networked? Networking all the computers in the office would be an expensive undertaking and the benefits and disadvantages must be weighed before a decision is made.

Benefits

- Shared data for all users will reduce duplication of lists and errors in lists (such as mailing addresses and consultant lists)
- Access to current databases (consultants, contacts, mailing addresses)
- Edits and comments on reports done without hard copies, reduced paper use
- Shared printers.

Disadvantages

- Cost. The finance section peer-to-peer network cost approximately USD350 initially plus USD220 per user. Network connections for a notebook are even more expensive.
- Staffing. A person with fair networking knowledge is required for installing a network. Support required for administration and problem diagnosis also.
- Cabling in office is difficult.

Cabling the current office for a network connecting all the office computers would be somewhat expensive because of the layout of the office.

A network connecting all SPREP computers is not a feasible option at this stage given that plans are under way to relocate the office to a new building in the near future (3 year estimate).

It is recommended that the design of new SPREP headquarters accommodates the installation of a network.

Ideally a false floor is desired but this would depend on the design of the building. Cables for networks, electrical power and telephones can run under the floor and can be relocated to virtually any position in the office. During cyclones however a false floor could suffer heavy flooding damage.

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A full office network should be seriously considered before moving to the new headquarters with the determining factors being installation cost and network administration.

Annex 3 provides an estimation of the components required and cost of a full network for the new SPREP headquarters.

The demand for laser printers is expected to increase with the recruitment of new staff. This will make a network a more viable option as printers can be shared across a network, reducing the number of printers required.

2.3.3. Support Section

If the installation and use of (the yet to be purchased but recommended) Windows for Workgroups is found to be a simple operation it is suggested that a peer to peer network consisting of 6 users be installed in the support section.

The network will connect the 3 Office Assistants, the 2 Personal Assistants and the Senior Administration Officer.

The support section network should utilise the two printers on the network and store all shared data on one large hard drive. This will allow the Hewlett Packard LaserJet IIIp (currently used exclusively by Personal Assistant to Director) to be used for major conferences as was the case during the Rio conference in August 1992, without affecting any staffs' ability to print.

Refer to annex 4 for the requirements for a peer-to-peer network for the Support section.

The shared hard drive should be at least 150 MB and the Hewlett Packard LaserJet III printer should be connected to a 386dx 25 MHz computer. This will require some rearrangement in the allocation of the computers. Annex 5 addresses the allocation of computers.

2.3.4. PEAMIS project

The Pacific Environmental Assessment and Management Information Systems (PEAMIS) project is expected to employ 3 staff by mid 1994. It is essential that all map data be shared between the users and a network will be required to do this.

It is recommended that a Workgroups peer-to-peer network be set up between the PEAMIS staff to maintain hardware compatibility between all the computers. This network will be similar to the one recommended for the support section but must run under DOS to allow the Geographic Information System programs to run at the fastest speed possible.

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2.4. Desktop Publishing

2.4.1. In-house Design and Layout

SPREP produces many documents and publications for printing and circulation. The list of publications that are currently designed in-house includes:

- A newsletter 4 times a year.
- A director's annual report.
- Numerous reports varying in length from 30 to 250 pages.
- Educational materials.
- Miscellaneous leaflets.
- National Environment Management Strategy (NEMS) and State of the Environment (SOE) report.

Some reports have been given to publishing houses for design, layout and printing because of the heavy workload of the Information and Publications officer.

As part of the Environmental Management and Planning Work Programme a project to develop and publish National Environment Management Strategies (NEMS) for twelve countries is under way. Along with the NEMS a State of the Environment (SOE) report is being produced for a number of the twelve countries.

A Legal Review for each of five countries has been sent to Australia for design, layout and printing. A Legal Review is being produced for the other seven countries. Options for design, layout and printing are currently under discussion.

SPREP has employed the services of a contract graphic designer to design and layout the NEMS and SOE reports for five of the countries. The graphic designer is currently using SPREP facilities. She has been aided by one and sometimes two of the SPREP office assistants.

The question as to whether the design and layout of large publications should be done in-house or contracted out to a publishing house is probably best answered on a case by case basis.

An advantage of in-house (within SPREP) design and layout is face contact with the designer for editing and queries.

With in-house design and layout desktop publishing skills are being learned by the Office Assistants and can be utilised later.

In-house design and layout also offers significant cost advantages over a publishing house.

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The major advantages of utilising a publishing house to produce a document is combined costing of all aspects of production and the shedding of workload from SPREP staff.

Difficulties in editing by way of telephone and fax with publishing houses outside Samoa have resulted in delays and anguish. There are no publishing houses in Samoa.

Regardless of continued use of publishing houses, facilities for a second person to perform desktop publishing are required. The current printer and scanner can be shared so all that is required is a computer with features outlined in section 2.4.2, Specialised Requirements.

The additional facilities would be utilised by the Office Assistants to assist the Information and Publications Officer with his tasks. The new desktop publishing computer would replace one of the Office Assistants computer.

2.4.2. Specialised Requirements

The design and layout of the documents and publications are done within SPREP using personal computers. The graphical content of publications requires a computer with a fast processor, extra RAM, high speed graphics performance and a high capacity hard disk.

The large hard disk, extra RAM and a fast processor are off-the-shelf options and easy to obtain. A minimum hard drive of 200 MB is suggested and at least 8 MB of RAM should be installed. A 486/33 MHz processor as specified in the minimum configuration should suffice.

If a new computer is bought the cheapest method to boost graphics performance is to ensure the computer has a local bus slot (VESA standard) with a local video card. The local bus video provides much improved video performance over on-board video controllers.

Alternatively a high performance video card such as the ATI Graphics Ultra Plus can be purchased to provide fast refresh rates.

Other computing facilities required for desktop publishing are a desktop scanner and a printer.

A HP ScanJet scanner is currently in use and capably serving desktop publishing needs.

The printer must be relatively fast and capable of printing high resolution graphics. A recommendation for a new printer appears in section 2.2. Printers.

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2.5. Communications

2.5.1. Modem

To disseminate information throughout the Pacific Island Countries SPREP is planning to participate in an Australian International Development Assistance Bureau (AIDAB) funded environmental radio programme called 'One World' broadcast on Radio Australia. SPREP intends to act as the Pacific contact for the programme responsible for coordinating activities within the region.

The project requires the exchange of information between SPREP, Radio Australia and local correspondents. It is intended to utilise Pegasus network to exchange information. The Pegasus network is an environmental based communication link providing cheap access to electronic mail, databases and file transferring.

To communicate with Pegasus a modem is required. It is recommended that an external modem be acquired for use in the SPREP office to utilise the Pegasus network.

The appropriate software must be purchased to utilise the modem. It is recommended that ProComm for Windows is acquired for this purpose. ProComm is recognised as the leading communications software.

To promote the use of the Pegasus network in the island countries it is recommended that a notebook with an internal modem be purchased for use by the Information and Publications Officer during duty travel. The notebook will be purchased under the Radio Australia / Public Radio News Service proposal currently being considered by AIDAB.

SPREP is finalising an agreement with a company in New Zealand to provide French/English interpretation for all SPREP documents. An additional use of the modem will be the transfer of translated documents directly to computer via modem. This will eliminate the need for time consuming, difficult retyping of French documents.

Modems can be used to access electronic mail bulletin boards for sending files and messages. There are very few bulletin boards in the South Pacific however and the cost of telephone calls between countries make the appeal of electronic mail for program officers very limited. Electronic mail is not a viable proposition for communications.

2.5.2. Satellite

The use of the PEACESAT satellite network is planned for at a later date to provide voice, message and computer access to the local correspondents participating in the project. This is a dedicated communications system using a geositional satellite stationed over the middle of the Pacific.

SPREP currently has voice access to PEACESAT through a phone "patch" to the University of the South Pacific Alafua campus, though no direct access via computer.

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This access requires SPREP to purchase its own station. A computer would be required to be linked to the transmission receiver equipment.

2.6. Power Regulators and Uninterruptable Power Supplies

The quality of the electricity supply in Western Samoa is poor and unreliable. The electricity supply suffers continuous fluctuations in the voltage level. Spikes in the voltage have in the past rendered the telephone PABX inoperative and destroyed a facsimile machine and a component in a computer.

It is essential that the computer equipment be protected from spikes and dips in the power. The potential expense of repairing damage done by power fluctuations justifies the purchase of power regulators for all computers. A power regulator will protect a computer from all irregularities in the power supply.

It is recommended that power regulators be acquired for all desktop computers.

Some computers contain vital or hard to recreate data and should be protected from loss of data due to power cuts. The finance section and people working on desktop publishing applications are two groups who work with vital data. A UPS provides power to the computer for a limited time after a blackout to allow an orderly shutdown of the computer.

It is recommended that UPSs be acquired for use in the finance section and desktop publishing computers. In addition any network server computers should be provided with a UPS.

3. Software

Copyright laws maintain that the office must have licensed versions of all software it uses. This also has the obvious advantages of cheap upgrades, the provision of manuals and access to support services.

3.1. Operating Environment

An operating environment is a program that allows the user to run computer programs and manipulate data and files without using DOS commands.

The Microsoft Windows environment is currently being used as the standard office platform. It is strongly recommend that the Windows environment be maintained as the standard office platform because of its ease of use and the high quality software that is able to run with the Windows environment.

One of the best features of the Windows environment is the common menu layout on all the Windows programs. The commonality across all Windows programs greatly reduces the time required to train a person on a new program as they are already familiar with the functioning of the menus.

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Another feature of Windows programs is the ability to copy and paste either data, text or graphics between any program.

Windows also has strong networking features. Refer to section 2.3. Networking.

With the exception of accounting software all the office software needs can be run within the Windows environment.

3.2. Word Processing

Word for Windows version 2.0 is the word processor currently being used by most office staff and is designated as the word processor for all staff to use.

It is recommended the use of Word for Windows be continued as it is one of the top rating graphical word processors.

Some staff members are unable to run Word for Windows 2 because of hardware constraints. This should be addressed by replacing the old hardware as detailed in section 2.1.4, Notebook Computers.

3.3. Databases

SPREP uses databases for finance, administration and some of the work programmes.

Finance has a database for payments and receipts which is used extensively by all the finance staff.

Administration has a database of contacts for creating mail labels and national focal points, institutional focal points and collaborating organisations. The office inventory is also stored on a database.

The biological diversity work programme has a turtle database and is planning to cooperate with the World Conservation Monitoring Centre in London to build on a biodiversity database already created by WCMC.

A forestry inventory database is planned to be formed with the assistance of the biological diversity work programme and the PEAMIS project.

The implementation of an environmental impact assessment (EIA) database has been approved and will be set up before mid 1993.

The purpose of a database is to store information for analysis and fast retrieval. Should a database program be difficult to use the data itself will not be used. Retrieval of information from a database must simple.

The database SPREP is currently using is FoxPro. It is one of the most user friendly DOS based databases available. A fair knowledge of the database program is needed however before information can be retrieved. Also the database is on one computer making access even more difficult.

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A Windows based database will be easier for SPREP staff to use because the staff are already familiar with the Windows interface. A Windows based database has not been purchased in the past as no major software company had released a Windows database.

Microsoft has recently released two Windows database programs, FoxPro for Windows and Access. FoxPro is the Windows based version of the current database SPREP is using. Access is a new database with a simple to use interface.

It is recommended that FoxPro for Windows be acquired immediately for office use as most SPREP database users are already familiar with the FoxPro interface.

Access should be considered at a later date when the proposed databases are set up for general office use. If Access or some other windows database is determined to be an easier to use product it should be made the standard office database. Access cannot be considered currently as it cannot read FoxPro files. This is being rectified by Microsoft.

To redress difficulties in accessing the database because it is only on one computer a network is required. A discussion of networks can be found earlier in this report.

3.4. Spreadsheet

Spreadsheet reporting and analysis is used mostly by the finance section but is sometimes used for project budgeting by the professional staff.

Microsoft Excel version 4.0 is the current spreadsheet program used by SPREP staff. Excel is Windows based and thoroughly provides for the spreadsheet needs of the office.

It is recommended that Excel remain the spreadsheet software standard for SPREP.

3.5. Desktop Publishing

Desktop publishing requires several software programs.

3.5.1. Page Layout

SPREP currently uses PageMaker version 4.0. PageMaker is one of the two top-rating page layout programs and its use is recommended.

PageMaker's single fault is its inability to paste text copied from Word for Windows version 2. SPREP should upgrade immediately when a new version is released to correct this problem.

3.5.2. Drawing Program

SPREP currently uses CorelDraw version 2.0 for drawing to the satisfaction of the users. Version 3 of CorelDraw has been released and should be acquired as soon as possible.

3.5.3. Photographic Image Manipulation

SPREP currently uses PhotoFinish, a program that was supplied with the scanner. Unfortunately no manuals were provided with the software. This is an excellent program and is recommended by many sources.

It is recommended that PhotoFinish be purchased when a new version is released to obtain a set of manuals.

3.5.4. Font Generation

Different fonts are used by graphic designers to enhance documents. Fonts that are not resident in the printer can be generated by the computer.

A collection of TrueType fonts was bundled with the purchase of Windows. TrueType fonts are controlled by the Windows program.

A font management program Adobe Type Manager (ATM) was provided together with the purchase of PageMaker. ATM generates PostScript type 1 fonts, a standard font description in desktop publishing.

The LaserJet 4 printer recommended for purchase, is capable of printing PostScript type 1 and type 2 fonts. This will increase the speed of printing and provide the graphic designer with a vast choice of fonts.

Font selection is dependent on the graphic designer. The choice of fonts currently available meet the needs of SPREP documents. New fonts should be purchased only when specifically required by a graphic designer.

3.6. Finance Software

A review of the financial software used in SPREP is currently being conducted separately from this review.

Apart from the accounting software which will be a DOS based programme, all software in the finance section is in common with the rest of the office. This trend should continue.

3.7. Backups

The SPREP office has available Norton Backup for Windows version 2.0. This program provides excellent backup options and compresses data well.

Unfortunately the only section that uses the backup program is the finance section. The finance section does two complete data backups every week. One backup stores the network server data on floppy disks for storage outside the finance building. The second backup saves the server data to a second computer on the network. This procedure, if adhered to is a sound method of ensuring valuable data is not completely lost in the event of a computer failure.

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It is recommended that all professional staff taking a notebook with them on duty travel should back up their data files before leaving. The chances of losing data are considerably higher while traveling.

Support staff should backup the documents on their hard disk at weekly intervals.

It must be stressed that the computer user is responsible for backing up their data files.

It is recommended that all staff be made aware of the benefits of backing up data files and how to use the backup software.

Should a large network be installed data should be backed up to an alternative media such as a tape drive or an optical disk.

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3.8. Virus Detection

The high number of notebook computers in SPREP which are used in many countries increase the possibility of computer viruses being introduced into the computers. A computer virus could potentially destroy all the data on a hard disk. For this reason it is strongly recommended that virus detection programs be installed in all computers.

The virus detection program currently used by SPREP is Norton AntiVirus for Windows. The program has proved to be effective detecting viruses on non-SPREP floppy disks on three occasions.

It is recommended that the use of Norton AntiVirus be continued and all new computers have the AntiVirus program installed on them.

To retain protection against new viruses it is recommended that SPREP regularly obtains updated versions of virus detection programs.

3.9. Other

For converting printed documents to computer documents using a scanner SPREP currently uses ReadRight for Windows. This program is not very efficient and should be upgraded or replaced.

Several magazines were searched for OCR ReadRight software but the product was not found. A recommended optical character recognition software program is Calera Wordscan Plus, which has the ability to read draft copies excellently.

Hard drive compression should be considered for some computers with small hard disks. The compression programs Stacker or SuperStor should be examined for possible purchase.

For the information centre library a bibliographic database program is required. For ease of use and compatibility with many other bibliographic databases Pro-Cite is recommended.

4. New Staff

The influx of new staff during 1993 requires a substantial purchase of new computers. Annex 3 outlines the current use and intended use of computers and new computers required.

The aim of reallocating some of the new computers is to provide the staff with the greatest demand on computers with the better computers.

Initially a large expenditure is required for the purchase of computers for the South Pacific Biodiversity Conservation (SPBDC) programme which has just commenced and 3 recently filled professional positions.

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5. Training

The lack of training facilities in Apia severely limits the options available for training staff in computer use.

Two companies in Samoa warrant pursuit with regard to conducting training courses. Computer Services Limited have recently restructured their organisation and have recruited new staff. The training capabilities of CSL should be investigated further. Smith Systems also purports to provide training in Windows based programs.

Ideally a new staff member with no Windows experience should be sent on a short (3 day) course to learn the fundamentals of the Windows environment and how to use Word for Windows. Unfortunately there are no training facilities in Apia that conduct regular classes. The only alternative is for in-house informal training as has been done in the past.

The computing skills of the current office staff are now at a level whereby an advanced word processing course would be useful. The course could be developed in-house by the computer services personnel or preferably by an outside company. The training course would have to be held in the SPREP office as no outside computer facilities are available. It is suggested that the training course be held every afternoon over a period of 1 to 2 weeks.

The course should include:

- style sheets
- long document management
- templates
- glossary entries
- columns
- indexes and tables of contents
- print merging
- headers, footers, footnotes, annotations

This list is not exhaustive and should be added to where need is seen.

The course should be available to all Office Assistants and Personal Assistants and optional to professional staff who feel they would benefit.

Desktop publishing is one area where overseas training could be justified provided the right person is identified. With suitable training the person would assist the Information and Publications Officer in the design and layout of reports for printing.

Review of SPREP Computing Facilities

It is recommended that the Information and Publication Officer select an Office Assistant deemed suitable for the duties of assisting with the design and layout of reports. That person should be sent on a PageMaker course at the most convenient location.

6. Staffing for Computer Services

The high level of computerisation in the SPREP office demands that a permanent position be made for the management and support of the computers.

The office computing facilities are currently managed by a volunteer recruited through the United Nations Development Programme. The volunteer may provide able service but is not bound by any contract with SPREP. The volunteer may vacate the position unexpectedly or not arrive as expected (as has happened) leaving the office with no support for the computers. Work programmes may be hindered or possibly brought to a standstill without a person with expert computing skills in the office.

Guided by the last year of operation of the office there is need for only one position in Computer Services. The anticipated increase in staff numbers will increase the Computer Services workload but this is offset by the reduced demand in software support because of the level of skills of the current staff.

The need for database skills is expected to increase as more databases are implemented and utilised. This work should be shared between the Environment Information Data Analyst provided under the PEAMIS project and the Computer Services Officer.

7. Implementation of Report Findings

In order to ensure the findings of the report are implemented it is recommended that a committee be set up to oversee the appropriate actions required.

The committee should consist of three staff members headed by the Computer Specialist. The two other persons should be competent in the use of computers and preferably the persons most affected by the report.

The committee should meet once every two months and report to SPREP management detailing the requirements to ensure the report findings are enacted.

A list of the approximate expenditure required for the years 1993 and 1994 has been provided in Annex 6.

The Finance Manager has examined this list and determined that there is funding for all of the items listed provided that all anticipated projects are funded and commence as expected.

The South Pacific Biodiversity Conservation project expected to begin in the first half of 1993 has allocated funding for 2 notebook computers in 1993 and 2 notebook

Review of SPREP Computing Facilities

computers in 1994. The budgeted cost of these notebooks is too low. A shortfall of approximately USD2,100 in 1993 and USD1,900 in 1994 should be expected.

Other projects yet to receive funding are phase two of the PEAMIS project and the One World project.

Review of SPREP Computing Facilities

8. Summary of Recommendations

High Priority

- Form committee to oversee implementation of the Computer Review.
- Acquire computers for new staff, Legal Officer, Coastal Management Officer, Meteorologist: 3 Notebooks, minimum configuration with network cards.
- Acquire two computers for new staff in finance section. 2 Desktop computers, minimum configuration.
- Acquire Windows based database: FoxPro for Windows.
- Acquire new networking software, Windows for Workgroups.

Medium priority

- Circulate inter-office memo promoting benefits of regular backups.
- Set up advanced word processing training course for support and interested staff.
- Send appropriate person for PageMaker course.
- Purchase Uninterruptable Power Supplies and filters for all computers.
- Acquire new printer: LaserJet 4 with extra memory and PostScript engine.
- Acquire dust covers for dust affected computers.
- Acquire registered version of CorelDraw.
- Install network in support section if new network software requires minimal attention.
- Upgrade RAM memory in NEC computer, desktop publishing computer and finance server.
- Acquire mini vacuum for maintenance.

Other

- Make Computer Services Officer position a permanent position.
- Ensure new SPREP headquarters has facilities for network cabling.
- Acquire modem for office communications.

Review of SPREP Computing Facilities

Footnotes

1 Purchase of one-off computers.

The IBM PS2 80 has been a costly example of a one-off computer causing difficulties. Because architecture of the PS2 80 is different to all other PCs in the office a problem in the PS2 was difficult to find. First of all there were no manuals for the computer. The first fault was found to be intermittent errors on the hard disk. This resulted in the computer being unable to boot up. An easy fix would have been to boot up from the floppy drive and correct the error but it was then found that the floppy drive was faulty also. A new floppy drive had to be purchased as no floppy drive in the office could temporarily replace the PS2 drive. The floppy drive arrived two months later. The computer now works but the hard disk still incurs intermittent errors and is excessively costly to replace.

2 Minimum configuration of desktop computers.

Some computer manufacturers are now advertising 486 computers with socket for upgrading to the Pentium processor, the 586.

3 Toshiba T1200xe notebook computers.

A T1200xe notebook similar to those in SPREP was sold for WST5,000 in Apia in mid 1992.

Review of SPREP Computing Facilities

References

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- SPREP. 1992. Global Environment Facility, The South Pacific Biodiversity Conservation Programme Project Document, Draft. October 1992

Review of SPREP Computing Facilities

Annex 1: Computer Inventory

Computer	Description	Acquisition date
Acer Acerpower 486sx	486sx 20 MHz, 4 MB RAM, 200 MB hard disk, 3.5" floppy drive, SCSI adaptor, video adaptor	August 1992
Everex Tempo Modular	386DX, 25 MHz, 4 MB RAM 80 MB hard disk, 3.5" floppy drive, ethernet card	August 1992
Everex Tempo Modular	386DX, 25 MHz, 4 MB RAM 80 MB hard disk, 3.5" floppy drive	August 1992
Everex Tempo Modular	386DX, 25 MHz, 4 MB RAM 160 MB hard disk, 3.5" floppy drive, ethernet card	August 1992
Everex Tempo Carrier Notebook	386sx, 20 MHz, 4 MB RAM, 80 MB hard disk, 3.5" floppy drive	August 1992
Everex Tempo Modular	386DX, 23 MHz, 4 MB RAM 210 MB hard disk, 3.5" & 5.25" floppy drive, scanner adaptor	May 1992
Everex Tempo Modular	386DX, 25 MHz, 4 MB RAM 160 MB hard disk, 3.5" floppy drive	May 1992
Everex Tempo Carrier Notebook	386sx, 20 MHz, 4 MB RAM, 80 MB hard disk, 3.5" floppy drive	May 1992
NEC Powermate sx/16	386sx, 16 MHz, 2 MB RAM 100 MB hard disk, 3.5" floppy drive	February 1992
Everex Tempo Carrier Notebook	386sx 20 MHz, 4 MB RAM, 40 MB hard disk, 3.5" floppy drive	February 1992
Everex Step	386DX, 25 MHz, 7 MB RAM, 80 MB hard disk, 3.5" floppy drive, ethernet card	March 1992
Everex Step sx/20	386sx, 20 MHz, 4 MB RAM 80 MB hard disk, 3.5" floppy drive	March 1992
Everex Step sx/20	386sx, 20 MHz, 4 MB RAM 80 MB hard disk, 3.5" floppy drive	March 1992
Everex Step sx/20	386sx, 20 MHz, 4 MB RAM 80 MB hard disk, 3.5" floppy drive	March 1992
Everex Step sx/20	386sx, 20 MHz, 4 MB RAM 80 MB hard disk, 3.5" floppy drive, ethernet card	March 1992
Aztech Notebook	386sx, 20 MHz, 2 MB RAM, 40 MB hard disk, 3.5" floppy drive	December 1991
Aztech Notebook	386sx, 20 MHz, 5 MB RAM, 40 MB hard disk, 3.5" floppy drive	December 1991
Aztech 386sx 20 Mini Tower	386sx, 20 MHz, 5 MB RAM 40 MB hard disk, 3.5" & 5.25" floppy drives	June 1991
Aztech 386sx 20 Mini Tower	386sx, 20 MHz, 5 MB RAM 40 MB hard disk, 3.5" & 5.25" floppy drives	June 1991
Aztech Notebook	386sx, 20 MHz, 2 MB RAM, 20 MB hard disk, 3.5" floppy drive	April 1991
Aztech Notebook	386sx, 20 MHz, 2 MB RAM, 20 MB hard disk, 3.5" floppy drive	April 1991
Toshiba T1200xe Notebook	286, 12 MHz, 3 MB RAM, 20 MB hard disk, 3.5" floppy drive	February 1991
Aztech 386sx/16 Desktop	386sx, 16 MHz, 5 MB RAM 40 MB hard disk, 3.5" & 5.25" floppy drives	January 1991
Aztech 386sx/16 Desktop	386sx, 16 MHz, 5 MB RAM 40 MB hard disk, 3.5" & 5.25" floppy drives	January 1991
Toshiba T1200xe Notebook	286, 12 MHz, 3 MB RAM, 20 MB hard disk, 3.5" floppy drive	December 1990
Toshiba T1200xe Notebook	286, 12 MHz, 3 MB RAM, 20 MB hard disk, 3.5" floppy drive	August 1990

Review of SPREP Computing Facilities

IBM PS2 model 80 Tower	386DX, 25 MHz, 4 MB RAM, 300 MB hard disk 3.5" floppy drive	1990?
Toshiba T1600	286, 12 MHz, 1 MB RAM, 20 MB hard disk, 3.5" floppy drive	1990?
Toshiba T3200 laptop	286, 12 MHz, 2 MB RAM, 40 MB hard disk, 3.5" floppy disk	September 1989

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Annex 2: Printer Inventory

Description	Acquisition date
Hewlett Packard PaintJet colour printer	October 1992
Calcomp Plotter, Pacesetter	August 1992
Epson Printer, LQ-1170, 24 Pin dot matrix	August 1992
Canon Printer, Bubble Jet BJ-10ex	July 1992
Toshiba Printer, ExpressWriter 301	June 1991
Canon Printer, Bubble Jet BJ-10ex	May 1992
Hewlett Packard Printer, LaserJet III, 2 MB memory board	April 1992
Hewlett Packard Printer, LaserJet III, print switch/buffer interface	March 1992
Panasonic KX-P2624 dot matrix printer	March 1992
NEC SilentWriter 290	February 1992
Canon BJ-10ex	February 1992
Hewlett Packard Printer, LaserJet III	February 1992
Hewlett Packard Printer, LaserJet IIIp	January 1992
Canon Printer, Bubble Jet BJ-10ex	December 1991
Epson Printer, ExpressWriter 301	June 1991
Hewlett Packard Printer, LaserJet Series II	1987

Review of SPREP Computing Facilities

Annex 3: Dedicated Network for SPREP Office

This annex is provided as a guide for the installation of a dedicated network. It is assumed that the peer-to-peer network in the support in the support section (refer to annex 4) has already been acquired.

Below is a table of the equipment required and the approximate cost.

Quantity	Description	Unit	Extend
15	Network Adaptors 10base-T (3Com Ethernet III preferred)	250	3,750
25	Notebook Network Adaptors	450	11,250
8	8 port concentrator hub	500	3,500
5	1,000 feet twisted pair cable	200	1,000
1	Server computer 486 cpu 66 MHz 16 MB RAM Dual 650 MB hard drives, SCSI, mirrored 2 GB tape drive	11,300	11,300
4	Printer servers	700	2,800
1	Software, Novell Netware 3.11 50 User	4,300	4,300
	Installation and Cabling (estimate)		10,000
	Total		47,900

A Novell Network is strongly recommended because of its performance, compatibility with software and the abundance of sites running Novell.

It is recommended that 10base-T adaptors (twisted pair wiring with RJ-45 connectors) be used as this simplifies wiring greatly. Thin coaxial cable (as used in 10base-2 wiring) is hard to shape around corners and requires that two cables connect to the computer further complicating clean wiring.

The existing 10base-2 adaptors can be used in the new network by purchasing special converters.

The adaptors suggested for notebooks are the Zircom type which connect to the parallel port. Ideally the notebook network adaptors should be powered by the parallel port to eliminate the need for an additional power pack.

Rapid advances in computer notebook technology should see the PCMCIA slot in notebooks being used as a network connection in the next year.

Review of SPREP Computing Facilities

The server computer is the current *state-of-the-art* computer. No doubt when the network is implemented a faster computer will be available.

A tape drive has been specified to back up the network server. A preferable option would be a high capacity removable optical or magnetic drive but these are not available yet at an acceptable price or performance.

The printer servers are nodes that connect to the network and eliminate the need for a printer to connect directly to a computer. The advantages of a printer server are flexibility in the placement of a printer and greater network security as no additional computer has to be turned on to print on a networked printer.

The hidden cost of network is the installation and cabling. Cables must be isolated from electrical and telephone wires. It is strongly recommended that the network cables are enclosed in ducting to prevent damage by rodents and other enemies of network cables.

All possible locations for a network connection should be wired so that the relocation of a computer is a simple matter of changing a connector at a concentrator hub.

Document the network and cabling extensively!!

Review of SPREP Computing Facilities

Annex 4: Peer-to-Peer Network for Support Section

The major consideration for setting up a peer-to-peer network in the support section is to provide compatibility with the dedicated network to be installed in the new SPREP office.

The network adaptor cards must be 10base-T type (twisted pair cable with RJ-45 connectors). To use this type of adaptor in a peer-to-peer network a concentrator hub is required.

Below is a table of the equipment required and the approximate cost.

Quantity	Description	Unit	Extend
6	Network Adaptors 10base-T (3Com Ethernet III current preference)	250	1,500
1	8 port concentrator	500	500
1	1,000 feet twisted pair cable	200	200
1	Crimping tools and connectors	150	150
	Cable laying	200	200
	Total		2,550

Review of SPREP Computing Facilities

Annex 5: Computer Use by Position, Summary

Current Positions in SPREP

Position	Computer Configuration	Notes
Finance		
Finance Manager	Everex Step, 386/25 7 MB RAM 80 MB HD	
Finance Adviser	Everex Tempo Modular 386/25 4 MB RAM 80 MB HD	
Assistant Accountant	Everex Step sx/20 386sx/20 4 MB RAM 80 MB HD	
Accounts Clerk	Everex Step sx/20 386sx/20 4 MB RAM 80 MB HD	
Senior Accounts Clerk	Everex Tempo Modular 386/25 4 MB RAM 160 MB HD	Swap computer with SPBDC finance staff (new position). Swap hard disks also depending on new hard disk capacity.
Support		
Office Assistant 1	Aztech Desktop 386sx/16 5 MB RAM 40 MB HD	For PEAMIS digitising, OA support for IPO pcts IPOs computer.
Office Assistant 2	Aztech Mini Tower 386sx 20 5 MB RAM 40 MB HD	
Office Assistant 3	IBM PS2 model 80 Tower 386/25 4 MB RAM 80 MB HD	
Personal Assistant to Director	Everex Step sx/20 386sx/20 4 MB RAM 80 MB HD	
Personal Assistant to Deputy Director	Everex Step sx/20 386sx/20 4 MB RAM 80 MB HD	
Administration		
Deputy Director	Everex Tempo Carrier Notebook 386sx/20 4 MB RAM 80 MB HD	
Senior Administration Officer	Everex Tempo Modular 386/25 4 MB RAM 80 MB HD	
Computer Services Officer	Everex Tempo Modular 386/25 4 MB RAM 160 MB HD	
Work Programme Staff		
Biodiversity Project Officer	Aztech Mini Tower 386sx 20 5 MB RAM 40 MB HD	
Information Data Analyst	Acer Acerpower 486sx/25 4 MB RAM 200 MB HD	
Education Officer	Aztech Desktop 386sx/16 5 MB RAM 40 MB HD	Under repair, new 120 MB hard disk ordered

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Information Publications Officer	Everex Tempo Modular 386/33 4 MB RAM 200 MB HD	Upgrade RAM to 8 MB. For use by IPO PA for desktop publishing and network server, New computer for IPO
Climate Change Officer	Aztech Notebook 386sx/20 2 MB RAM 20 MB HD	Under repair, sent to Noumea
Contamination Officer	Aztech Notebook 386sx/20 5 MB RAM 40 MB HD	Repaired, awaiting return
EIA Officer	Aztech Notebook 386sx/20 2 MB RAM 40 MB HD	
Sustainable Development Officer	Toshiba T1200xe Notebook 286/12 3 MB RAM 20 MB HD	Toshiba for Librarian. SDO to get TL/RETA notebook after April 1993
Team Leader NEMS	Aztech Notebook 386sx/20 2 MB RAM 20 MB HD	Under repair, sent to Noumea. Notebook to new position after project ends (probably February 1994).
Team Leader NEMS	Toshiba T1200xe Notebook 286/12 3 MB RAM 20 MB HD	Position eliminated after September 1993. Sell notebook when project ends (probably February 1994).
Team Leader RETA	Toshiba T1200xe Notebook 286/12 3 MB RAM 20 MB HD	Position eliminated after April 1993. Sell notebook.
Team Leader RETA	Everex Tempo Carrier Notebook 386sx/20 4 MB RAM 80 MB HD	Position eliminated after April 1993. Computer to SDO

Review of SPREP Computing Facilities

New Positions in SPREP in 1993

Position	Computer configuration	Notes
Meteorologist	Notebook minimum configuration	New purchase.
Legal Officer	Notebook minimum configuration	New purchase.
Coastal Management Officer	Notebook minimum configuration	New purchase.
Librarian	Toshiba T1200xe from TL/RETA	Powerful computer not needed.
Accounts Clerk	Desktop minimum configuration, ethernet card, upgrade RAM to 8 MB	New purchase.
Biological Diversity Project		
Project Manager	Everex Tempo Carrier Notebook, 386sx/20, 4 MB RAM, 40 MB HD	
Professional 1	Notebook minimum configuration	New purchase.
Professional 2	Notebook minimum configuration	New purchase.
Professional 3	Notebook minimum configuration	New purchase.
Support 1 *	NEC Powermate, 386sx/16 2 MB RAM, 100 MB HD	Upgrade RAM memory to 4 MB.
Support 2	Desktop minimum configuration, upgrade RAM to 8 MB, hard disk to 200 MB, fast graphics for desktop publishing	New purchase. IPO to get new computer. This position to get OA Aztech desktop computer.
Finance support	Desktop minimum configuration, ethernet card, upgrade RAM to 8 MB	New purchase. For use as finance server.
Population & Environment project		
Project manager	Notebook minimum configuration	New purchase.
Professional staff	Existing Aztech notebook from TL/NEMS	If position opens after Feb 1994 can utilise TL/NEMS notebook.
Support	Desktop minimum configuration	
PEAMIS (implement 1994)		
Digitising station	Desktop minimum configuration	Swap with Aztech desktop from support staff.
Data analyst	Desktop minimum configuration	New purchase.

Review of SPREP Computing Facilities

Annex 6: Approximate Expenditure Required

Qty	Description	For	Unit	Extend
<u>January to June 1993</u>				
3	Notebook, Monitor and Keyboard	Legal Officer, Coastal Management Officer, Meteorologist	3,300	9,900
1	Notebook, Monitor and Keyboard	Director	3,300	3,300
4	4 MB SIMM	IPO and finance	200	800
1	RAM expansion for NEC computer	SPBDC support	400	400
2	Notebook, Monitor and Keyboard	SPBDC professional	3,300	6,600
1	Desktop, server	Accounts Clerk	2,900	2,900
1	Desktop	SPBDC finance	2,500	2,500
2	Ethernet cards	Finance	250	500
1	Software, CorelDraw	IPO	600	600
1	Software, FoxPro database	Finance & general office	450	450
1	Software, Windows for Workgroups	Finance	400	400
		Sub-total		<u>28,350</u>
<u>July to December 1993</u>				
1	Desktop	SPBDC support	2,500	2,500
1	LaserJet 4, 4 MB, PostScript	IPO	3,000	3,000
1	LaserJet 4	Support staff	3,000	3,000
10	Toner for above (6,000 page each)	IPO	135	1,350
1	Notebook, Monitor and Keyboard	Population project	3,300	3,300
1	Notebook, Monitor and Keyboard	IPO, One World project	3,300	3,300
1	Internal modem for above	IPO, One World Project	550	550
3	Notebook, Monitor and Keyboard	Replacement for T1200xe	3,300	9,900
1	Desktop	Population project	2,500	2,500
1	Software, PhotoFinish	IPO	150	150
1	Software, Pro-Cite	Librarian	500	500
1	Modem	One World project, Comms	550	550
1	Software, ProComm	One World project, Comms	100	100
1	Notebook	Spare	2,800	2,800
1	Peer-to-peer network (see annex 4)	Support staff	2,550	2,550
		Sub-total		<u>33,050</u>
<u>January to June 1994</u>				
2	Notebook, Monitor and Keyboard	SPBDC	3,300	6,600
1	Notebook, Monitor and Keyboard	Population project	3,300	3,300
1	Printer	SPBDC	2,500	2,500
1	Desktop	PEAMIS	2,500	2,500
1	Notebook	Spare	2,800	2,800
		Sub-total		<u>17,700</u>
<u>July to December 1994</u>				
1	Desktop	PEAMIS	2,500	2,500
1	Peer-to-peer network (3 users, 1 concentrator)	PEAMIS	1,250	1,250
		Sub-total		<u>3,750</u>

Note: Prices are in US dollars.

This table is provided as a rough guideline only. Purchases will depend on the actual implementation of some of the projects. Repair, maintenance and replacement costs cannot be estimated with any degree of accuracy and consequently have not been included. Consumable items such as printer cartridges are not included. Prices are only approximate and do not include shipping.



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 7.1 : Work Programme Reports - Conservation of Biological Diversity

Purpose of Paper

To report on SPREP's activities during 1992 in the field of Conservation of Biological Diversity .

Background

2. Conservation of Biological Diversity forms a significant part of the SPREP Action Plan. The attached report deals with specific projects implemented during 1992 and with the recently finalised South Pacific Biodiversity Conservation Programme (SPBCP).

Regional Marine Turtle Conservation Programme

3. Attention is drawn to the item concerning the Third Regional Marine Turtle Conservation Programme Meeting, which was held in Apia on 9-11 June 1993 with the objectives of increasing in-country enthusiasm for marine turtle protection and stimulating high quality project proposals for funding. The Meeting requested that a formal resolution and recommendations be adopted by the SPREP Meeting and forwarded to the South Pacific Forum and the South Pacific Conference.

Recommendation

4. The Meeting is invited to
- consider and note the attached report; and
 - consider the recommendations of the Third Regional Marine Turtle Conservation Programme Meeting for forwarding to the South Pacific Forum and the South Pacific Conference.

22 July 1993
Original : English

Conservation of Biological Diversity

Part 1:

The Basis for Action

Biological diversity is important at ecosystem, species and genetic levels. The biological diversity of the Pacific is a capital inheritance that provides food and clothing, and economic opportunities such as through tourism and fishing. Conservation of biological diversity is also essential to the cultural and spiritual health of Pacific island societies. The tropical South Pacific region is renowned for its species diversity and endemism (uniqueness). However island ecosystems are very fragile because of both intrinsic factors such as their small size and isolation, and human factors led by population and development pressures. These contribute to making island biological diversity and the species that comprise it among the most threatened in the world.

2 As well as explaining the above, SPREP's Action Plan notes that given the special characteristics of land tenure and resource ownership within the region, the successful protection and management of natural areas will depend on the involvement and active support of the local indigenous communities. These communities should be involved, right from the initial stages; and the development of proposals for protection and management of species and conservation areas must include formal structures for customary landowner decision-making. Financial support for such areas will be required in many cases. A considerable body of information exists on priority sites for conservation areas; emphasis now needs to shift to practical implementation in the customary land context.

3. In 1992 the major activity in this area was the South Pacific Biodiversity Conservation Programme (SPBCP), which reflects the philosophy outlined in the paragraph above. The SPBCP is a \$US 10 million, five-year project to establish and initially manage a series of large, diverse Conservation Areas, in which human activities will not be excluded, but will be guided to protect important ecological features and to enable sustainable use of the area's natural resources. The SPBCP Project Document outlines the principles, philosophy and work plan for the programme, and also specific objectives, outputs and activities.

4. The second major focus of biodiversity conservation work in SPREP in 1992 was the implementation of regional species conservation programmes. With the commencement of the SPBCP this will also come within the SPBCP framework.

5. Other projects to be implemented in the conservation of biological diversity work programme will emerge as the National Environment Management Strategies are gradually approved by the SPREP member governments, and commence being implemented.

6. There are a number of activities which are common to all the following projects. These relate particularly to Education and Information.

Conservation of Biological Diversity

Part 2:

Activities in Support of the Action Plan Goal and Objectives

Goal

The Goal of Programme 1 is to ensure the continued survival of the ecosystems, species and biological populations which make up the biological diversity and natural heritage of the South Pacific.

Objectives and Activities

Following are each of the Action Plan Objectives in support of the above Goal and a description of the Activities undertaken by SPREP in 1992 towards achieving those Objectives.

Objective 1

Strengthen national capabilities to promote and undertake conservation of biological diversity and management of resources in an ecologically sustainable manner.

Activities

Institutional strengthening activities take place under other SPREP programmes such as the NEMS sub-programme in the Environmental Management and Planning Programme. See also **Activity 2.1**.

Objective 2

Achieve a significant increase in, and improved management of, conservation areas throughout the region

Activities

Activity 2.1 **SPBCP.**

The Fifth IGM noted developments with preparation of a design document for the SPBCP and endorsed its presentation to the GEF for approval. The Preparatory Assistance Phase of the SPBCP was completed in 1992 and the Project Document was formally signed by SPREP and UNDP in Apia 1993. The Programme Manager was appointed in May 1993 and remaining staff are now being recruited.

Activity 2.2 Komarindi Catchment Conservation Area; Solomon Islands

Involvement continued with implementation of this locally-owned and managed Conservation Area on communal land. Phase I, the preparation of a Concept Plan, was completed in 1991.

Report

In 1992 *Komarindi Catchment Conservation Area Phase II: A Report to the Solomon Islands* was prepared by a Planning Team organised and coordinated by SPREP.

Outputs

There appears to be agreement on the part of the Solomon Islands Government and potential major donors that the KCCA is an important and worthwhile project. Agreement has been reached on the next steps to take. The immediate next steps include the formation of a Steering Committee and the commencement of a landowner information and awareness programme.

Funding

Phase II was carried out with the assistance of the ADB, NSW NPWS and TNC. The likely donors for future activity are the SPBCP and the ADB.

Activity 2.3 Other potential conservation areas

There was continuous liaison with SPREP member countries to provide advice and assistance as requested. Other than the SPBCP, the future focus will be on biodiversity project proposals resulting from approved NEMS'.

Outputs

Single country projects, with or without the assistance of SPREP, continue to be implemented. Tonga has gazetted a National Park on 'Eua, and is preparing a management plan with the assistance of the New Zealand Government; and Pohnpei (FSM) Integrated Catchment Management Project has received major funding assistance from ADB.

Funding

Potential future funding for some countries is available from the SPBCP.

Constraints

There will be little if any funding available for countries not covered by the SPBCP.

Objective 3

Undertake national and regional surveys of biological diversity and assist with the development of appropriate resource data bases to encourage the conservation of biological diversity and sustainable utilisation of resources.

Activities

See Activity 2.1.

Objective 4

Develop specific regional strategies, as well as national management plans for endangered, threatened or vulnerable habitats, ecosystems and species.

Activity 4.1 Regional Marine Turtle Conservation Programme (RMTCP)

The objective of this programme is "To conserve marine turtles and their cultural, economic and nutritional values for the coastal peoples of the countries served by SPREP".

Activities/projects

The Regional Marine Turtle Conservation and Management Programme (RMTCP), supported by Canada and Australia, has resulted in many important monitoring and conservation projects. Countries that are or have been carrying out turtles projects are Fiji, French Polynesia, Federated States of Micronesia (Yap State), Marshall islands, New Caledonia, Palau, PNG, Solomon Islands and Vanuatu. Pohnpei (in FSM), Western Samoa and Tokelau have also expressed interest in becoming involved.

Meetings

The Third Regional Marine Turtle Conservation Programme meeting was held 9-11 June 1993, with the objectives of increasing in-country enthusiasm for marine turtle protection and stimulating high quality project proposals for funding under the RMTCP.

Formal Meeting Resolution and Recommendation

During the course of the Third RMTCP Meeting the following formal resolution was agreed to, and is forwarded to the SPREP Meeting with the recommendation that it be approved and forwarded to the next meeting of the South Pacific Forum:

Resolution

recognising the intrinsic values of turtles, and their special cultural and nutritional value to the present inhabitants and future generations of many peoples of the Pacific region;

recognising that the Pacific region contains some of the last remaining significant populations of sea turtles in the world;

conscious of the achievements of the Regional Marine Turtle Conservation Programme over the last 3 years and that significant steps have already been taken in turtle conservation, monitoring and research in the Pacific region;

acknowledging that turtles are migratory species that are shared resources between countries both inside and outside the region, and that there is a need to protect this resource for present and future generations;

noting that there is a continuing and serious decline of turtle populations throughout the Pacific region, to the point where they are endangered;

recognising that current levels of commercial and subsistence harvesting cannot be sustained on these depleted populations;

Recommend that:

- 1. There be an immediate and substantial reduction in the numbers of turtles being killed throughout the region;*
- 2. Countries of the region be encouraged to ban international trade in turtles and turtle products;*
- 3. Countries of the region be encouraged to introduce a moratorium, or where possible a permanent cessation, on within-country commercial transactions of turtles and turtle products, allowing only cultural and/or subsistence takes;*
- 4. That 1995 be ceremonially considered the "Year of the Sea Turtle" in the Pacific region, and that whenever and wherever possible and practical, on a voluntary basis, restraint be exercised in the killing of turtles for all purposes.*

It is recommended that the IGM endorse all these recommendations and forward them to the South Pacific Forum and the South Pacific Conference.

Staff

SPREP's Turtle Consultant, funded by ANPWS (now ANCA) and located in Brisbane, continues to ensure that there is effective in-country project support, that the regional marine turtle database is maintained, and that high quality region-wide educational materials are produced. Funding for the position expires in November 1993. Should further funding be secured, it is proposed to move both the position and the database to Apia in 1994, and to formalise the position into a standard three year SPREP contract.

Funding

The RMTCP has been funded mostly by Canada and Australia. From the commencement of the SPBCP that programme will be the major source of funds. It is proposed to seek funds for the continuation of the Turtle Consultant position for a further three years.

Activity 4.2 Regional Avifauna Conservation Programme

The objective of this programme is "To ensure the wise management of bird communities and their habitats in order to facilitate the recovery of endangered species and the conservation of all other indigenous species".

Funding

Funding is available from the SPBCP in 1993.

Activities/projects

Activities/projects, focusing on in-country projects, commenced in 1993.

Activity 4.3 Regional Marine Mammal Conservation Programme

The objective of the Regional Marine Mammal Conservation Programme is: "To ensure the wise management of marine mammals in order to facilitate the recovery of endangered species and the conservation of all other indigenous species".

Meeting

A meeting was held in 1993 in conjunction with the RMTCP Workshop (see **Activity 4.1** above).

Funding

Funding is available from the SPBCP in 1993.

Activities/projects

Activities/projects, focusing on regional projects, commenced in 1993

Objective 5

Develop a strong regional capability for the coordination of information exchange, training and technical assistance in support of national efforts to establish and manage conservation areas and for species conservation.

Activities

Activity 5.1

See activity 2.1

Activity 5.2 **Fifth South Pacific Conference on Nature Conservation and Protected Areas 1993**

This conference is to be held in Nuku'alofa, Tonga, 4-8 October 1993, on the theme of 'Community Involvement in Conserving Biodiversity in the South Pacific Region'.

Funding

Sponsors already identified are AIDAB, ANCA, CITES, DEST, IUCN, SPBCP, USAID and WWF.

Constraints

More funding may be required to enable the participation of NGOs if this conference is to genuinely revolve around community involvement.

Objective 6

Promote the identification and use at all levels of traditional knowledge and techniques for resource management which assist the conservation of biological resources and diversity.

Activities

See activity 2.1

Objective 7

Encourage the development of institutional, management and financial arrangements at the local community level to enable the establishment and ongoing protection and management of conservation areas on customary land

Activities

See activity 2.1

Objective 8

Promote the conservation and sustainable utilisation of tropical forests, wetlands and coral reefs.

Activities

Activities for conservation of coral reefs are also taking place under the Coastal Management and Planning Programme.

Activity 8.1 **Community deforestation survey**

Implement this UNEP-funded project.

Activities/projects

Consultants will commence implementation in 1993.

Outputs

Expected outputs are:

1. A body of information on deforestation and land degradation issues in the region.
2. A greater understanding of deforestation and land degradation issues on the part of country participants and regional organisations.
3. A clearer understanding of priorities for action against deforestation and land degradation.
4. The commencement of action against deforestation and land degradation.

Activity 8.2

Continue to express an interest in the management of the South Pacific Forestry Development Programme in the second, regionalised phase of its five-year programme.

Activity 8.3

Continue discussions with the Asian Wetlands Bureau on a possible wetlands programme for the South Pacific. This would include those non-coastal wetlands not already included under SPREP's Coastal Management and Planning Programme.

Objective 9

Identify and assess the environmental, social and economic impacts of unsustainable resource use practices, such as often occur in forestry, agriculture and fishing, and promote environmentally sustainable alternatives.

Activities

There are no specific activities under this Programme being carried out in support of this objective.

Objective 10

Encourage and coordinate the representation of the interests and concerns of the South Pacific region at relevant international fora.

Activities

Activity 10.1 Biodiversity Convention

On World Environment Day (5 June) 1992, the International Convention on Biological Diversity was opened for signature and ratification, during the United Nations Conference on Environment and Development in Rio, Brazil. Increasing numbers of Pacific Islands countries are signing and then ratifying the convention.

Activities/projects

Australia proposes sending a mission to assist Pacific Island countries with ratification of the Convention.

Activity 10.2 Other International Conventions (CITES, Ramsar)

SPREP continues to act as regional liaison between Convention Secretariats and the region, in terms of funding, information, and encouraging participation.

Objective 11

Coordinate the assistance of international organisations, corporations, governments and institutions to assist in the conservation of the region's biological diversity.

Activities

This is not considered a separate activity as SPREP acts as a coordinating agency under all of its Programmes.

22 July 1993
Original : English



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 7.2 : Work Programme Reports - Climate Change

Purpose of Paper

To report on SPREP's Climate Change activities during 1992.

Background

2. The attached report presents background information on SPREP's Climate Change Programme, sets out the Action Plan objectives for the Programme and describes activities carried out during 1992 in support of those objectives.

Recommendation

3. The Meeting is invited to **consider** and **note** the report.

22 July 1993
Original : English

Climate Change

PART 1 :

The Basis for Action

Introduction

Climate and sea level changes are of paramount concern to the Small Island Developing States (SIDS) of the South Pacific Region and the wider world. This was well demonstrated by the statements and actions of the Alliance of Small Island States (AOSIS) during negotiations for the Framework Convention on Climate Change (FCCC). The nature of the threat was also highlighted in the submission to UNCED, *The Pacific Way*, where it was stated that:

the emission of greenhouse gases threatens the cultural, economic and physical survival of islands ... Island countries cannot be expected to bear a disproportionate share of the costs associated with global climate change. The link between existing forms of energy production, consumption patterns and climatic change are an integral part of any international basis for action.

2. SIDS of the South Pacific Region have pledged to *contribute to international efforts to limit the adverse effects of climate change by controlling their own emissions of greenhouse gases and managing their national resources on a sustainable basis*. Monitoring climate variability and change was also recognised as essential to the future of the Region as was the need to implement development strategies which take global change into account.
3. Concerning action on climate change and sea level change, it is important to note that *developed countries now acknowledge the responsibility they bear in the international pursuit of sustainable development in view of the pressures their societies place on the global environment* (Rio Declaration on Environment and Development: Principle 7).
4. Agenda 21 considered climate change primarily under Chapters 9, 17 and 18. All programme areas emphasised the need for more information to reduce uncertainties and to assist the development and implementation of appropriate policies.
5. In the Region, a number of activities coordinated and implemented by SPREP seek to reduce uncertainties surrounding climate variability and change and sea level rise. These include:
 - the assessment of island vulnerability to accelerated sea level rise;
 - TOGA-COARE oceanographic research programme;
 - the monitoring of climate change impacts on corals, agriculture, marine resources, energy auditing and water resources and;

- the South Pacific Sea Level and Climate Monitoring Project.

6. Other activities within SPREP's Climate Change Programme, and also the Intergovernmental Panel on Climate Change (IPCC), and the World Meteorological Organisation (WMO), include:

- the development of integrated coastal zone plans; and
- implementation of recommendations from *The Changing Climate in Paradise*.

7. The Framework Convention on Climate Change (FCCC) has been signed by 12 SPREP member countries and recently ratified by Fiji, the Republic of the Marshall Islands, Papua New Guinea and Vanuatu. Once in force (50 signatories are required by August 1993), it is expected that the FCCC will make a significant financial and technical contribution to reducing the threat of climate change as well as mitigating the impacts of climate change and sea level rise. Specific action referred to in the FCCC that is of direct relevance to the sustainable development of SIDS includes:

- the promotion of sustainable management and conservation and enhancement of coastal ecosystems; and
- the development of integrated plans for coastal zone management.

Goals

8. The goals to develop and implement a Regional Climate Change Programme can be expressed through national, regional and international approaches:

National

8.1 National action and policies concerning Climate and Sea Level Rise should be based on priorities identified in National Environmental Management Strategies including:

- early ratification of the Framework Convention on Climate Change, if possible by August 1993, and other related legal instruments, including the Montreal Protocol;
- reducing emissions of greenhouse gases through the conservation of energy, in particular in the transport and building sectors;
- taking account in national development plans of the latest scenarios for Climate Change and Sea Level Rise;
- improving understanding at political and public levels of the potential impacts of climatic changes, and developing national climate programmes;
- continuing participation in the monitoring and assessment of climate impacts and the development of response strategies, including oceanographic and atmospheric

monitoring programmes, and participating in international discussions of these issues.

Regional

9. On the basis of national priorities, regional approaches should be developed to:
- monitoring climate variability and change and sea level rise through existing programmes and projects;
 - developing protocols under the FCCC that ensure immediate and significant reductions in greenhouse gas emissions;
 - assessing the impacts of climate change on, inter alia, fish stocks, freshwater, agricultural production and pests.

9.1 Technical assistance should be provided for building endogenous capacity through:

- assistance to countries considering ratification of the FCCC;
- catalysing support for the development of national climate change programmes;
- developing methodologies to quantify greenhouse gas sources and sinks; and
- implementing relevant aspects of SPREP's Climate Change Programme and WMO's *Changing Climate in Paradise*.

International

10. The international community should:
- provide improved access to financial resources for the implementation of measures that would enable SIDS to cope effectively with changes in climate patterns and sea level, recognising the specific vulnerabilities and disproportionate costs borne by SIDS;
 - channel financial resources for regional action through relevant regional organisations;
 - provide access to environmentally-sound and energy-efficient technologies to assist SIDS to conserve energy and reduce emissions of greenhouse gases;

- support WMO's work programme and activities in the areas of:
 - (a) climate services for sustainable development;
 - (b) new frontiers for climate services and predictions;
 - (c) dedicated observations of the climate system; and
 - (d) studies of climate impact assessments and response strategies to reduce vulnerability;

- support the Intergovernmental Panel on Climate Change (IPCC) to:
 - (a) develop comprehensive coastal zone management programmes;
 - (b) assess the vulnerability and identify coastal areas at risk to accelerated sea level rise; and
 - (c) strengthen emergency preparedness and coastal zone response resources.

Climate Change

PART 2 :

Activities in Support of the Action Plan Goal and Objectives

Goal

The Goal of Programme 2 of the Action Plan is to develop and implement a regional programme to assist members to understand and avoid or mitigate the potential adverse impacts of global environment changes, especially climate change, and to contribute to international efforts to limit human-induced climate change through appropriate measures.

Objectives and Activities

2. Set out hereunder are each of the Action Plan Objectives in support of the above Goal and a description of the Activities undertaken by SPREP in 1992 towards achieving those Objectives.

Objective 1.

To act as a clearing house for information on climate change for the region.

Activities

Clearing house

This is full time work for the programme in relation to writing reports and receiving information from international, regional and national forums for distribution to member governments and others.

Objective 2

To improve understanding at political and public levels of the potential impacts of climatic changes on the Pacific Island region.

Activities

Second SPREP Climate Change and Sea Level Rise Meeting in Noumea, 6-10 April 1992.

This was an international meeting where SPREP member governments and technical experts from within and outside the region had the opportunity to discuss the science of climate change, its impacts and response options. The aim of the meeting was to improve

understanding at political and public levels of potential impacts of climate change, to review the results of climate change activities relevant to the Pacific, to review input to the UNCED process and to develop and revise SPREP's Climate Change Programme.

Reports

Two reports were produced as a result of this meeting:

- the meeting report (distributed at the 5th SPREP IGM); and
- the scientific proceedings of the Report which are currently being distributed.

Funding:

The Government of France was the major financial sponsor of the meeting. Australia, (AIDAB,DASETT), New Zealand, UNEP and IPCC also assisted.

Outcomes

The following objectives were realised:

- the development of SPREP's Climate Change work programme for the next 5 years;
- the recommendations were fed into the UNCED process; and
- two excellent reports were produced, identifying areas where governments could also develop work programmes.

Other Results

Other outcomes from the meeting were:

- recommendations from the meeting identified short and long term work programme activities that will need funding assistance; and
- a task team was recommended to meet in SPREP to develop the Integrated Coastal Zone Management concept and specific climate change activities.

Objective 3

To encourage and co-ordinate activities relating to the science of climate change and the determination of measures to avoid or mitigate the impact of these changes.

Activities

Activity 3.1 - Preparatory Mission for Climate Change Responses

The Governments of Cook Islands, Federated States of Micronesia, Guam, Kiribati, Republic of the Marshall Islands, Palau, Tokelau, Tonga, Tuvalu and Western Samoa requested SPREP to carry out missions to these countries to study the impacts of climate change.

Reports

Except for Palau, FSM and Guam, whose reports are still in the writing and printing process, reports on the impacts of climate changes on those countries requesting this assistance have been produced and circulated to the respective governments and others.

Output

The following objectives were achieved:

- identification for member governments of areas for further in-depth studies on climate change impacts and responses; and
- recommendations to assist the SPREP Global Change Programme.

Funding

Funding was made available by UNEP.

Conclusions

Conclusions arising from this activity are:

- further funding assistance is required to implement the in-depth studies identified in the reports and;
- It is hoped that governments would be able to consult these documents as a guide to assist their climate change work programmes.

Activity 3.2 - South Pacific Sea Level and Climate Change Monitoring Project

This Project aims to help Pacific Island countries and governments understand the scale and implications of climate and sea level changes in the region in the long term. The data and information collected will be transferred to government officials for use especially in developing policy issues. The SPREP Climate Change Officer is funded under this Project to coordinate activities by member governments and regional efforts.

Reports

A number of technical and general reports have been produced and circulated to member governments and others.

Output

The Project is planned for long-term monitoring to obtain meaningful data; however, short term features would include information on such matters as local tidal predictions, local meteorological data, regional sea level topography and investigations into storm surges and tropical cyclones.

Funding

The Australian Government is funding the project for 5 years at a total of approximately A\$6.25 million.

Constraints

With the Project just getting underway, and with installation of the gauges nearly completed, funding for the Climate Change Officer will be almost exhausted by the end of 1993.

Activity 3.3 - Site Specific Study for Tonga

This study was conducted on Tongatapu Island, looking specifically at climate change impacts on the coastal zone, agriculture and water resources. A number of recommendations in the report are linked to the Tonga NEMS report.

Report

A report has been published and circulated to member governments, UNEP and others.

Output

The recommendations of the report are incorporated in the NEMS report. SPREP will further develop projects identified in the report for funding assistance.

Funding

UNEP provided financial assistance for this work and for the publication of the report.

Other Results

The report identifies clearly some of the specific areas that need further work and the funds needed.

Activity 3.4 - Vulnerability Assessment for Accelerated Sea Level Rise - Case Study: Majuro Atoll, Republic of Marshall Islands.

This case study focused on an assessment of accelerated sea level rise on a small atoll as part of a coastal zone management and planning study. The IPCC Working Group III had developed a common methodology for vulnerability assessment for accelerated sea level rise. Majuro was chosen for a case study to test the methodology's practicality and usefulness.

The study was intended also to:

- identify appropriate response strategies to mitigate climate change and sea level rise;
- assess the effects of accelerated sea level rise; and
- assess Majuro's vulnerability in relation to its ability to implement response options and seek future assistance.

Report

Two reports resulted from this work; first an executive summary which was released at the UNCED meeting in Brazil in June 1992; and the final long version of the report which was circulated to member governments and others.

Output

The two reports were produced and their recommendations forwarded to the Marshall Islands Government and the IPCC Working Group III.

In addition, the issues and constraints identified in this study were useful in developing SPREP's Coastal Zone Management Programme.

Funding

Funding for this work was provided solely by the Government of the United States of America (United States National Oceanic and Atmospheric Administration [NOAA])

Constraints

There are numerous constraints and issues clearly identified in the report. Follow up action would be beneficial to the Marshall Islands Government.

Objective 4

To encourage and co-ordinate the development and implementation of response options to minimise the region's contribution to the causes of human-induced climate change (for example, through energy conservation).

Activities

Energy Auditing of SPREP Buildings, Vaitele, Western Samoa

This case study serves as a bench mark for conservation of energy projects in region. The study focuses on the SPREP Headquarters Building, in particular how energy can be conserved through minimum modifications to the structure of the building at minimum expense.

Report

A report is now in printing and will be circulated to governments and others.

Output

SPREP has implemented some of the recommendations in the report and will promote this type of activity in the region.

Funding

Greenpeace (New Zealand) funded the study.

Conclusion

An activity that should be encouraged in terms of saving energy and costs. Funding would be required to look at other similar activities.

Objective 5

To encourage and co-ordinate the representation of the interests and concerns of the South Pacific region in international discussions on climate change and response options for limiting its causes and adapting to it.

Activities

Coordination of the activities of the Intergovernmental Panel on Climate Change (IPCC), United Nations Framework Convention on Climate Change UNFCCC) and Alliance of Small Island States (AOSIS).

SPREP was given the task of coordinating and advising governments on technical subjects in six meetings of the IPCC and seven meetings of the UNFCCC. SPREP also coordinated the efforts of the AOSIS especially for the UNFCCC meeting, which finally led to the UNCED meeting in Brazil in 1992. In addition, Australia is providing advice and financial assistance for the ratification of the Climate Change and Biodiversity Convention.

Reports

Reports on the IPCC and UNFCCC meetings have been circulated to the governments.

Output

Change and Sea Level Rise meeting in 1992.

Funds

The Governments of Australia and New Zealand provided substantial assistance. Contributions from UNEP and UNDP are also acknowledged.

Conclusion

More funding is required to assist governments with attendance at future activities of the UNFCCC and the IPCC. Assistance is also required with ratification of the Climate Change and Biodiversity Conventions.

Objective 6

To co-ordinate the assistance of international organisations, governments and institutions from within and outside the region in dealing with climate change in the South Pacific.

Activities

This is full time work liaising with governments, for example Australia, New Zealand, France, United States, Japan, and organisations such as UNEP, WMO, IPCC, UNESCO and IOC, dealing with Climate Change activities and issues.

Objective 7

To act as a clearing house for the region for information on the implications of international measures to protect the ozone layer, including information on the development and transfer of ozone - benign technologies.

Activities

The Programme acts mainly as a clearing house on ozone information from UNEP, WMO and IPCC.

22 July 1993
Original : English



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 7.3 : Work Programme Reports - Environmental Management and Planning

Purpose of Paper

To present a report on SPREP's activities during 1992 in the field of Environmental Management and Planning

Background

2. Environmental Management and Planning was a major focus of SPREP's activities in 1992. The report is in two parts, Attachment 1 dealing with National Environment Management Strategies (NEMS) and Attachment 2 with Environmental Impact Assessments.

Recommendation

3. The Meeting is invited to **consider** and **note** the report

22 July 1993
Original : English

National Environmental Management Strategies (NEMS)

PART 1 :

The Basis for Action

Introduction

There is an increasing awareness amongst SPREP members that environmental management and economic development are inextricably linked. For instance, many existing development projects for tourism, urban expansion, ports, industries, forestry, mining, commercial fisheries and agriculture have had adverse environmental impacts that could have been mitigated or avoided through the use of environmental planning and management methods. In recognition of the importance of environmental planning and management, several countries have been assisted with development of National Environmental Management Strategies (NEMS) and associated environmental management training activities, awareness raising, in-country institutional strengthening and development of appropriate environmental legislation.

2. Two major SPREP programmes, the Regional Environmental Technical Assistance (RETA) and the National Environmental Management Strategies (NEMS), provided this support for twelve member countries during 1992. The RETA was provided with financial and technical assistance by the Asian Development Bank (ADB) and the International Union for the Conservation of Nature and Natural Resources (IUCN) and the NEMS received funding from the United Nations Development Programme (UNDP) and the Australian International Development Assistance Bureau (AIDAB).

NEMS

Part 2 :

Activities in Support of the Action Plan Goal and Objectives

Goal

The goal of Programme 3 of the Action Plan is to ensure that economic development activities are carried out in an environmentally sound and sustainable manner, through activities such as the development of National Environmental Management Strategies.

Objectives and Activities

2. The following activities were undertaken towards achievement of the overall objective of improving Environmental Management and Planning capabilities within member countries.

Activity 1

Review of existing legislation relating to environmental management and development of legislation where appropriate.

Output

Legislative reviews undertaken for Cook Islands, Federated States of Micronesia, Kiribati, Marshall Islands, Niue, Palau, Solomon Islands, Tonga and Tuvalu. The remaining legislative reviews have been undertaken in 1993.

Activity 2

Assistance provided to development of national policies, strategies and plans for ecologically sustainable development.

Output

National Environmental Management Strategies (or their equivalent) were completed for the Cook Islands, Federated States of Micronesia, Marshall Islands, Solomon Islands and Tonga during 1992. Strategies for the remaining countries have either been completed early in 1993 or are in draft form undergoing the in-country consultative process. In each case the development of the Strategy has involved an extensive consultative process involving all sectors (government, private and community) within the country concerned. Documentation produced to assist the strategy development process has included State of the Environment (SOE) reports

building on the National Reports prepared for the United Nations Conference on Environment and Development, Brazil, June 1992; legislative reviews (referred to above); education reviews and in some cases review of community awareness-raising mechanisms.

Activity 3

Strengthening of national capabilities to implement ecologically sustainable development policies and programmes.

Output

In-country training was undertaken in most countries in various aspects of environmental management and financial and technical assistance was provided to strengthen environment units. In some countries, this institutional strengthening represented the creation of Environment Units where none previously existed. National Task Teams involving inter-departmental, community and private sector representation were established as a means of linking environmental and economic development activities.

Activity 4

Environmental Awareness-raising of the need for ecologically sustainable development policies, programmes and involvement of community groups in planning and regulatory processes.

Output

A number of specific Non-government Organisation activities were financially and technically assisted throughout the region as a means of community environmental awareness raising. These involved production of posters, booklets and other material; convening workshops and production of scripts for videos which have been subsequently produced early in 1993.

Constraints and Opportunities:

Staffing

The RETA Programme was undertaken by SPREP's Team Leader/RETA and the NEMS Programme by the Team Leader/NEMS. In both cases international consultancy services have been utilised activities requiring expertise not available in-country. However, Local Consultants have been used wherever possible as a means of extending the experience of in-country experts and thus assisting the institutional strengthening process.

Funding

Adequate funding has been provided under these major programmes to undertake the wide range of activities associated with improving environmental management and planning capabilities. As stated in the Introduction, the major funding sources were the Asian Development Bank (ADB), the United Nations Development Programme (UNDP), the International Union for the Conservation of Nature and Natural Resources (IUCN) and the Australian International Development Assistance Bureau (AIDAB).

Environmental Impacts Assessments

Part 1 :

The Basis for Action

Introduction

Concern about the impact of development projects on the environment has grown in recent years and there is now a movement towards improved environmental procedures and regulations in the region. Although SPREP member countries are realising that, to save the environment, developments projects and policies should be assessed on how they affect the environment, in some cases the situation at the political level is not yet influenced sufficiently by this requirement. Political commitment is essential if the environmental management process is to succeed.

2. Development assistance is a significant factor in regional economies and in some countries is the main means of foreign exchange. Depending on the source of such aid, projects may or may not be subjected to environmental assessments. Korea, China, and Taiwan appear to be the main donors in the region which do not have any environmental impact assessment procedures at present. Japan's environmental procedures appear to be erratic. SPREP member governments should be encouraged to require these donors to follow EIA procedures which involve local Environment Units and use local consultants.

3. SPREP's two year EIA programme is now completed. The primary objective was to increase the awareness of island governments and peoples of the potential benefits of environmental impact assessment as a planning and management tool for sustainable development.

Part 2 :

Activities in Support of the Action Plan Goal and Objectives

Goal

The Goal of Programme 3 of the Action Plan is to ensure that economic development activities are carried out in an environmentally sound and sustainable manner, through activities such as the development of National Environment Management Strategies.

Objective and Activities

2. Following is a description of Environmental Impact Assessment activities undertaken by SPREP in 1992 towards achieving the Action Plan Objective of Strengthening Environmental Planning and Management Capabilities in the South Pacific Region:

Activity 1

Development and Dissemination of Environmental Planning and Management Instructional Materials for the South Pacific Islands

Output

The following were produced and distributed throughout the region and were used in the conduct of in-country EIA workshops:

- an EIA poster
- a Guide to EIA in the South Pacific Region
- an EIA video

Activity 2

Environmental Planning and Management Awareness Raising Seminars for Senior Government Officials

This aimed to raise awareness among policy-makers and decision makers in SPREP member countries of the role that EIA, SCBA, and land use planning can contribute to rational decision-making on development projects and policies.

Output

See *Activity 3*.

Activity 3

Training in Environmental Planning and Management of Development Programmes, Projects and Policies

Activities 2 and 3 were combined into an in-country EIA training programme for senior officials (one day seminar) and technical officials and NGOs (4 days technical training).

Output

- 12 in-country EIA workshops will be conducted by September, 1993
- approximately 150 decision-makers were familiarised with methods and procedures of environmental planning and management of the development process.
- approximately 300 technical officials, planners and private developers were trained on the application of EIA and SCBA in the appraisal of development projects, programmes and plans.
- five in-country workshop reports were published and distributed; the remaining reports will be completed and distributed by the end of the year.

Activity 4

Development of South Pacific Region Environmental Planning and Management Information Data Bases and Information Service

This involves a consultancy to advise on the development of a computerised information database for use in SPREP to be made available to SPREP member governments.

Output:

A consultancy has taken place which looks at Activities 4 and 5 and a report has been produced for SPREP. A database officer is now being recruited (under separate programme funding) to install the database system in SPREP, and will take up post by November 1993.

Activity 5

Advisory Services Technical Co-operation: Application of EIA and Related Methods, Policy and Planning Procedures.

This will respond to requests for assistance on the basis of the databases referred to in Activity 4.

Output

There have been no requests for assistance so far.

Activity 6

Development of Pacific Region Environmental Management and Planning Consultants' Roster

This aims to develop a roster of consultants with experience in conducting EIAs and related methods in the South Pacific.

Output

A consultancy was undertaken to advise on this and on Activity 4 and a combined report was produced. Development of a consultants' roster will be undertaken under a separate programme and funding.

Activity 7

Response Service for SPREP Pacific Island Member Governments.

This provides an expert response service to requests from governments for assistance in carrying out EIAs and related methods for their development projects.

Output

Four response services were provided and reports on them were produced and distributed: They were:

- Sheraton Hotel in Cook Islands
- Afulilo Hydro dam in Western Samoa
- Vava'u Causeways in Tonga
- Commercial Centre in Niue.

Constraints and Opportunities

In general, the EIA seminars have not been particularly well attended by key decision-makers in invariably the most senior invitees do not attend, although in one country the whole Cabinet attended. Even senior government officials tend to be more receptive to the use of expatriate resource personnel and less enthusiastic with local experts.

The incorporation of environmental concerns with developmental aspirations of the island countries now depend on the political will and commitment of their leaders.

Staffing and Funding

The EIA programme is funded by UNEP, AIDAB and UNDP. Some assistance has also been provided by ADB and IUCN. Activities associated with the programme have been carried out by the SPREP EIA Officer with assistance from University of the South Pacific in Fiji, Macquarie University in Sydney, the Australian Institute of Marine Science in Townsville, the University of Otago, the Ministry for the Environment and the Department of Conservation in New Zealand.

22 July 1993
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**South Pacific Regional Environment Programme
(SPREP)**

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

**Agenda Item 7.4 : Work Programme Reports - Coastal
Management and Planning**

Purpose of Paper

To report on SPREP's Coastal Management and Planning activities during 1992.

Background

2. The attached report presents background information on SPREP's Coastal Management and Planning Programme, sets out the Action Plan objectives for the Programme and describes activities carried out during 1992 in support of those objectives.

Recommendation

3. The Meeting is invited to **consider** and **note** the report.

22 July 1993
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Coastal Management and Planning

Part 1 :

The Basis for Action

The coastal zone is vital for the well-being of the Pacific Islands. It is where most people live, the focus of most subsistence and commercial agriculture and fisheries activities and the target of most economic development. Coasts are subjected to natural hazards such as cyclones, storm surges and abnormally high tides, which may be increased by future climate change. These socio-economic pressures and natural hazards increase the degradation of coastal habitats, over-exploit the natural resources and escalate conflicts between competition users of coastal resources.

2. Coastal management and planning problems are widespread in the region. In some areas these are severe, especially on atolls and in coastal urban areas on high islands. However, much degradation of coastal habitats, resources and values could be avoided or mitigated by effective, integrated coastal management, planning and administration. This technique promotes a comprehensive, multi-sectoral and integrated approach to using and conserving coastal areas, habitats and resources.

3. SPREP's Coastal Management and Planning Programme is a coordinated approach to coastal environment issues and promotes Integrated Coastal Zone Management (ICZM) in the region. The current programme consists of :

- in-country workshops
- coastal resource surveys; and
- developing research projects on coastal management plans and management.

4. SPREP is the South Pacific centre for the UNEP Regional Seas Programme, so has a close working relationship with UNEP's Oceans and Coastal Areas Programme Activity Centre (OCA/PAC) in Nairobi, Kenya. SPREP's Programme also works with other relevant international agencies and complements related regional programmes in FFA, SPC, SOPAC and USP.

Coastal Management and Planning

Part 2 :

Activities in Support of the Action Plan Objectives

Goal

1. The Goal of Programme 4 of the SPREP Action Plan is to assist SPREP members to manage and plan for the multiple-use, ecologically sustainable development and conservation of coastal areas, habitats and resources.

Objectives and Activities

2. Following are the Action Plan Objectives in support of the above Goal and a description of the Activities undertaken by SPREP in 1992 towards achieving those Objectives.

Objective 1

Strengthen national capabilities to formulate, coordinate and implement coastal management and planning programmes through training, workshops and participation in project activities.

Activities

Environmental Assessment of Marine Mining - Solomon Islands, March 1992. This five day workshop was implemented by two consultants and the SPREP EIA Officer. The funding was provided by ICOD. The output will be environmental assessment guidelines for marine mining. These have been completed and are in the process of being printed.

Objective 2

Develop and implement coastal management and planning programmes, including appropriate institutional mechanisms, administrative arrangements and legislation as required.

Activity

Coastal Management Planning for Greater Noumea, New Caledonia: Pilot Phase. This pilot project was conducted in September 1992 by the Project Officer (Scientist). The funding was provided by AIDAB. The report has been completed and forwarded to Noumea, New Caledonia.

Objective 3

Improve the understanding within the community, private and government sectors of coastal environments and resources, coastal conservation and development, as well as the process and benefits of coastal management planning.

Activity

Environmental Guidelines for Reef Coral Harvesting Operations. This project was implemented by a consultant and the Project Officer (Scientist). It is still underway, with draft guidelines completed and undergoing scientific review. Funding was provided by ICOD. The output will be guidelines for member countries on reef coral harvesting operations.

Introduced Marine Organisms Review. This project is being implemented by a consultant and in conjunction with SPC Inshore Fisheries. The project is ongoing, with a draft report completed by the consultant. Funding for the consultant was provided by ICOD. The output will be a report on introduced marine species with recommendations for quarantine and transfer regulations.

Objective 4

Develop expertise within countries and provide examples of the process and benefits of coastal management planning.

Activity

Reef Reserve Effects - Solomon Islands. This project was implemented by ICLARM Coastal Aquaculture Centre in the Solomon Islands. The project has been completed and the report submitted to SPREP is being reviewed for possible publication. The funding source was ICOD.

Objective 5

Co-ordinate coastal management and planning activities in the South Pacific region, noting the importance of considering projected sea level rise.

Activity

Vulnerability Assessment for Accelerated Sea Level Rise - Case Study: Majuro Atoll, Republic of Marshall Islands. See Activity 3.4 Agenda Item 7.2: Climate Change for details.

Objective 6

Undertake coastal management and planning activities, including coastal resource surveys and management plan development.

Activity

Palau Southwest Islands Survey. This project was completed by a multi-country, multi-agency team which included the Project Officer (Scientist). Part funding was provided by ICOD. The final report is being prepared by The Nature Conservancy, Hawaii.

Objective 7

Assist SPREP members to take all appropriate measures to prevent, reduce and control coastal disposal causing pollution and coastal erosion causing environmental damage in the area covered by the SPREP Convention.

Activity

No activity in 1992.

Staffing:

The Project Officer (Scientist), who was responsible for the Coastal Management and Planning Programme, left SPREP in September 1992. The position of Coastal Management Officer replaced the above position and was filled in January 1993.

Meetings attended or serviced:

The Project Officer (Scientist) attended the 7th International Coral Reef Symposium, June 1992, in Guam.

Constraints and opportunities:

With the departure of the Project Officer (Scientist) there was little activity within this programme area during the second half of 1992. With the appointment of the Coastal Management Officer in mid-January 1993, this programme area is again fully active. The programme area is undergoing considerable development during 1993, especially in the area of Integrated Coastal Zone Management.



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 7.5 : Work Programme Reports - Management of Pollution and Pollution Emergencies

Purpose of Paper

1. To report on SPREP's activities during 1992 in the fields of Management of Pollution and Pollution Emergencies.

Background

2. Management of Pollution and Pollution Emergencies form two components (Programmes 5 and 6) of the SPREP Action Plan. The attached report is in two parts, Attachment 1 dealing with Prevention and Management of Pollution and Attachment 2 with Planning and Response to Pollution Emergencies.

Recommendation

3. The Meeting is invited to **consider** and **note** the report.

22 July 1993
Original : English



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 6.10 : Review of Terms and Conditions of Employment of SPOCC Organisations

Purpose of Paper

To present draft Terms of Reference and a timetable for a review of terms and conditions of employment of SPOCC Organisations.

Background

2. The Work Programme and Budget Session of the Forum Officials Committee, in November 1992, directed the Forum Secretariat to prepare draft Terms of Reference for a review of the terms and conditions of employment of all SPOCC organisations for consideration at its next meeting, the pre-Forum Session in Nauru in August 1993. The draft Terms of Reference were to be prepared in accordance with an indicative timetable approved by the November 1992 Session.

3. The draft Terms of Reference subsequently prepared by the Forum Secretariat, in consultation with SPOCC organisations, are attached. In accordance with the indicative timetable approved by the Forum Officials Committee, also attached, these Terms of Reference will be approved by the Forum Officials Committee in August after which they will be endorsed by the SPREP IGM in September.

Comment

4. The SPREP Secretariat has no particular comments or problems with the draft Terms of Reference in themselves. From their endorsement by the Forum in August the Secretariat will be aware of the views of Forum members of SPREP; however, it is not aware of the views of non-Forum members of SPREP which were invited by the Forum Secretariat to comment. The SPREP IGM might also wish to consider the key questions of the means of funding the review and the method of selection of a reviewer.

5. New Staff Regulations, incorporating fundamental changes to SPREP salaries and terms and conditions of service, were approved by the Fifth IGM in September 1992 and put into place immediately. Drafting, submitting for approval, and implementing the new system across the organisation was a difficult task necessitating much internal debate and consultation, not only with staff but also with member governments, with hard and sometimes unpopular decisions by management. This process consumed much of the Secretariat's energies during 1992, seriously affecting staff morale and performance during that period. The Secretariat therefore expresses concern at the timing of the SPOCC review as regards SPREP, coming as it does so soon after staff have settled down following the unprecedented events (including a change of location) that took place in SPREP during 1992. More fundamental changes in terms and conditions of service in the near future would not be in the best interests of the organisation at this stage.

Recommendation

6. The Meeting is invited to **endorse** the Terms of Reference submitted for approval to the Forum Officials Committee, to **note** the indicative timetable already approved by that Committee and to **note** the concerns of the SPREP Secretariat expressed at paragraph 5 above.

6 July 1993

Original : English

Annex 1

INDICATIVE TIMETABLE FOR REVIEW OF SPOCC
TERMS AND CONDITIONS OF EMPLOYMENT

- Member countries provide comment to SPFS on factors to be considered in the review. Non-Forum countries and territories who are members of FFA, SOPAC, SPC, and/or SPREP should also be invited to comment. Jan 1993
- SPFS prepared draft Terms of Reference Feb 1993
- SPOCC organisations comment on Terms of Reference Apr 1993
- Pre-Forum Officials Meeting and Forum approve Terms of Reference Aug 1993
- SPREP IGM endorses Terms of Reference Sept 1993
- SOPAC Annual Session endorses Terms of Reference Oct 1993
- SPBEA Annual Meeting endorses Terms of Reference Oct 1993
- South Pacific Conference endorses Terms of Reference Oct 1993
- Review Commences Jan 1994
- FFA Annual Meeting endorses Terms of Reference Apr 1994
- Review is finalised May 1994
- Pre-Forum Officials meeting and Forum approve results. Revised conditions would be implemented from 1 Jan 95. July 1994
- SPREP IGM approves review results for implementation in SPREP from 1 January 1995 Sept 1994
- SOPAC Annual Session approves review results for implementation in SOPAC from 1 January 1995 Oct 1994

- SPBEA Annual Meeting approves review results for implementation in SPBEA from 1 January 1995 Oct 1994
- South Pacific Conference approves review results for implementation in SPC from 1 January 1995 Oct 1994
- FFC approves review results for implementation in FFA from 1 July 1995 Apr 1995
- Process starts over again Jan 1997
(this would lead to reviews at 4 year intervals)

Annex 2

**REVIEW OF TERMS AND CONDITIONS
OF EMPLOYMENT OF SPOCC ORGANISATIONS****DRAFT TERMS OF REFERENCE****Objective**

To review the terms and conditions of employment of contract and permanent staff of SPOCC organisations, with a view to rationalisation and compatibility between organisations, and to develop a standard package that will attract competent and well qualified staff from member countries at minimum cost.

Background

At the Forum Officials Committee Work Programme and Budget Session held in November 1992, it was resolved that the Forum Secretariat would draft Terms of Reference for a review of the terms and conditions of employment of member organisations of the South Pacific Organisations Coordinating Committee (SPOCC). The review is to address a number of factors specified by the Committee and member countries, within the context of an overall package that will be applicable to SPOCC organisations, with the addition of modifications to address specific differences between organisations in regard to their environments, functions and objectives. The terms of reference for the review will be subject to the acceptance of each organisation's governing body. The review is to be submitted to the Pre-Forum Officials Committee, and subsequently to the governing bodies of the other SPOCC organisations. The outcomes of the review are intended to be implemented, subject to their acceptance by each governing body, from 1 January, 1995.

The members of SPOCC, to which the review will apply, are the Forum Secretariat, the South Pacific Commission, the South Pacific Applied Geoscience Commission, the Forum Fisheries Agency, the South Pacific Regional Environment Programme and the Tourism Council of the South Pacific.

FORUM EYES ONLY

Activities

The Consultant shall review all elements of the terms and conditions of employment of the participating SPOCC organisations. The Review shall include, but shall not be limited to, the following:

- (i) an assessment of the appropriateness and equity of remuneration levels;
- (ii) an assessment of all conditions of employment including all allowances and leave provisions;
- (iii) an assessment of medical insurance provisions;
- (iv) an assessment of the application of cost-of-living adjustments such that the various treatments of income tax and allowances (such as housing allowance) do not create anomalies;
- (v) a review of core hours of work, and a recommendation for consistent treatment across organisations, with due regard to the hours of work of the public service of the organisation's host country;
- (vi) consideration of existing linkages in terms and conditions to those of the public service of the host country;
- (vii) an assessment of the cost implications of the recommendations for each SPOCC organisation.

The review shall require visiting, consulting and interviewing the requisite senior personnel of the participating organisations.

The resulting package recommended by the Consultant shall include the following elements:

- (i) provision of a common package that can apply to all participating organisations with variations only resulting from unique factors relating to specific organisations;
- (ii) provision of an overall system that is flexible and transparent;
- (iii) provision for the needs of organisations to attract high calibre staff at minimum cost;

- (iv) due regard for the relevant principles and practices currently applying in the participating SPOCC organisations, and the views of the Heads of these organisations;
- (v) appropriate recognition of relativities between participating SPOCC organisations;
- (vi) application of good employment practices including recognition of equal opportunity requirements;
- (vii) appropriate recognition of member's ability to pay.

Consultant's Report

The findings of the review shall be provided in a report that includes reference to all the relevant factors considered, recommends a package including levels of remuneration and conditions of service and lists the people interviewed at the organisations. The report shall have due regard to methods of implementation of the recommendations and phasing-in of these recommendations, where necessary.

A draft report shall be provided to the Forum Secretariat by 30 April 1994 and a final report shall be submitted by 31 May 1994.

Report Outline

The report shall include the following sections:

- (i) an executive summary, of a maximum length of two pages, attached to the front after the contents page;
- (ii) a contents page listing main and sub-headings against page numbers for ease of reference;
- (iii) a disclaimer as follows: "The views contained in this report are those of the consultant and do not necessarily reflect the views of the Forum Secretariat."

FORUM EYES ONLY

- (iv) an introduction including:
 - objective
 - methodology
 - research undertaken
 - persons interviewed;
- (v) a section describing the analysis and setting out results;
- (vi) a conclusion listing the main findings;
- (vii) the recommendations of the review with appropriate detail and due consideration of practicality of application and timeframe for implementation;
- (viii) costs/savings expected to result from the implementation of the recommendations for each organisation;
- (ix) a section describing alternatives that were considered and the reasons for their consideration and rejection;
- (x) references; and
- (xi) appendices.

Prevention and Management of Pollution

Part 1

The Basis for Action

Background

Pollution and development often go hand-in-hand. Industrialisation, modern agricultural production and lifestyles all generate pollution problems many of which are beyond the individual capacities of SPREP member governments to handle on their own. SPREP aims to address these and other sources of pollution and contamination on land, in the air and in the water.

2. A general flow of people moving into the more developed centres is leading to much agricultural land being taken up for residential purposes. A major consequence is the use of coastal areas to discharge wastes generated from ever-increasing populations. In some countries, dumping rubbish into the sea is becoming accepted as a normal method of waste management along with indiscriminate dumping in caves, water holes and other cavities with serious effects on underground water supplies and coastal waters and habitats.
3. All SPREP member countries share the problems of how to minimise the production, and ensure the safe disposal, of all types of waste, particularly those generated through rapidly increasing urbanisation. Pollution from industrial wastes, sewage, inappropriately sited and poorly managed dumps and unsafe disposal of toxic chemicals contribute significantly to habitat degradation and threaten the health of Pacific islanders. Increased population growth, urbanisation and industrialisation exacerbate these problems.
4. Rapid urbanisation, an equally rapid rise in 'standard of living' expectations and a growing demand for imported packaged goods generate increasing volumes of solid waste. These include toxic chemicals found in municipal rubbish tips and the abandoned vehicles common on Pacific islands. With limited land areas around urban centres, Pacific countries and territories have major difficulties disposing of solid wastes. Disposal sites that are acceptable on social, economic and health grounds are limited, as are finances to deal with the problem. Limited recycling programmes have started in some countries, but there are generally few programmes to minimise, prevent or recycle wastes which would reduce the mountains of thrown-away matter in the region. Prevention opportunities need to be identified and implemented.

5. Aquatic pollution in particular, is a major problem affecting the quality of freshwater resources and marine and coastal areas of the region. Inadequate collection, treatment and disposal systems for sewage cause contamination of surface and groundwaters near urban areas. The transboundary nature of marine pollution requires a co-ordinated and comprehensive approach to assessment and effective control. Marine pollution monitoring and research projects have been successfully implemented through SPREP and are now consolidated into a co-ordinated monitoring, research and control programme (SPREP POL).

6. SPREP is developing a coordinated regional programme to prevent, monitor and control pollution and to manage wastes. The Pollution Prevention Programme aims for all sectors of the community to:

- be committed to preventing pollution;
- have sufficient information to help prevent pollution; and
- have support to develop, implement and evaluate prevention programmes.

7. The Programme will support voluntary national and community initiatives, encourage economic incentives for pollution prevention and assist in developing suitable legislation to encourage prevention. Specific objectives are to develop:

- plans to manage wastes on land, freshwater, sea and air, including transboundary movement of hazardous wastes;
- monitoring to prevent and control pollution on land, fresh and coastal waters and high seas (incorporating current SPREP-POL activities);
- a regional data base on sources, levels, amounts, trends and effects of contaminants and pollution; and
- a regional programme on pollution awareness, training, education and information.

Prevention and Management of Pollution

Part 2 :

Activities in Support of the Action Plan Goal and Objectives

Goal

1. The Goal of Programme 5 of the Action Plan is to prevent, control and manage pollution and wastes so that adverse impacts on the environment and human health are avoided, minimised and mitigated.

Objectives and Activities

2. Following are the Action Plan Objectives in support of the above Goal and a description of the Activities undertaken by SPREP in 1992 towards achieving those objectives.

Objective 1

To develop technical, legal and administrative measures for prevention of pollution and management of waste, and assist SPREP members to implement and evaluate the effectiveness of these measures.

Activities

Studies on waste management and current practices and legislation were carried out for Kiribati in March and Tokelau in November. Country reports are now being finalised. These studies were financed through the UNDP-funded NEMS Project.

Output

Shortcomings in technical, legal and administrative measures for the prevention of pollution and management of wastes were highlighted. Assistance is now being sought to provide the expertise required for implementation of the various preventive measures recommended in the studies. Mechanisms are proposed for monitoring and evaluating the effectiveness of such measures.

Objective 2.

To strengthen the capabilities of national and regional institutions to carry out pollution monitoring and research, and to formulate and apply pollution control and abatement measures.

Activities

Consultancies were let to:

- University of Papua New Guinea
- UNITECH PNG
- University of the South Pacific
- Fiji School of Medicine
- ORSTOM
- LESE

to carry out pollution monitoring and research while technical training on water quality monitoring was provided in Niue.

Output

It is expected that these consultancies to regional and national institutions will lead to the strengthening of their capabilities to undertake similar tasks in future.

Objective 3

To ensure the environmentally sound and sanitary disposal of wastes.

Activities

To ensure that environmentally sound and sanitary waste disposal is practiced, a pollution awareness workshop was conducted in Niue as a preliminary to technical training on appropriate waste disposal technologies and methods of evaluating their effectiveness.

Output

Government official and members of the public were made aware of the state of their environment and what pollution could do to it.

Objective 4

To minimise the amount of waste and maximise the recycling of waste products in the Pacific countries and territories.

Activities

Through the studies and recommendations carried out in 1. above, projects on the composting of decomposable wastes and recovery of re-usable materials for recycling were implemented in Kiribati, Niue and Tokelau. These involved exporting used aluminium cans, bottles and used oil to other parts of the Pacific like New Zealand (cans) and Western Samoa (bottles). New technologies such as waste minimisation at source and through economic legal incentives are also being developed.

Output

Minimisation of waste throughout the region and more chances of disposing the balance in a sanitary manner.

Objective 5

To organise and carry out a regionally co-ordinated marine pollution monitoring and research programme (SPREP POL) as part of the scientific basis for the formulation of pollution control measures suitable for the region.

Activities

A co-ordinated marine pollution monitoring and research programme (SPREP POL), which provides data base information and forms the basis for formulation of pollution control measures suitable for the region, is being implemented through the UNEP Regional Seas Programme.

Output

Strengthening national institutions' and individuals' capabilities in pollution monitoring and encouraging countries include provision for pollution monitoring and research programmes in national policies and budgets.

Objective 6.

To develop, implement and assist programmes to maintain and improve the quality of freshwater resources.

Activities

While carrying out waste management studies, and pollution awareness workshops in Niue, Tuvalu and Kiribati, the area of freshwater resources was looked at with advice given to the governments concerned on how to keep these resources free from contamination and pollution. Suggestions were put forward as to how existing resources could be maintained through monitoring the quality and surroundings of water used.

Objective 7

To generate and disseminate information on the sources, levels, amounts, kinds, trends and effects of pollution within the South Pacific region.

Activities

Through SPREP-POL (Pollution Monitoring, Study and Research Programme) SPREP carried out research on land-based pollution source levels, amounts, types, trends and effects within the region. A report is almost completed and will soon be disseminated to all member countries.

Objective 8

To generate and disseminate information on the kinds and amounts of wastes, waste generating activities and disposal methods in the region.

Activities

The Environmental Contaminants Officer conducted waste management studies on Kiribati, Niue, and Tokelau to identify types and amounts of waste generating activities and final disposal methods. The information generated can be made available to other countries facing the same kinds of problems.

Objective 9

To provide a clearinghouse for, and encourage use of, production processes and technologies which minimise waste generation.

Activities

SPREP provides query/response and clearinghouse services for useful information regarding production processes and technologies which minimise waste generation.

Objective 10

To assist SPREP members to take all appropriate measures to prevent, reduce and control pollution of the area covered by the SPREP Convention, whether caused by discharge from vessels, land-based sources, sea-bed activity, discharge into the atmosphere, or dumping.

Activities

Advice and assistance is being provided to SPREP member countries for taking the necessary measures to prevent, reduce and control pollution in the area covered by the SPREP Convention, whether caused by discharges from vessels, land based sources, sea-bed activities, discharge into the atmosphere or dumping in the ocean or on land. A Regional Pollution Prevention Programme is now being developed.

Constraints

The main constraints experienced in running this programme are

- the lack of a well co-ordinated Pollution Prevention Programme from the beginning;
- hence a lack of funding to support it.

A well co-ordinated Pollution Control and Prevention Programme - now nearing completion - should attract full funding for its implementation.

Funding and Staff

Funding for the Environmental Contaminants Officer's salary and travel costs is provided by UNDP. Funding for SPREP-POL activities is provided by UNEP. Under this arrangement, ORSTROM, NZDSIR and AIMS also contribute towards scientific studies in their respective jurisdictions.

Planning and Response to Pollution Emergencies

Part 1

The Basis for Action

Background

1. According to the SPREP Action Plan, pollution emergencies are unpredictable or accidental pollution incidents which require urgent action to minimise environmental impacts and threats to human health and safety. Such incidents are usually caused by the spill or accidental discharge of toxic and hazardous or noxious substances such as oil, fuel or chemicals. These discharges can severely affect marine and freshwater resources and habitats, groundwater systems and other natural resources and can have significant economic and public health effects. Pollution emergencies can result from human factors, natural events or a combination of both, so there is a need to develop planned response systems and capabilities.

Planning and Response to Pollution Emergencies

Part 2 :

Activities in Support of the Action Plan Goal and Objectives

Goal

1. The Goal of Programme 6 of the Action Plan is to develop and maintain national and regional pollution emergency response and planning capabilities.

Objectives and Activities

2. Following are the Action Plan Objectives in support of the above Goal and a description of the Activities undertaken by SPREP in 1992 towards achieving those Objectives.

Objective 1

To generate and disseminate information on substances, activities and installations which may result in pollution emergencies.

Activities

SPREP is liaising with the Forum Secretariat on a UNDP-funded study to determine substances, activities and installations which may result in pollution emergencies in the South Pacific Region.

Objective 2

To assist governments in developing plans and capabilities to respond to pollution emergencies.

Activities

SPREP participated in a meeting for the development of Western Samoa's plans and capabilities for responding to pollution emergencies.

Objective 3

To liaise with international, regional and national natural disaster response organisations on the pollution emergency aspects of disasters.

Activities

Although no specific activities were undertaken, SPREP is now ready to liaise with international, regional and national natural disaster response organisations on pollution emergency aspects of disasters.

Objective 4

To ensure that all governments have complete, updated and tested marine pollution emergency contingency plans and that the SPREP Regional Marine Pollution Emergency Contingency Plan for the South Pacific Region is finalised and adopted.

Activities

Through a Regional Workshop (see Activity 7.1) further assistance was provided to governments to complete and test marine pollution emergency contingency plans. Further development of the Regional Marine Pollution Emergency Contingency Plan in the context of a draft strategy for the Protection of the Marine Environment of the South Pacific Region with assistance from IMO.

Objective 5

To conduct seminars, exercises and training to ensure that national/territorial and regional plans are reviewed and practiced and personnel are trained.

Activities

A Regional Oil Spill Emergency Response Workshop was conducted in October 1992 in Suva, Fiji, to assist in ensuring that national and regional plans are reviewed and implemented and that personnel are trained.

Objective 6

To advise SPREP members on appropriate international marine pollution conventions.

Activities

An on-going process - SPREP member countries are being advised continually on appropriate international marine pollution conventions through pollution awareness workshops.

Constraints and Opportunities

Lack of funds to implement the programme was the main hurdle. The proposed Strategy for the Protection of the Marine Environment of the South Pacific Region, of which this area of work is a component, if it attracts funding, would be a major step forward.

Much of the direction for these activities has been determined by recommendations from the two-yearly Regional Workshops on Oil Spill Response and Contingency Planning. These have been held since 1984 to train participants in contingency planning and response to marine pollution incidents, to refine and test a regional oil spill contingency plan for the South Pacific and review progress with the adoption and implementation of national contingency plans.

A draft regional emergency contingency plan will be necessary to effect the SPREP Convention Protocol Concerning Co-operation in Combating Pollution Emergencies in the South Pacific. In the event of a major oil spill or other pollution emergency, larger SPREP member governments would be likely to provide the bulk of the response required. It will be necessary to develop the modalities of providing this assistance to the region in the context of national and regional contingency plans.

Funding

Funding to address needs for emergency pollution response and planning in the region, in particular Oil Spill Emergency Response, has been provided by the International Maritime Organisation, with technical assistance from the Australian Maritime Safety Authority

Staffing

SPREP's Environmental Contaminants Officer co-ordinates these activities.

22 July 1993
Original : English



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 7.6 : Work Programme Reports - Environmental Education, Information and Training

Purpose of Paper

To present a report on SPREP's activities during 1992 in the fields of Environmental Education, Information and Training

Background

2. Environmental Education, Information and Training form two components (Programmes 7 and 8) of the SPREP Action Plan. The attached report is in two parts, Attachment 1 dealing with Environmental Education and Training and Attachment 2 with Environmental Information.

Recommendation

3. The Meeting is invited to **consider** and **note** the report.

22 July 1993

Original : English

Environmental Education and Training

Part 1 :

The Basis for Action

According to the SPREP Action Plan, environmental education should assist individuals and groups to understand the environment with the ultimate objective of developing caring and committed attitudes that will foster the desire and ability to act responsibly in the environment. Therefore environmental education is concerned about knowledge and also feelings, attitudes, skills and social actions. The SPREP education programme, and other programmes, also recognise the existence of a considerable body of traditional knowledge as well as the need to develop an ethical approach in the way such knowledge is obtained and shared.

2. Educating about the environment involves providing support to school and university students, teacher training institutions, curriculum developers and research organisations. It also includes non-formal environmental education for groups involved in environmental management activities including government departments, conservation bodies, industry and NGOs as well as community and land-owning groups and individuals.

Environmental Education and Training

Part 2 :

Activities in Support of the Action Plan Goal and Objectives

Goal

1. The Goal of Programme 7 of the Action Plan is to increase knowledge and understanding and to catalyse environmental education and training activities aimed at enhancing the management of resources and environment in the region.

Objectives and Activities

2. Following are the Action Plan Objectives in support of the above Goal and a description of the Activities undertaken by SPREP in 1992 towards achieving those Objectives.

Objective 1

Assist schools and education departments in producing their own curriculum in environmental education.

Activities

- In-country curriculum writing workshops in Kiribati, Western Samoa and the Marshall Islands.
- Classes 6 and 7 pupils and teachers books for Kiribati.
- Years 7 and 8 Readers for Western Samoa.
- Elementary Readers for the Marshall Islands.
- Translation of coral reef handbook to Tokelauan language.
- Environmental Science for Elementary Schools: Planning and designing workshop in the Marshall Islands. Implementation in progress.

Objective 2

Assist with the training of teachers in developing strategies and resources for teaching environmental education in schools.

Activities

- In-country Teacher training of trainers in EE in FSM, Kiribati and Western Samoa.
- Planning seminar for Teacher Training in Niue.
- Production of the Environmental Education Teachers' Manual.

Objective 3

Produce educational resources on environmental issues and concerns relevant to the region in an interesting and informative way, where possible in vernacular languages.

Activities

- Production of posters, fact sheets, case-studies, audio tapes, video, coral reef kits and slides. Posters in the vernacular - Palauan, Tokelauan, Samoan, Niuean, Bislama and Pidgin.

Objective 4

Develop agreements whereby technical and scientific agencies and individual researchers working on issues of relevance to the SPREP Action Plan are encouraged to provide results and information in ways that are useful to local communities, educational and environmental management agencies.

Objective 5

Encourage the raising of community environmental awareness through the arts, theatre, music and the media.

Activities

- Environmental Plays/Drama produced and performed in Vanuatu by the Wan Smolbag Theatre.
- Also performed in the South Pacific Art Festival in the Cook Islands, October 1992.

Objective 6

Promote community awareness raising activities on environmental issues with a special focus on women and youth in the region.

Activities

- Environmental week activities in:
 - Tonga's Heilala Festival
 - Western Samoa Environment week
 - Marshall Islands Beach Clean-up Competitions
 - Niue Environment week

- Community Awareness:

Seminars - Village groups in Savaii, Western Samoa

- Workshops -
1. Catholic National Youth Council, Western Samoa
 2. Ecumenical Women's Council of Churches in Western Samoa
 3. Bahai Women's Group in Pohnpei, FSM
 4. Women's NGO's in Palau

Conference - CHADU (NGO) Tonga

- Multi Media Training Workshop for FSM

Objective 7

Support the professional development of environment managers and conservation bodies through scholarships and exchange schemes.

Activities

Hands-on curriculum experience for the Primary Science Organiser, Curriculum Development Unit, Ministry of Education, Kiribati, at the Institute of Education, USP, Fiji.

Objective 8

Assist the implementation of other SPREP programmes by developing educational and public awareness materials and strategies as appropriate.

Activities

- Coastal Management Programme
 - Produced & distributed a 25 minutes video tape entitled Coastal Environment in the South Pacific.
 - Case study leaflet on Coral Exploitation - Nauru Experience
 - Fact Sheet on traditional conservation of the Marine Environment.
- National Environment Management Strategy (NEMS)
 - Task Force Awareness Seminar and Teacher Training Needs Analysis - Niue
 - Community Environment Awareness Workshop, Palau
 - Planning and Designing an Environmental Education Public Awareness Programme for the Division of Conservation and Entomology, Ministry of Resources and Development

Climate Change and Sea Level rise

Tentative planning for material production, teacher training and public awareness programmes while awaiting funds for implementation

Constraints

Formal Environmental Education:

The constraints stem from the 'examination fever' common in the Pacific Region. Regardless of how convinced the teachers and administrators are about the importance and urgency of teaching and learning about the environment, the subject remains a low priority. The examination subjects get top priority. The backwash effects of this, point to the lack of motivation for teachers to keep abreast with current environment issues and concerns let alone teach them. Organising Environmental Education activities such as curriculum development and teacher training are either directly or indirectly affected by this. This is acutely felt here because of the time involve in negotiating and scheduling the activities. The pressure mounts when donors deadlines are to be met. Worse still when due to rescheduling, more activities are forced to run concurrently or, on the other hand, postpone indefinitely, and so the process drags on playing second fiddle to the teaching and learning of the examination subjects. While national examinations do not escape from inculcating this examination mentality, the external examinations play a bigger and more influential part in this phenomena which has fundamental repercussions on all aspects of education including environmental education. While it is beyond the scope of this report to discuss the issue of national and external examinations and their authoritative role in controlling what is considered worthwhile learning, suffice it is to point out that this constitute the root of the problem generally affecting the implementation of the EE program in the formal setting, especially curriculum development and teacher training. Nevertheless, EE will continue to function within the current set up and encourage the inclusion of EE where possible, in the examinable subjects.

Non Formal and Informal Education

Community awareness programmes are hindered by lack of funding as well as staffing.

Funding

Community programmes especially those that reach down to the grassroot level are always shelved owing to lack of funds. Requests from member countries for specific EE projects could not be serviced for the same reason. Some of these project requests are either still with SPREP or members keep on resubmitting them hoping for better luck each time. Substantial funding from AIDAB will greatly improved this situation in 1993-1994.

Staffing

An extra staff is needed to enable the various training programmes to be conducted.

Environmental Information

Part 1 :

The Basis for Action

A public information programme on environment and development issues affecting the region is essential to promote positive community attitudes towards the environment and informed decision-making on conservation and management practices necessary to protect and improve the quality of the South Pacific environment.

2. Knowledge and understanding of current environment and development issues affecting the region needs to be disseminated in different formats to meet the needs of various groups. These may range from the production of scientific/technical reports and case studies for managers and researchers, to posters and audio-visual material for general environmental awareness and educational purposes.

3. As well as supporting the production of material, SPREP has an important regional role in disseminating information to member countries by functioning as an information clearing house, producing a regional newsletter and distributing information between environmental groups.

Environmental Information

Part 2 :

Activities in Support of the Action Plan Goal and Objectives

Goal

1. The Goal of Programme 8 of the Action Plan is to increase overall awareness and understanding of the environment and cultural heritage to promote positive community attitudes towards environmental activities and decision-making in the region.

Objectives and Activities

2. Following are the Action Plan Objectives in support of the above Goal and a description of the Activities undertaken by SPREP in 1992 towards achieving those Objectives.

Objective 1

Inform and promote regional environmental activities and resources through producing a regional newsletter.

Activities

Edited, wrote, laid out and printed Environment Newsletter no. 30 and 31. Publication is up to date, with issues 32 to 35 due in 1993.

Objective 2

Disseminate scientific/technical information on environmental concerns for management and conservation purposes through the publication of meeting reports and topic studies.

Activities

Printed and disseminated:

Reports:

CC/SLR Report: Western Samoa

CC/SLR Report: Tonga

CC/SLR Report: Cook Islands

Koromindi Report, Solomons (Phase 2) Waste Management in Western Samoa

CC/SLR Report: Tokelau

CC/SLR Report: Marshall Islands

CC/SLR Assessment: Majuro, RMI

Technical Meeting Reports:

1989 South Pacific Protected Areas Conference (Vols 1, 2,3).
2nd Marine Turtle Meeting (1991)
EIA National Meeting and Workshop Reports (6)
1992 Marine Pollution Workshop

In preparation:

CC/SLR Assessment: Upolu, Western Samoa
3rd Marine Turtle Meeting (1993)
Proceedings of 1992 Second Climate Change Conference
Waste Management in Tokelau
Various othre Meeting Reports

Objective 3

Promote community awareness through production of visual, print and electronic media including posters, displays, audio-visual kits, radio and video material.

Activities**Printed and disseminated:****General Publication:**

1991-95 SPREP Action Plan
1991/92 Annual Report

Educational Publication:

Environment Teachers Training Manual (English)

Posters:

Climate Change (English)

Brochures:

Technical Publications (2 / year)
Educational Resource Materials (2 / year)
South Pacific Climate and Sea Level Monitoring Programme

Videos:

Protecting the Coastal Environment (PAL/NTSC)

In preparation:

Coral Reef Handbook (Tokelauan) Fact Sheet no. 7 (English)
Environment Case Study no. 6 (English and French)
Environment Case Study no. 7 (English)
Fact Sheet no. 9 (English)

Objective 4

Support community groups and organisations in developing their own media skills and publications.

Activities

Co-operated with UNESCO in initiating project to improve use of media, particularly video/TV for environmental awareness. National assessment missions now in progress.

Pending

"One World" Radio Project to start with AIDAB funding in early 1993. Regional training workshop due later in 1993.

Objective 5

Encourage translation/production of material in vernacular languages.

Activities

As seen in 3. above, much effort has been made to translate appropriate publications into vernacular. "One World" Radio Project proposal includes weekly broadcasts in English, French and Pidgin, and tapes and transcripts produced for translation into local language by national radio stations. Will re-instate translation for French editions of Environment Newsletter.

Objective 6

Respond as appropriate to requests for information on environmental issues.

Activities

IPO has carried this out, with an average of 6 requests per week since last report for information on environment matters. This area is rapidly expanding, and funding to engage a consultant to help establish the Information Centre has now been secured. Further funding is being sought for an SPREP Information Centre manager to assist the Information Officer in this area.

SPREP is also a member of the Pacific Sustainable Development Network (PSDN), which aims to improve community access to appropriate information on sustainable development. This includes extensive use of the PEACESAT communications system (through USP Alafua Campus).

Objective 7

Liaise and co-ordinate with other regional, national and international organisations in circulating information/publications throughout the region.

Activities

IPO has serviced an average of 10 requests for publications per week this year. This area continues to grow, especially sales and subscriptions.

Objective 8

Assist the implementation of other SPREP programmes by disseminating appropriate information to target groups in conjunction with public awareness and information campaigns.

Activities**Published Printed Materials:**

General Brochures

1992/93 Annual Report (in print)

1992 IGM Meeting Report

1991-95 SPREP Action Plan

SPREP corporate video (PAL/NTSC/SECAM - in "print")

RETA Project video (PAL/NTSC/SECAM - in "print")

8 Country Reports for UNCED (in print)

11 Country Reports for RETA Project (in print)

5 National Legal Reviews for RETA Project (in print)

1 Regional Legal Overview for RETA Project (in print)

5 National Environmental Management Strategies for RETA Project (in print)

5 National State of the Environment Reports for RETA Project (in print)

1 Final Report for RETA Project (in print)

Other Activities

Environment Newsletter Articles

20 Press Releases

Contacted regional and international press, radio and print

Co-ordinated SPREP / UNEP PEAMIS Project

Co-ordinated SPREP's translation, print and communications activities.

Constraints and Opportunities

The Publications schedule above shows the incredible explosion in this area this year. Distribution costs for these publications have increased accordingly. Where possible, these publications were printed locally, resulting in more timely distribution of the information in the publications. These have also been widely distributed to libraries in the region to improve access to them.

Problems in staffing core positions continue. An Information Specialist to manage the SPREP Information Centre is essential if SPREP is to fulfill objectives in the Action Plan requiring it to be a clearinghouse and source of environmental information. Some information requests have not been adequately addressed due to the disorganised state of the Centre. At present publications are sitting in boxes and on shelves, most of them inaccessible, as most publications are either not catalogued, or are inappropriately catalogued. A consultancy will take place soon to advise SPREP on the requirements for the Information Centre, and on its technical needs and future organisation. A commitment to staffing must also be made, as this position will service all programme areas.

There has been little recent evaluation of SPREP publications in their effectiveness in influencing or informing target audiences on environmental issues. A preliminary survey of readers of *Environment Newsletter* will be carried out in issue no 33, in June 1993, to assess some aspects of the newsletter, such as readability and appropriateness of content. The UNESCO project to assess media and communications capabilities and needs for raising public awareness on environmental issues will be a basis for further assistance to national activities, with special emphasis on the use of NEMS to indicate possible priority projects. Radio, a very effective communications tool to remote areas in the region, will be strengthened by the "One World" Radio Project. This will co-ordinated in the region by SPREP, and overall by Radio Australia.

Funding

All projects now undertaken by SPREP consider communications needs in their planning, and include these needs in project proposals and budgets. Communications needs can be up to 10% of a total budget, especially when including distribution costs.

22 July 1993

Original : English



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 7.7 : Work Programme Reports - Regional and Global Environmental Concerns

Purpose of Paper

To report on SPREP's activities in the area of Regional and Global Environmental Concerns during 1992.

Background

2. Regional and Global Environmental Concerns fall under Programme 9 of the SPREP Action Plan. The attached report presents background information on that Programme and describes activities undertaken in 1992 in support of the Action Plan's objectives.

Recommendation

3. The Meeting is invited to **consider** and **note** the report.

22 July 1993
Original : English

Regional & Global Environmental Concerns

Part 1 :

The Basis for Action

This Programme Area aims to assist members in understanding and responding to significant regional and global environmental concerns and agreements.

2. Progress has been made on a number of regional and global environmental concerns - a global moratorium exists on nuclear testing, the legal framework for the control of toxic and hazardous waste is under consideration, weapons incineration on Johnston Atoll is being phased out, and the Wellington Convention on prohibition of driftnet fishing is in force, supported by a global moratorium on driftnet fishing under UN Resolution 44/225.
3. In recent years, many environmental issues that were once local in nature have also become concerns for the entire region closely linked to global environmental issues. The United Nations Conference on Environment and Development (UNCED) presented Pacific island members of SPREP with the opportunity to voice their regional concerns for sustainable development and these were recognised in the final decisions taken by governments at the Earth Summit, in particular, Agenda 21. UNCED has signalled the beginning of a new global partnership to address the issues of sustainable development and the outcomes of UNCED have significant implications for managing the environment of the South Pacific.
4. Particular areas of regional and global concern not dealt with elsewhere in SPREP's work programme include the relationships between trade and environment, the transfer of environmentally sound technology, the integration of environment and economics and institutional arrangements, including the new UN Commission for Sustainable Development, negotiations for a Convention on Drought and Desertification and the Global Conference on the Sustainable Development of Small Island Developing States, to be held in Barbados, April 1994.
5. The adverse effects of demographic pressures and the resulting demands placed on natural resources and local environments have also received increased regional and international attention. The linkages between population, resources, and economic activities are complex and will be addressed by a joint SPREP/UNFPA project commencing in 1993 and through participation in the Fourth International Conference on Population and Development, 1994.

Regional & Global Environmental Concerns

Part 2 :

Activities in Support of the Action Plan Objectives

Preparations for UNCED dominated activities under this area of the Action Plan. These included assisting participation by Pacific island countries in meetings of the Preparatory Committee (PrepCom) and convention negotiations, and the preparation of National Reports by 13 countries. These reports formed the basis of *The Pacific Way: Pacific Island Developing Countries Report to UNCED* and a more detailed supporting document, *Environment and Development: a Pacific Island Perspective*. Three regional meetings were held involving representatives of governments, non-governmental and intergovernmental organisations, and a ministerial Declaration and a statement to the third PrepCom III were produced. A video covering sustainable development issues in the region was also launched at the Earth Summit.

2. In addition the following activities were undertaken in 1992.

Objective 1

Dessimate up-to-date and accurate information on regionally significant environmental concerns.

Activity

In addition to the activities mentioned above, the dessimination of environmental information is a major programme area for SPREP in its own right covered under Agenda Item 7.6

Objective 2

Advise governments and regional organisations, as required, on regional and national environmental issues and approaches on how to address them, in particular: on the prevention, reduction and control of pollution which might result from nuclear testing, and from importing, transporting, storing or destroying toxic and hazardous wastes or weapons.

Activity

SPREP attended and advised the Regional Energy Committee Meeting on the relationship between energy consumption and sustainable development and climate change and relevant UNCED decisions.

SPREP attended and advised the Regional Development Planners Conference on the implications of Agenda 21 for Planning in the Pacific and possible tools for development and economic planners.

SPREP began preparations for a meeting of a Technical Working Group to consider a proposal from Papua New Guinea for a regional convention on hazardous wastes. (The meeting was actually held in 1993 and its report will be considered by the South Pacific Forum in August.)

Objective 3

Draw to the attention of members, organisations and communities the relationships between population impacts, environmental problems and the ability of countries to achieve ecologically sustainable development.

Activity

With assistance from UNFPA, a Population and Environment project was designed for funding and implementation in 1993-97.

Objective 4

Support, with expert advice, international, regional and national efforts to end driftnet fishing.

Activity

As mentioned above, the Wellington Convention is now in force supported by a global moratorium. FFA has taken the leading role in this area of unsustainable fishing practices.

Objective 5

Take full account of the principles contained in the Rio Declaration on Environment and Development and the Statement of Principles for a Global Consensus on the Management, Conservation and Sustainable Development of Forests.

Activity

Considerable effort has been made to take full account of these principles with the activities of SPREP.

Objective 6

Integrate the objectives and activities of Agenda 21 into existing and new projects and programmes and consider the implications of Agenda 21 in relation to all aspects of the SPREP Action Plan, in particular, the implications of those sections of Agenda 21 related to toxic and hazardous wastes and the role of indigenous people.

Activity

Considerable effort has been made, and is ongoing, to integrate Agenda 21 within the SPREP work programme.

Objective 7

Assist member countries to implement those aspects of Agenda 21 that fall within SPREP's mandate.

Activity

In addition to all other elements of SPREP's Work Programme, SPREP attended and advised PNG National Seminar on Follow-up to UNCED; in particular, the relationship between regional and global resources and national action.

Objective 8

Continue to coordinate regional approaches to global environmental concerns.

Activity

SPREP coordinated Pacific preparations for UNCED and participation in the Intergovernmental Negotiating Committees for Conventions on climate change and conservation of biological diversity.

Constraints and Opportunities

The ability to respond to regional and global environmental concerns is very much constrained by the availability of human and technical resources. Attendance at regional and international meetings is a drain on resources available for national action. Ways to minimise the impact of these activities will need to be examined, including the use of computers and tele-conferencing. Specific activities will need to be carefully prioritised and the means of translating the outcomes of regional and international agreements into effective national action need to be further developed.

Nonetheless, Pacific island countries have demonstrated they can be a very effective voice on regional and global environmental issues, influence international debate and thereby improve access to resources for sustainable development. The programme area of Agenda 21 dealing with the sustainable development of small islands and the Global Conference on the Sustainable Development of Small Island Developing States (GCSDSIDS Barbados, April 1994, are examples of how the international community has responded to their collective voice. The GCSDSIDS will provide Pacific island countries with the opportunity to identify the resources required for specific action on sustainable development in this region.

Funding

ADB, Australia, Canada, Commonwealth Secretariat, New Zealand and the UNDP provided funding for Pacific islands participation in the UNCED process.

Staffing

One full time programme officer funded by Australia and the ADB.

One office assistance 30% of time

Considerable consultant resources

22 July 1993

Original : English



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

Sixth SPREP Meeting
Suva, Fiji, 20-22 September 1993

Agenda Item 8.1 : Director's Annual Report for 1992/93

Purpose of Paper

To table the 1992/93 Annual Report of the Director of SPREP.

Recommendation

2. The Meeting is invited to **consider** and **endorse** the Report.

1 July 1993
Original : English



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 8.2 : Report of Technical Working Group on Papua New Guinea's Proposal for a Regional Convention on the Ban of the Import into the South Pacific and the Control of Transboundary Movement and Management of Hazardous Wastes within the South Pacific Region.

Purpose of Paper

To table the Report of the above-mentioned Technical Working Group

Background

2. At the Twenty-Third South Pacific Forum in Honiara in July 1992, the Government of Papua New Guinea submitted a proposal for a Regional Convention on the Ban of the Import into the South Pacific and the Control of Transboundary Movement and Management of Hazardous Wastes within the South Pacific Region.
3. The Forum welcomed the proposal and agreed that it should be forwarded to the SPREP for technical evaluation and comment.
4. The Fifth SPREP IGM also welcomed the proposal which it considered required careful technical evaluation. A Technical Working Group, consisting of Australia, France, French Polynesia, Papua New Guinea, Solomon Islands, Tonga and the United States of America, was established. SPREP was asked to convene a meeting of the Working Group and to invite the Forum Secretariat to attend.
5. The Technical Working Group met in Suva in March 1993 and its Report is attached. The Report has also been transmitted to the Forum Secretariat for referral to the Twenty-Fourth South Pacific Forum in Nauru in August. The Secretariat will update the IGM on any developments arising from the Forum's consideration of the Report.

Recommendation

6. The Meeting is invited to **note** the Report.



South Pacific Regional Environment Programme



Report of the
Technical Working Group on
Papua New Guinea's Proposal for a
**Regional Convention on the
Ban of the Import into the South
Pacific and the Control of
Transboundary Movement and
Management of Hazardous Wastes
within the South Pacific Region**



Suva, Fiji
8 - 9 March 1993

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South Pacific Regional Environment Programme
(SPREP)

Report of the
Technical Working Group on Papua New Guinea's
Proposal for a

**Regional Convention on the Ban of the
Import into the South Pacific and the
Control of Transboundary Movement
and Management of Hazardous Wastes
within the South Pacific Region**

Suva, Fiji

8-9 March 1993

Foreword

At the Twenty-Third South Pacific Forum in Honiara, Solomon Islands, in July 1992, the Government of Papua New Guinea put forward a proposal for a regional convention to ban the import, and to control the movement and management, of hazardous wastes within the region.

The Forum welcomed the proposal and agreed that it should be forwarded to the South Pacific Regional Environment Programme (SPREP) for technical evaluation and comment.

Delegates to the Fifth SPREP Intergovernmental Meeting, in Apia, Western Samoa, in September 1992, also welcomed the proposal which they considered required careful technical evaluation. A Technical Working Group, consisting of Australia, France, French Polynesia, Papua New Guinea, Solomon Islands, Tonga and the United States of America, was established. SPREP was asked to convene a meeting of the Working Group and to invite the Forum Secretariat to attend. An invitation was subsequently also extended to Greenpeace.

The Technical Working Group met in Suva, Fiji, on 8-9 March 1993. The Report of the Meeting is set out in this document.

Vili A. Fuavao
Director

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Report

1. A SPREP Technical Working Group on Papua New Guinea's proposal for a regional convention on the ban of the import into the South Pacific and the control of transboundary movement and management of hazardous wastes within the South Pacific region was convened at the Forum Secretariat, Suva, on 8-9 March 1993. The following countries and organisations were represented : Australia, France, French Polynesia, Papua New Guinea, Solomon Islands, Tonga, the United States, the Forum Secretariat and the South Pacific Regional Environment Programme (SPREP). A representative from Greenpeace attended as an observer. A list of participants is attached as Annex 1.

Agenda Item 1: Official Opening

2. The meeting was officially opened by the Acting Secretary General of the Forum Secretariat, Mr Esekia Warvi, who, in his opening remarks, noted that the Papua New Guinea proposal for a regional convention on the ban on the import into the South Pacific and control of transboundary movement and management of hazardous wastes within the South Pacific region had first been presented at the Twenty-Third South Pacific Forum which agreed that the proposal should be forwarded to SPREP for its technical evaluation and comment. The text of the Acting Secretary General's statement is attached as Annex 2.

Agenda Item 2: Appointment of Chairperson

3. It was moved by Tonga, and seconded by Australia, that the leader of the Papua New Guinea delegation be appointed to chair the meeting. However, Papua New Guinea was of the opinion that it would prefer not to take the chair of a meeting called to discuss a proposal which it had originated. After further discussion, the meeting resolved to appoint the Deputy Director of SPREP, Mr Don Stewart, as chairperson.

Agenda Item 3: Adoption of Agenda and Working Procedures

4. The Agenda as tabled by SPREP was adopted subject to the following amendments:

- the deletion of Item 4 (as this had already been covered under Item 1)
- Item 9 to read "Conclusions and assessment"

5. The Agenda as adopted is attached as Annex 3.

6. Hours of work as proposed in paper SPREP/TWG/WP.1 were adopted.

7. A drafting Committee was established comprising one representative from each country delegation and the Forum Secretariat to assist SPREP in drafting the report of the meeting.

8. It was also resolved that the meeting would admit the representative of Greenpeace as an observer with full speaking rights as this would assist the technical evaluation process, but that Greenpeace would not be included in the drafting committee.

Agenda Item 4: Introduction by SPREP

9. SPREP outlined the background to the convening of the meeting, noting that the Forum had referred the Papua New Guinea proposal to SPREP for technical evaluation and comment. This was the key to the meeting's task - to make a technical evaluation of the proposal and report back to SPREP. To assist with this, SPREP had circulated discussion papers prepared by Australia, France and Papua New Guinea as well as two background papers by SPREP. The meeting now needed to consider Papua New Guinea's proposal in light of the information contained in those papers and of the region's needs in relation to other conventions such as Basel and Lome IV.

Agenda Item 5: Presentation of Papua New Guinea Proposal

10. Papua New Guinea made a general presentation of its proposal which had previously been presented in full to the Forum and to the SPREP IGM. Its primary objective was to ban the import into the region of toxic and hazardous wastes. The Parties to the Bamako Convention had recognised that the Basel Convention was insufficient for their purposes while Central American states had recently concluded negotiations on their own regional convention. In accordance with the political directive given by the July, 1992 South Pacific Forum leaders meeting, the task of this committee was to deliberate on the technical issues involved and report back accordingly. The Treaty of Rarotonga covered only the seas, while the SPREP Convention did not apply to internal waters, high seas or land but did prohibit the import of hazardous wastes for dumping. Australia was the only regional member of the Basel Convention but all countries should be encouraged to accede. In the meantime it was vital to develop a regional convention to plug the loopholes in existing international agreements. The text of Papua New Guinea's statement is attached as Annex 4.

11. Tonga raised the question of whether high seas areas not covered under the SPREP Convention were covered under the London Dumping Convention which prohibited dumping of hazardous wastes in the high seas.

Agenda Item 6: Presentation of Discussion and Information Papers

12. Australia shared the objectives of the Papua New Guinea proposal which it identified as being:

- a. Preventing uncontrolled imports and marine dumping of hazardous and radioactive wastes in the Pacific region;
- b. Encouraging and supporting the most environmentally sound radioactive, hazardous and other waste minimisation and disposal management systems in the Pacific region;
- c. Encouraging and supporting the clean up of contaminated sites and badly polluted environments;
- d. Improving the assessment and management of chemicals in the Pacific;
- e. Promoting clean technologies and the capacity in the Pacific to identify dirty technologies;

- f. Improving the capacity in the Pacific to assess hazardous wastes, products and technologies, to allow informed decisions on imports, including developing a process by which certain specific chemicals could be banned in the Pacific where necessary;
- g. Adopting the precautionary principle in regard to pollution problems.

13. Australia shared these objectives and supported effective measures to prevent dumping, not confined to legal instruments but including programmes and strategies for implementation.

14. Australia drew attention to the need to consider the implementation of existing legal instruments relevant to the Papua New Guinea proposal, in particular the Basel Convention. Options for countries in the region included joining the Basel Convention, regional guidelines or a regional convention in parallel with the Basel Convention. Advantages of the Basel Convention included:

- bans or restrictions on import of hazardous wastes imposed by parties to Basel must be respected by other Basel parties including non-regional parties;
- no exporting without permission of the receiving state;
- possible access to the Basel Convention trust fund, training activities; and,
- funding for attendance at meetings.

15. Australia further noted that any regional instrument would be most effective if implemented in conjunction with the Basel Convention. This was because any regional instrument not linked to the Basel convention would not bind countries outside the region.

16. The Working Group might consider it useful to develop strategies on the collection of data and might also give thought to building on existing SPREP programmes relating to waste management to assist with this. Australia concluded by suggesting that, as a matter of procedure, the meeting might consider the elements of the Papua New Guinea proposal one after another.

17. In presenting its paper, France welcomed Papua New Guinea's initiative as a good opportunity to give attention to the problem of management of hazardous wastes in the region and to collect information with the aim of arriving at an overview and assessment of the movements of wastes in the region.

18. France reiterated its general commitment not to export wastes to developing countries, including the states of the South Pacific region. All movements of wastes should be adequately regulated and the Basel Convention, which comprised a worldwide regime of control of those movements, would be strengthened if the countries of the region joined that Convention. A regional ban on imports of wastes would thus receive full recognition by all Parties to the Basel Convention and other movements of wastes in the Pacific would be covered.

19. The United States considered that there was a unanimity of view on the value of the Basel Convention but that there was a need to identify the scope of the regional problem. The US supported Australia's views, in particular the need for information on the nature of the problem. The meeting, as a useful first step, should try to ascertain examples of issues that a regional convention might address, such as:

- proposals by exporting countries;
- types of waste;
- what wastes, if any, had been accepted?
- vessel transits;
- incidents of damage;
- wastes generated within the region; and,
- data collected in-country.

20. Tonga considered that there was a misconception that there was at present no hazardous waste movement from outside into the region. Tonga had already legislated against the importation of hazardous wastes and as recently as two months ago had rejected a proposal from a US company. Tonga was considering seriously its position on accession to the Basel Convention.

Agenda Item 7: Presentation by Greenpeace

21. Greenpeace outlined its long standing interest in the issue of hazardous wastes trade, which included: exposing and documenting the dangerous international trade in hazardous wastes, lobbying to strengthen international conventions such as Basel, analysing wastes production and prevention opportunities in the region, and contributing to SPREP waste prevention programmes.

22. The primary reason for a regional convention was to protect the region from hazardous wastes, as the region was not adequately protected under existing legal arrangements. The major alternatives to a regional convention - the Basel Convention, had major deficiencies, particularly the lack of a ban on hazardous waste exports from OECD to non-OECD countries. This provided an escape route to avoid taking responsible action at the source of production in developed countries. Allowing the export of hazardous wastes acted as a subsidy to industry which threatened the environment of others.

23. It was important that both nuclear wastes and hazardous wastes labelled for re-use/recycling were included in a regional ban on imports. At least 2/3 of hazardous waste trade currently took place under the name of "re-use/recycling".

24. The issues of hazardous waste imports and the prevention of waste generation within the region could and should be linked, including the collection and sharing of further information. The Bamako Convention provided a model for this approach. The text of the Greenpeace statement is attached as Annex 5.

Agenda Item 8: Conclusions and assessment

25. Papua New Guinea, in response to the presentation by Australia, pointed out that its proposal contained only one objective and that was to ban the import into the South Pacific and the control of transboundary movement and management of hazardous wastes within the South Pacific region. The PNG proposal did not set priorities and its principal objective could best be served by securing a political direction from the Forum. Concerns expressed at the lack of information on the scale and frequency of the problem should not stop the region from proceeding with a Convention. The need to collect information was not a pre-requisite to a regional convention. The South Pacific was the only region not adequately covered in other international instruments and a regional convention should not be conditional on accession to Basel. On the contrary, South Pacific countries should accede to Basel only after a regional policy had been put in place. This was the principle behind the Bamako Convention. Basel failed to cater in full for the concerns of the region; neither had other international conventions covered the region adequately. Papua New Guinea was concerned in particular that the inadequacies of the Basel Convention should be covered. The region should not accede to Basel without having a regional agreement to cover Basel's loopholes. Such an agreement would include the following provisions:

(i) Ban Waste Imports into the Region

Although under the Lome IV Convention and the Basel Convention, some Forum countries banned waste imports, many Forum countries remained legally unprotected from the international trade in wastes. US and European territories in the South Pacific were also not covered by the Lome Convention, and therefore faced a higher risk of being targeted by waste traders.

(ii) Prohibition on the Import of Wastes within the Region

This would not only prevent the import of wastes into the region, but also the expenditure of valuable resources in the evaluation of a potential flood of new proposals.

Such a move would be entirely consistent and in keeping with the global Basel Convention, which allowed regional bans on waste imports and/or exports.

It was important that the region adopted a measure similar to the Bamako Convention's Precautionary Principle, which stated that each African country "shall strive to adopt and implement the preventative, precautionary approach to pollution problems which entails, inter-alia, preventing the release into the environment of substance which may cause harm to humans or the environment without waiting for scientific proof regarding such harm.

"The Parties shall co-operate with each other in taking the appropriate measures to implement the precautionary principle to pollution prevention through the application of clean production methods."

(iii) Inclusion of Radioactive Wastes

Despite strenuous efforts, attempts to codify concerns over the transboundary movements of radioactive wastes within global fora had met with little success. The Basel Convention actually sought to exclude radioactive wastes.

Legally binding "control systems" for the regulation of transboundary movements of radioactive waste did not exist. The International Atomic Energy Agency's (IAEA) "Code of Practice on the International Transboundary Movement of Radioactive Waste", did not in any way prohibit the transboundary movement of radioactive wastes. Rather, this non-binding code only provided the guides to States for the development of policies and law on the international transboundary movement of radioactive wastes, based mainly in the "prior notification and consent of the sending, receiving and transit States".

The same code did recognize, however, that "it is the sovereign right of every state to prohibit the movement of radioactive wastes into, from, or through its territory".

It was perfectly legitimate for people in all countries to reject exposure to the long-term risk presented by radioactive wastes. Only a complete ban on radioactive waste import into the South Pacific region would prevent the dangers inherent to radioactive wastes.

(iv) Ban of Import of Hazardous Products

The Forum countries should ban the import of hazardous products, which have been banned, cancelled or refused registration by government regulatory action or voluntarily withdrawn from registration in the country of manufacture.

Other means of preventing toxic imports included: establishing a regional clearing house of information about the environmental impacts of products, wastes and technologies, and about the historical impact of transnational corporations; prohibiting investment by companies with criminal records in any other country; and prohibiting the production of certain chemicals.

26. Australia pointed out that only parties to a convention could be bound by the terms of that convention. For example the Bamako Convention was not binding on states which were not parties to that convention.

27. Greenpeace pointed out that the objectives as outlined by Australia misrepresented the primary objective of the Papua New Guinea proposal, i.e., to ban imports of hazardous wastes, by re-phrasing it as to "prevent uncontrolled imports" of hazardous wastes - the implication being that "controlled imports" of hazardous wastes would be acceptable.

28. Greenpeace also offered a fourth option to Australia's list of options for providing protection to the region - gain agreement to a strong regional convention, and then accede to the international Basel regime.

29. Referring to the need to obtain further information, Greenpeace noted that a regional convention could contain various levels of specified action, from a ban on imports, to commitments obtaining further information. A model for this approach existed in the Bamako Convention and this level of detailed information was not required before signing the Basel Convention.

30. Australia noted that its overriding concern was to protect the people and environment of the Pacific from the effects of hazardous substances. There were a number of ways of addressing this problem. The objective could be achieved in a number of ways, including through legal and programme mechanisms, or a combination of these. For example, the UNEP and FAO scheme of Prior Informed Consent could be further utilized to assess hazardous chemicals and control their movement. It was essential that all such strategies to address this objective were considered, in order to determine which strategy(ies) would best achieve the objective.

31. Tonga noted that his brief from his Government was on Papua New Guinea's proposal which had been welcomed by the Forum. He supported the proposals put forward by Papua New Guinea and was not in a position to waive from the decision of the Forum to welcome the proposal only to the extent that Papua New Guinea did not compromise its mandate given by the Forum during discussions.

32. France noted that it was not the purpose of the meeting to decide whether or not a convention was needed: for that a political decision was required. But it felt that there was a need for factual information on the problem as well as a need for consideration of legal issues.

33. France felt that the Papua New Guinea and Australian approaches were not mutually exclusive. It would be possible to consider a ban on hazardous wastes while in parallel carrying out further studies on the management of hazardous wastes bearing in mind that importation of hazardous wastes was only one aspect of the problem.

34. SPREP pointed out that data collections of various kinds already existed in SPREP and that existing SPREP programmes could be used as a basis for building any further information required in relation to a regional convention.

35. The United States reminded the meeting that its purpose was not to say whether or not Papua New Guinea's proposal should go ahead, but was instead to consider its technical aspects. The purpose of the meeting was to raise at a working level issues and problems which need to be studied and resolved. As an example, the United States referred to the necessarily brief and incomplete definition and presentation of the recycling issue. Papua New Guinea concurred with this definition of the purpose of the meeting, noting that legal as well as technical aspects needed to be addressed.

36. Australia suggested that the following matters needed to be considered:

- legal and factual issues in relation to elements of the Papua New Guinea proposal;
- possible difficulties if an import ban were put in place;
- a sound basis of information so that the Forum did not consider the issue in isolation.

37. Australia supported the suggestion that relevant SPREP programmes be built on to assist with this.

38. Tonga reminded the meeting that parties to the SPREP Convention - which took four years to negotiate - did not wait for all relevant information before starting negotiations.

39. Following further interventions, Papua New Guinea noted the consensus on the need for its proposal to be looked at in more detail, with relevant information passed to the Forum so that Leaders could give political directives.

40. It was then decided that the Technical Working Group would adjourn so as to enable the drafting committee to come up with a list of factual, legal and technical issues which needed to be brought to the attention of the Forum. That list, as reviewed by the full Technical Working Group, is attached as Annex 6.

Agenda Item 9: Adoption of Report

41. The Technical Working Group adopted this Report and its Annexes as the agreed record of its proceedings.

Agenda Item 10: Close

42. All participants expressed their appreciation for the cooperative and constructive manner by which sensitive issues had been discussed and satisfactorily resolved during the meeting's deliberations. Appreciation was also expressed for the efforts of the Chairman of the Technical Working Group and for the Chairman and members of the drafting subcommittee for their work on the list of technical and legal issues. A special tribute was paid to the representative of Tonga who was attending his last regional meeting after long service with his Government. Finally, thanks were accorded to the staff of the Forum Secretariat and SPREP for their assistance. The Chairman then declared the meeting closed.

Annexes

Annex 1: List of Participants

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**Annex 2: Introduction Speech by Mr Esekia Warvi,
Acting Secretary General, Forum Secretariat
Headquarters, Suva, Fiji**

Your excellencies
Distinguished Delegates
Observers
Ladies & Gentlemen

On behalf of the Secretary General, it gives me great pleasure to welcome you all to this important Technical Meeting on the Proposal for a Regional Convention on the Ban on Import into the South Pacific and Control of Transboundary Movement and Management of Hazardous Wastes within the Region.

You may recall that at the Twenty-third South Pacific Forum in Honiara 1992, the Papua New Guinea government submitted this proposal to the Forum for its consideration. In welcoming the proposal, the Forum agreed to forward this proposal to SPREP for its technical evaluation and comment.

It is with this Forum mandate and the commitments within the region that we have gathered here today and I hope that there will be constructive and meaningful discussions on this very important issue within the South Pacific region.

Regional environmental impact of nuclear testing, has been a long-standing concern of the Forum. The Forum started discussing measures to control pollution into the South Pacific as far back as 1972. The Forum addressed environmental conservation in the Pacific in 1976 and adopted a resolution on regional environmental management in 1977. In 1979 the Forum strongly condemned any move to use the Pacific as a dumping ground for nuclear and hazardous wastes.

This meeting is very timely especially because in the recent years, the region has witnessed increases in the movement of hazardous wastes across the Pacific Ocean. It is also important because it is through this meeting that the Forum recognises the technical capabilities and confidence of its regional environmental institution, SPREP, to undertake this critical evaluation of the proposal on waste issues within the region.

It is my sincere hope that your deliberations and technical input into this Meeting will enhance our endeavours towards fulfilling the wishes and concerns of the Forum and the region with regard to waste movement and management. The outcome of this meeting will be submitted to the Forum for consideration. Mr Chairman, ladies & Gentlemen, I trust that with your technical expertise we can get through our agenda quite smoothly.

Finally, I would like to extend our appreciation to SPREP and those who have contributed in one way or another in coordinating arrangements for this meeting. If there is anything else that should be required, we will make every effort to assist in making this important Technical Working Group Meeting a success.

Annex3: Agenda

1. Official Opening
2. Appointment of Chairperson
3. Adoption of Agenda and Working Procedures
4. Introduction by SPREP
5. Presentation of Papua New Guinea proposal
6. Presentation of discussion and information papers
7. Presentation by Greenpeace
8. Conclusions and assessment
9. Adoption of Report
10. Close

Annex 4: A Statement by H.E. Mr Peter Tsiamalili to the Technical Working Group Meeting

The Acting Secretary General of the Forum Secretariat,
The Deputy Director of SPREP
Distinguished Colleagues, Friends,

I feel honoured to be given this opportunity to make a few opening remarks on this very important and timely occasion.

I would, first of all like to thank the Director of the South Pacific Regional Environment Programme, Dr. Vili Fuavao, and his Deputy, Mr Don Stewart for putting in the effort to organise this very important Meeting of the Technical Working Group. It would be amiss of me if I do not extend my thanks to the Forum Secretariat for providing the Group with this excellent meeting facility and for other support services rendered to the meeting.

Ladies and Gentlemen,

During the 23rd South Pacific Forum in July 1992 in Honiara, Solomon Islands, PNG tabled a proposal with the primary objective of banning hazardous toxic wastes in the region. The underlying message is that our Region (South Pacific) is not immune from the effects of what could be called a 'Hazardous Waste Crisis'.

According to the United Nations Environment Programme, 300 to 400 million tonnes or more of hazardous wastes are being generated each year and that 98% of that comes from the Developed (OECD) States is indeed an alarming figure by any standards. More than 1,000 attempts to ship over 163,000,000 tons of waste around the globe since 1986 have been documented, much of it to less industrialised countries.

It is even more shocking to note that, as the generation of hazardous wastes in the OECD increases, and the regulations at home become stricter, and costs of disposal become dearer, millions of tonnes of what is generated, are shipped out to the countries of the South, particularly bound for the unsuspecting developing countries.

The international community, through the United Nations Environment Programme, recognised this shocking state of affairs. This resulted in the convening of discussions leading to negotiations and adoption of what is now known as the Basel Convention on the Transboundary Movement of Hazardous Wastes...The Basel Convention, in brief. The OECD and EEC countries, while generating over 98% of the hazardous wastes, acknowledged and admitted that waste production and disposal was indeed a threat to the environment and human health. The OECD then decided in 1986, to prohibit movements of hazardous waste to a final destination in a non-member country without the consent of that country and the prior notification to any transit countries, of such movement.

The ACP/EEC Agreement, known as the Lome IV Convention, also acknowledged the crisis. This resulted in the provisions to prohibit the export/import of hazardous wastes among parties, and from outside of the contracting parties.

Ladies and Gentlemen,

The countries of the African continent, through the auspices of the Organisation of African Unity, considered the crisis very serious and concluded that the Basel Convention was indeed too weak. The Bamako Convention as it is now known, was adopted to prohibit imports of all hazardous wastes into Africa by non-parties.

The countries in the African region have demonstrated, in no uncertain terms, that they want to see an end to the export of hazardous wastes from the developed countries to be dumped into poorer developing countries.

I also understand that Central American countries recently concluded a similar arrangement to that of their African counterparts. Other prohibitions on waste imports are under consideration in Central America, the Caribbean and Mediterranean regions.

As African region, the central American and other regions adopt regional bans, I fear that regions which have not acted on this critical issue are at an increasing risk of being targeted for waste shipments.

Ladies and gentlemen,

The export of hazardous wastes from the developed (OECD) countries to non-OECD States like ourselves, is a serious violation of the most basic ethical principle - that you should treat your neighbour as you treat yourself.

It is morally wrong to expose the environment and our people to risks and damages associated with hazardous wastes generated in another country. Why should people in Africa, Asia, Central America or the South Pacific, for that matter, bear a global burden that is not of their making. Indeed, it is ironically to say the least, to note that those who generated those wastes cannot tolerate it, so they perpetuate the crisis by exporting to others in various disguises such as exporting for recycling.

Allowing the export of wastes for disposal or recycling does not move us toward the universal goal of reducing the production of waste at its source. We are not helping industrialised nations meet this goal by keeping open the option of shipping their wastes into our region.

The related goal of sustainable development can only be achieved through cooperation and trade in technologies of clean production, information and expertise to avoid the problems of industrial pollution already experienced by OECD countries.

Unfortunately, hazardous waste shipments from OECD to non-OECD countries only serve to widen the gap between us.

Ladies and Gentlemen,

It was within this context that Papua New Guinea circulated the proposal to have a regional Convention banning the import of hazardous wastes into our region. We are convinced that the proposal is timely and most urgent.

In my country, Papua New Guinea, Foreign Wastes Brokers and Traders approached one of the unsuspecting provincial governments for an attractive financial deal, to establish an incinerator plant to destroy waste products.

The National Government fortunately intervened in time and the proposed project never got off the ground. I understand that some island countries have or are being approached for similar deals. Short-term financial gains for such deals are very attractive.

Ladies and Gentlemen,

My Government was extremely satisfied with the support and enthusiasm by Forum members, when the proposal was presented and welcomed during the 23rd South Pacific Forum meeting. My Government was equally pleased that the matter was included in the final communiqué, with an additional directive for SPREP to undertake the technical evaluation of the proposal; and report its findings.

Ladies and Gentlemen,

It is my Government's sincere hope that, through the deliberations of this Working Group, the South Pacific Forum will be in a position to make a firm political commitment to pursue an agreement that would adequately protect ourselves and our children from the dangers of the escalating waste trade.

The Forum Directive on the proposal was clear and concise; that the South Pacific Regional Environment Programme was tasked to deliberate on the Technical Feasibility of the Proposal and report back to the 24th South Pacific Forum.

Ladies and Gentlemen,

We have had time to reflect on the existing regional, sub-regional and international frameworks governing the subject at hand. For instance, in our own region, we have in place the South Pacific Nuclear Free Zone Treaty adopted in 1986 and the SPREP Convention.

First of all, the SPREP Convention has provisions for disposal of wastes and storage of toxic and hazardous wastes. Those pertinent provisions only require parties to take measures to prevent, reduce, and control pollution from storage of toxic and hazardous wastes.

Our understanding is that the SPREP Convention does not apply to the internal waters, high seas, nor to land. It also falls short of banning the import of hazardous wastes into the region.

In the early 80's, testing, storage and dumping of nuclear devices was the primary concern. It is understandable therefore, that the Convention is limited in its scope and its relevance to the issue of hazardous wastes trade.

Ladies and Gentlemen,

The South Pacific Nuclear Free Zone Treaty only covers nuclear wastes. This treaty is only confined to sea dumping of nuclear wastes.

The Lomé IV Convention, appears to have the most effective provisions on hazardous wastes. Unfortunately, only Papua New Guinea, Fiji, Kiribati, Solomon Islands, Tonga, Tuvalu, Vanuatu and Western Samoa are covered under the Lomé IV Convention. Cook Islands, Nauru, Federated States of Micronesia, Niue, Palau, the Marshall Islands, Australia, New Zealand, the US and the French Territories are not covered

Papua New Guinea also understands that the European Community has recently adopted an OECD regime which deregulates wastes whenever recycling is claimed to be involved. ACP states may now be interpreted to be unprotected from exports of many hazardous wastes including lead, cadmium and plastics, which we thought had been banned in 1989 under the Lome IV Convention.

The Basel Convention, which was also signed in 1989, does not provide protection for developing countries from the import of hazardous wastes.

The position of many developing countries is that it is a product of compromise by over one hundred negotiating countries, and inevitably reflects the lowest common environmental denominator on which an agreement could be reached.

One of the major weakness in the Convention's is the lack of a specific ban on exports from developed (OECD States) to non OECD States. And yet, the Basel Convention's primary purpose is supported by all of us. Its objective is to minimise or eliminate the generation of hazardous wastes and the transboundary movements and their disposal in other States, especially the developing countries.

We note that Australia is a party to the Basel Convention. We believe that we should all be parties to this international Convention, to show our commitment to global efforts to deal with the hazardous wastes crisis. This should not prevent us developing a regional Convention on Hazardous Wastes to cover the loopholes on the global convention.

I submit to you, Ladies and Gentlemen, that all the existing conventions and legal frameworks we have referred to do not provide adequate mechanisms for the banning of the importation into the South Pacific and the controlling of transboundary movement and management of hazardous wastes within the South Pacific Region. The mandate of this Working Group is, to consider and prepare adequate technical assessments of the Papua New Guinea proposal for consideration by the 24th South Pacific Forum, in Nauru in July this year.

Thank you.

Annex 5: Statement by Greenpeace presented by Noni Keys

Thank you for inviting me to address this meeting of the SPREP Technical Working Group. I appreciate the opportunity to provide some background on Greenpeace's involvement in the international debate on hazardous waste trade and to outline the case, as we see it, for a South Pacific regional agreement on hazardous wastes.

Greenpeace has a longstanding interest in the issue of hazardous waste trade. As an international environmental organisation, it has sought to document and expose what is essentially, an immoral and environmentally destructive economic activity. Some of the delegates here would be familiar with Greenpeace's efforts to have strong positions of environmental protection accepted during negotiations and meetings of the Basel Convention and of the European Community - objectives which we continue to pursue.

In this regard, Greenpeace has prepared the only listing of waste trade schemes that we are aware of, in the publication: "The International Trade In Wastes, A Greenpeace Inventory". Having said that, it should be noted that no comprehensive information exists on the exact scope of transboundary waste movements internationally, and no such information was demanded prior to negotiating the Basel Convention.

The fifth edition of Greenpeace's inventory was published in 1990, and is of course out of date already, because waste dumping continues to increase at a dramatic rate. In 1992 alone, western Europe and US shipped 74kt of toxic waste to developing countries. Sadly, it is hard to keep up and one could always be two steps behind the threats in trying to document them all, before taking action.

For example, the inventory doesn't include the latest scheme which saw 6,000 cubic yards of petroleum contaminated soil shipped from the United States last year, for use as construction fill for a causeway development in the Marshall Islands. Fortunately, after exposure of the scheme, it was rejected by the Marshall Islands government.

Greenpeace has not focussed exclusively on external threats in relation to wastes in the region. In 1990 an analysis of waste generation and prevention opportunities in the South Pacific was presented to a regional meeting of UNDP, and we continue to contribute to the work of SPREP in developing a pollution prevention strategy for the region. We are also completing a report on pesticides in the Pacific.

But now, to the subject of this meeting, WHY DO PACIFIC COUNTRIES NEED A REGIONAL CONVENTION?

The primary reason is to protect the region from hazardous wastes and as we heard from Ambassador Tsiamalili and read in SPREP's assessment of the situation, the region is not adequately protected at present under existing legal arrangements. Given that the Basel Convention - the major alternative being promoted for protecting the region, does have significant deficiencies, in particular the absence of a ban on exports from the OECD member states to the non-OECD states, the need for a regional approach for protection from hazardous waste dumping is all the more urgent.

As stated already, a regional agreement should supplement the Basel Convention, not compete with it. Indeed, the Basel Convention envisages regional, and other bilateral or multilateral agreements under Article 11, as well as in Article 4. If there is any doubt about this, the Contracting Parties at Their first Basel Convention Conference held in December 1992 adopted decision 1/20. Decision 1/20 appeals to all developing countries to ban the import of hazardous wastes. This can be in the form of national as well as regional bans. This is made clear by the fact that regional bans were cited as examples in the decision itself.

This concept, of the global Basel Convention supplemented by regional conventions, also was promoted in Chapter 20 of Agenda 21 adopted by all governments at the United Nations Conference on Environment and Development (UNCED), as described in the SPREP Working Paper.

It has been pointed out that the lack of a ban on exports of hazardous wastes from OECD to non-OECD countries provides an escape route to avoid taking responsible action at the source of production. In effect, allowing the export of hazardous waste acts as an economic subsidy to industry which threatens the environment of others, while permitting the continuation of a major disincentive to clean production. Exports from OECD to non-OECD countries therefore constitute part of the problem, not the solution! It is worth noting the Nordic countries, Italy, and Switzerland - over 1/4 of the OECD, agree with the developing countries in supporting such a ban within the Basel Convention, however, this has yet to be achieved.

It is well established that the top priority for environmentally sound management of hazardous waste is the minimisation/elimination of hazardous waste generation at source through clean production methods (ie, raw material and product substitution, alternative clean technologies and processes). For most hazardous waste streams, the primary obstacle to achieving the implementation of clean production methods is not physical or technical capability, but rather the lack of industrial and political will.

NUCLEAR WASTES EXPORTS

In relation to the inclusion of nuclear waste in a regional ban on hazardous waste, I refer to France's discussion paper (WP.5). Here it is suggested that the current moratorium on the dumping of radioactive wastes at sea is likely to be extended as part of an amendment conference in 1994 and that States which have not accepted the moratorium have complied with it in practice.

Greenpeace would like to share this optimism. It is ironic, then, that at a time when the global community is striving to permanently phase out the dumping of hazardous wastes in the oceans, that the industrialised countries want to keep their options open to dump hazardous wastes on developing countries environments and people - by not supporting a ban on the export from OECD to non-OECD countries.

In relation to radioactive wastes, it was pointed out in the original proposal put by PNG to the Forum, that the world is faced with an imminent increase in the quantities of nuclear waste which must be "managed", as nuclear reactors reach the end of their functioning life.

In many countries with nuclear installations and waste problems local communities have vigorously opposed the siting of high-level radioactive waste disposal facilities. This means that the nuclear industry and governments are under pressure to seek options for the disposal of this extremely hazardous waste, including sea dumping and export for disposal in other countries.

It would therefore defeat the purpose of a convention to protect the South Pacific region from hazardous waste imports to exclude radioactive waste from a ban. Obviously, medical isotopes for legitimate medical purposes are not in the category of nuclear wastes discussed here, and could be accommodated in a regional agreement.

RECYCLING

I was heartened to hear of the recognition of the dangers posed by hazardous waste recycling by Ambassador Tsiamalili because it is a myth that transboundary movements of hazardous wastes for recycling are environmentally sound. The tremendous problems associated with recycling include: (1) its use as a pretext to send wastes for disposal, only to end up as road fill or something similar, (2) the fact that even legitimate recycling operations result in hazardous waste emissions to the environment and workers, (3) hazardous waste recycling also entails residual hazardous waste disposal, (4) recycling, although positive in the non-hazardous context, is being presented as part of the hazardous waste solution, when in fact it allows the generator of the wastes to avoid responsible measures to eliminate generation at source, and (5) it is extremely difficult to distinguish between hazardous waste for disposal and hazardous waste for recycling with respect to environmental damage and impact. Recycling hazardous wastes is, therefore, not an adequate alternative to avoidance and elimination through clean production methods which do not generate the hazardous waste in the first place.

Greenpeace has found that over two-thirds of all hazardous waste trade currently takes place under the name of "recycling/reuse". It is clearly important not to make exceptions for industrial interests which are corrupting the 'green' concept of reuse and recycling in order to justify hazardous waste exports. Other regions adopting import bans are well aware of this recycling trap and consequently have bans covering all hazardous imports for any reason.

A more detailed discussion of the recycling myth is provided in a paper by Greenpeace entitled 'The Case for a Ban on Hazardous Waste Shipments from Industrial States (OECD Member States) to Non-OECD States'.

HOW A REGIONAL AGREEMENT CAN MEET THE OBJECTIVES LAID OUT IN PNG PROPOSAL AND OTHER ISSUES RAISED BY FRANCE AND AUSTRALIA

Greenpeace believes that the issues of hazardous waste imports and the prevention of waste generation within the region can and should be linked in a regional agreement which sets out objectives to be achieved at the international level, the regional level and the national and local levels.

Clearly, some of the objectives are easily defined, such as a ban on imports of hazardous wastes, while others, such as waste prevention at the national and local levels, could take the form of a framework of principles and goals to be pursued as management strategies and information exchange, to allow assessment of products and technologies and encourage the establishment of clean production in the region. International commitment to minimising and eliminating hazardous waste could be referenced in a clause urging signatories to also accede to the Basel Convention. The Bamako Convention provides a model for this approach. I fear that an insistence on collecting exhaustive information on issues where the intention to do so is already there, would cause unnecessary delay in enacting a protective ban for the region.

As a regional agreement need not duplicate the Basel infrastructure, administrative aspects, nor procedural requirements, a high resource commitment is not needed. The regional agreement can, as a supplement to Basel, refer such matters to the Basel Convention, leaving regional efforts to concentrate on the key substantive issues, not addressed by Basel, such as an import ban.

CONCLUSION

In conclusion, the past several years have seen the spectacle of numerous waste brokers sending ships around the earth in quest of new dumping grounds for their hazardous cargoes. There have been several recent proposals to ship toxic waste from the United States to Pacific countries for disposal. Although none of these schemes is known to have transpired so far, the growing international trade in wastes will increase.

As a result, many of the world's governments support a ban on hazardous waste trade, and over ninety countries outlaw it, in addition to regional agreements banning it. It is important to remember that what may seem like a small group here today, discussing the option of a regional ban on hazardous waste imports in an isolated corner of the Pacific, supporters of such a ban are part of the majority of the world's governments. In addition to majority government support 11 other non-government organisations active in this region, joined with Greenpeace at the SPREP IGM, in acknowledgment of the proposal by PNG as a major initiative. Obviously, many more would be supportive world-wide.

A regional ban on hazardous waste imports would both protect the South Pacific region from immoral and dangerous dumping under the guise of trade and contribute to global efforts to shut off avenues of avoidance for waste elimination at source, and in this way provide the needed incentive for the switch to clean production instead.

Thank you.

Annex 6: Factual, Legal and Technical Issues to be Considered by the South Pacific Forum

Task:

to address a list of technical and legal issues that will go to the Forum as part of the report for assessment.

Method:

to go through the four recommendations listed in the proposal presented to the Forum by PNG, namely:

- (i) Ban Waste Imports into the Region;
- (ii) Ban Waste Imports within the Region
- (iii) Inclusion of Radioactive Wastes; and
- (iv) Ban of Import of Hazardous Products,
and issues related to them: v to vii

(i) BAN WASTE IMPORTS INTO THE REGION

Within this category the following will have to be considered:

- coverage of such a ban: definition of material covered i.e. hazardous or other types of wastes/ inclusion of recyclables or not/ categorisation and or listing of wastes.
- definitions of wastes in existing instruments
- definition of recyclables
- definition of hazardous waste, list of wastes
- evaluation of trade in recyclables and impact of disruption of this trade
- evaluation of environmental and health implication of hazardous wastes recycling

(ii) BAN IMPORT OF WASTES WITHIN THE REGION

** Points listed for consideration under item (i) are also applicable to item (ii).*

(iii) INCLUSION OF RADIOACTIVE WASTES

- categories of radioactive wastes (levels)
- radioactive waste relevant in a general definition of waste or should it be considered separately?
- how to deal with radioactive wastes and materials generated locally (eg through medical procedures)
- advantages and disadvantages of including radioactive wastes
- consistency with the IAEA code of practice
- consideration of implementing IAEA code.

(iv) BAN OF IMPORT OF HAZARDOUS PRODUCTS

- definition of hazardous products (for disposal or for use)
- advantages and disadvantages of including hazardous products
- utilization of UNEP and FAO scheme of prior informed consent for chemical products
- transit of hazardous products

(v) FACTORS RELEVANT TO ITEMS (i) - (iv).

- definition of ban
- definition of dumping (sea disposal or illegal/immoral import) with reference to definition contained in existing treaties
- definition of the region: which countries, which waters (categorisation of nautical boundaries e.g. EEZ, Territorial, archipelagic, lagoon, etc.)
- transportation and transit of wastes/products through the region, right of ship navigation through the area under current international law and existing treaties
- existing national or regional bans
- administrative resources and management of legal and technical implementation of the convention.
- title of the convention
- control of private operators
- overlap with SPREP Convention and Protocol

- address relationship to existing treaties including the SPREP Convention, the Law of the Sea Convention, the Basel Convention and including (a) consistency with these instruments and (b) degree to which the Papua New Guinea proposal goes beyond existing treaties
- inclusion of sea dumping of wastes
- problems related to transport by air and/or land
- to consider all aspects of waste management including handling, labeling packaging of waste, recycling, etc.

(vi) COLLECTION OF INFORMATION

Noting that the following information needs to be collected in order to make a comprehensive technical evaluation of the issues included in items (i) - (v) of the checklist:

Information to be covered:

- catalogue of previous proposals to import hazardous and toxic wastes into the South Pacific region
- hazardous and toxic waste movements: if there are any hazardous and toxic wastes exported from a country, what types and to where; if there are any hazardous and toxic wastes imported into a country, what types and from where
- hazardous and toxic wastes minimisation: evaluation of existing industries and hazardous and toxic wastes streams to determine if quantity or degree of hazard could be reduced
- an assessment of hazardous and toxic wastes streams which are recycled in-country and used as raw material and any hazardous and toxic waste streams generated in-country and recycled elsewhere to use as raw material
- inventory and sources of hazardous and toxic wastes in the South Pacific region (imported compared with locally generated)
- trade in recyclables in the South Pacific region
- environmental impacts of hazardous and toxic waste disposal in the South Pacific region
- management of pesticides and industrial chemicals in the South Pacific region
- the extent that vessels carrying hazardous wastes transit through the South Pacific region
- reports of incidents that have caused damage in the South Pacific region
- types of management technologies available domestically and their capacities

- industrial base (what industries exist, types and quantities of hazardous generated, how wastes are currently managed)
- impact of prohibiting hazardous products and technologies on legitimate commercial items
- detail how proposed PNG convention goes beyond Basel Convention and SPREP Convention
- obtain the opinion of competent and relevant technical organizations, particularly IAEA and IMO
- matters of liability and compensation

(vii) OTHER ISSUES

Proposed clearing house:

- use of information, administration and funding

Prohibiting Investment by companies with criminal records:

- which crimes? which investment?

Ban manufacture of certain chemicals

- how to decide which chemicals should be banned for manufacture and/or import
- definition of "banned, cancelled, refused registration, voluntarily withdrawn"



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 10.1 : Implementation of Financial Systems and Procedures

Purpose of Paper

To report on the implementation of SPREP's financial systems and procedures.

Background

2. The Fifth SPREP IGM directed the Secretariat to report to the next IGM on the implementation of its financial systems and procedures and ways which would assist SPREP and the IGM obtain better information for budgets and forward projections of income and expenditure which would provide for :

- compliance with the Financial Regulations;
- compliance with the Guiding Principles of Financial Management approved at the 1991 IGM;
- systems to forecast expenditure and income for the following three years; and,
- linkage to the Work Programme

3. This paper addresses these matters.

Financial Systems and Procedures

4. The Secretariat established its Finance section in November 1991 with the appointment of a Finance Manager. Formal control of financial resources was transferred from the South Pacific Commission in January 1992. The implementation of accounting systems, procedures and controls has been a continuing process since then.

5. The following developments have so far taken place:

- appointment of:
 - Accountant
 - Assistant Accountant
 - Senior Accounts Clerk

Accounts Clerk 1

Accounts Clerk 2

(a temporary Finance Advisor also assisted during part of 1992 and early 1993);

- establishment of systems to handle payments, local purchase orders, salaries, consultants, travel, receipts, reporting to donors, management and programme officers;
- preparation of annual accounts and budget estimates;
- purchase and installation of a networked finance computer system and accounting software;
- training staff in the use of the foregoing system;
- drafting SPREP's Financial Regulations (which were approved by the Fifth IGM in 1992);
- development of methods for allocating receipts and expenditure to Primary, Project Management and Project Implementation Functions; and
- an internal evaluation of SPREP's finance and accounting systems, with emphasis on computerisation.

Compliance with Financial Regulations

6. An independent Evaluation Review of SPREP's accounting systems was completed in June 1993 by Coopers and Lybrand. This exercise was funded by UNDP as a prior requirement to its advancing funds directly to a newly-autonomous SPREP. The Review noted that SPREP's existing accounting systems were adequate to meet its obligations under the Financial Regulations and complied with international accounting standards.

7. The Secretariat has taken steps to implement the Review's recommendations for improvements to existing systems. A copy of the Review is at Attachment 1 to this paper together with a table outlining action taken by the Secretariat which is at Attachment 2.

Compliance with Guiding Principles of Financial Management

8. Guiding Principles of Financial Management, endorsed by the Fourth IGM as a basis for developing budgets and identifying resource requirements and reporting on income and expenditure, are *italicised* below, followed by the Secretariat's comments on compliance.

9. (i) *that in identifying the personnel and financial resources required by the Secretariat the functions of the Secretariat (as detailed in the draft Action Plan) should be considered under headings of :*

- *Primary Functions (core functions including servicing the IGM, seeking funds, co-ordinating activities, and providing information to members);*
- *Project Management Functions (management of donor funded projects on behalf of members and donors);*
- *Project Implementation Functions (implementation of donor funded projects on behalf of members and donors excluding the project management function).*

10. The 1992 Annual Accounts and the Proposed Integrated Work Programme and Budget for 1994 and Indicative Work Programmes and Budgets for 1995 and 1996 show the above Functions separately. Costs directly attributable to a particular Function are charged to that Function. Where they relate to more than one Function, costs are allocated by a ratio (called a "cost-driver") derived from estimates provided each week by staff of how much time is spent on respective Functions. The current "cost-driver" allocates 60% of costs to Primary Function and 40% to Project Management, except for salaries which are allocated on the basis of time estimates.

11. This allocation of costs causes considerable difficulties from an accounting point of view. Primary Function expenditure funded by donors (such as IGM expenses and some staff costs) - but included in the Project Implementation Function because it constitutes a particular project - has to be distinguished and specially treated to reallocate funding and expenditure to Primary and Project Management Functions. Again, Project Implementation staff costs funded from the Primary Function have to be isolated and reallocated to the Project Implementation Function. To further complicate matters, the break down of receipts and expenditure into three Functions makes it very difficult to set up transparent systems because transactions are also required to be classified by expense type, donor, project, Action Plan and Programme headings as well as the Function. This is a time-consuming and complex task.

12. *(ii) that the most cost effective solutions should be identified which are consistent with the 1990 IGM decisions*

13. This is continuing guiding principle for the Secretariat.

14. *(iii) That in identifying resources necessary to enhance SPREP's capacity, a strong focus should be maintained on delivery of services to Pacific island members to address their concerns.*

15. Funding proposals developed by the Secretariat are presented to donors as complete projects based on priorities identified in the Annual Work Programme which is now formulated from National Environment Management Strategies (NEMS) and from separate projects submitted by countries which do not yet have NEMS. This process ensures that members' priorities are addressed when the Secretariat seeks resources to address their concerns.

16. (iv) *That to the maximum extent possible the costs of both project implementation and the full costs of project management should be met from project funds from donors.*
17. Proposals submitted to donors incorporate an administration fee varying from 10-15% of the total project value to cover "non-direct" costs such as services provided by management, finance, administration and support staff and reporting costs. All other costs are included as project expenses.
18. Administration fees are treated as income to the Project Management Function. The 1992 Annual Accounts and the 1994-96 Budgets presented to this Meeting show the Project Management Function in surplus for each year from 1992 to 1996.
19. (v) *That the basic functions of the secretariat should be achieved by a lean and efficient secretariat funded as far as possible from members' contributions and any interest revenues, so that the members clearly retain full control of SPREP's priorities and operations and a secure financial basis exists to maintain continuity of operations of the organisation.*
20. A list of staff currently included in the Primary and Project Management Functions appears in Table 5 of Agenda Item 11.2: "Proposed Integrated Work Programme and Budget for 1994 and Indicative Work Programmes and Budgets for 1995 and 1993". Given the mandate of SPREP, this core staff establishment, which includes management and support staff posts, together with three project officers, is considered to be as lean as possible. One project officer is responsible for Bio-diversity Conservation, one for Coastal Management, and the other for Environmental Awareness.
21. Elsewhere under Agenda Item 11.2, the Secretariat has drawn members' attention to the deficit situation which is arising with the funding of the Primary Function from members' contributions.
22. (vi) *That the budget should provide for a small operating surplus derived from funds received for both project management and the primary functions of the secretariat.*
23. Operating surpluses are budgeted for the three years to 1996. Details are provided under Agenda Item 11.2: "Proposed Integrated Work Programme and Budget for 1994 and Indicative Work Programmes and Budgets for 1995 and 1993".
24. (vii) *That a conservative view should be taken of the likely income available.*
25. This has been a guiding principle in framing the Proposed Integrated Work Programme and Budget for 1994 and Indicative Work Programmes and Budgets for 1995 and 1993.
26. (viii) *That the budget should be structured to make it possible to review the budgetary implication of any change in function of the Secretariat in later years*

27. The Proposed Integrated Work Programme and Budget for 1994 and Indicative Work Programmes and Budgets for 1995 and 1993 are presented under Agenda Item 11.1 in a revised format which estimates income and expenditure over the next three years in a more transparent manner than previously. This attempts to provide a clearer picture of SPREP's forecasted financial position and should make it possible to review budgetary implications if changes occur in the function of the Secretariat.

28. (ix) *That a secure foundation should be provided for the first full year of operation as an autonomous organisation.*

29. During 1992, SPREP relocated from Noumea to temporary office accommodation in Apia, established management, administration and personnel infrastructures from scratch, while maintaining the continuity and expanding the delivery of services in its Work Programme. Qualified and experienced staff were recruited to carry out the Primary and Project Management Functions activities, while staffing for the Project Implementation Function changed as donor funded projects commenced and ceased. These events provide a secure foundation for further development.

30. (x) *That the Secretariat collate data on costs in a form which allows for its presentation under both the functions listed in subparagraphs (i) above, and under the Action Plan Programme headings.*

31. The 1992 Annual Accounts and the 1994-96 Budgets (presented under Agenda Items 10.6 and 11.2 respectively) are presented in this manner.

Systems to Forecast Expenditure and Income for the Following Three Years

32. SPREP has not been autonomous long enough to have built an accounting history of "normal" income and expenditure trends, especially given that it relocated its operations base only last year. In time, trends in income and expenditure will become evident and will allow more reliable forecasts. For the present, the Secretariat has available only data for the year ended 31 December 1992, plus the current year to date and the salaries and allowances specified in the Staff Regulations.

33. The Budgets presented under Agenda Item 11.2 are based on the limited historic data available for the Primary and Project Management Functions. The Project Implementation Function estimates, however, were based on projects with "secured" funding and those with "unsecured" funding. "Secured" funding is defined as funds which have either actually been received or which donors have firmly committed. "Unsecured" funds are those for which proposals have been submitted to donors but for which no commitment has yet been made, or proposals which are still being developed for submission to donors. The latter are based on nominal and conservative estimates.

Linkage to the Work Programme

34. An integrated Work Programme and Budget document is presented, for the first time, under Agenda Item 11.2.

Recommendation

35. The Meeting is invited to **note** this report.
-

21 July 1993
Original : English

EVALUATION REVIEW
ACCOUNTING SYSTEM

SOUTH PACIFIC REGIONAL
ENVIRONMENT PROGRAMME
(S P R E P)

Coopers and Lybrand
Apia
Western Samoa

June 1993

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1. INTRODUCTION

During March 1993, a request was received from the South Pacific Regional Environment Programme Office in Apia (hereinafter referred to as SPREP) for Coopers and Lybrand Apia office to carry out an evaluation review of SPREP's accounting system. It was agreed that the review should start together with the audit of SPREP's annual accounts and should take about a week's field work followed by the finalization and submission of a report. It should be noted that the present accounting system is still in the development process as it was implemented only as from January 1, 1992 when SPREP took over full accounting and financial responsibilities from the South Pacific Commission.

The review includes observations of the efficiency of the financial procedures of the accounting systems, the internal financial controls, and the general administration and management of the Organisation. The objectives of an efficient accounting system is to ensure that the books, records and controls are sufficient to ensure the accuracy and reliability of project financial information. The project accounting system should also ensure that the receipt and disbursement of donor funds is properly identified and that budgetary categories approved in the project document are not exceeded.

2. ACCOUNTING STAFF/ACCOUNTING SYSTEMS

The recent appointment of an accountant has greatly alleviated the critical shortage of senior accounting staff in the past as a lot of work has now passed from the Finance Manager to the Accountant. The situation prior to the appointment of the accountant however required the Finance Manager by necessity to spend too much time on routine accounting matters and less on overall supervision and systems development. The effect of this is that the accounting system is not yet fully documented and there is no accounting manual backup facility to assure continuity and uniformity of the accounting operations should SPREP lose the services of its present Finance Manager. It is therefore recommended as follows:-

- (2A) The present accounting staff be consolidated and trained before any further senior staff (with the exception of Assistant Accountant) are recruited.

- (2B) Document the present accounting system into an accounting manual. (Refer to section on Accounting Manual)

SPREP has an existing Organisation structure with documented list of duties for staff. As far as the accounting section is concerned, the proposed organisation structure which will be presented to the next intergovernmental meeting for approval this year, is adequate in our opinion, provided that the position of Assistant Accountant is added. (Refer Appendix 1).

It should be noted of course that as with most other effective organisations, SPREP is a dynamic one which will adapt to meet new challenges and changing conditions. Accordingly the organisation structure will therefore be subject to this review process and will be modified as and when required to meet its financial and other corporate obligations.

3. PREPARATION AND DOCUMENTATION OF AN ACCOUNTING MANUAL

SPREP has accounting controls and procedures which are continuously being revised and improved upon as required. However, as indicated earlier these procedures and controls are not yet fully recorded and are not incorporated into one document. The accounting manual will record all procedures and controls. This manual should begin by defining its overall goal which is to document accounting systems and procedures which will ensure compliance with SPREP's rules as laid down in its Financial Regulations and with appropriate International Accounting Standards. The manual should then continue on with a detailed description of the present accounting system and staffing responsibilities including an organisation chart of the accounting staff and how it interacts with the organisation as a whole.

The following broad categories of controls and procedures should be highlighted in the accounting manual:-

- (3A) Chart of accounts accompanied by explanations of the items to be included in the various accounts.
- (3B) Identification and description of the principal accounting records recurring standard entries, and requirements for supporting documentation. For example, this may include information about the general ledger, source journals, subsidiary ledgers, and detail records for each significant class of transactions.

- (3C) Expression of the assignment of responsibilities and delegation of authority including identification of the individuals or positions that have authority to approve various types of recurring and non-recurring entries.
- (3D) Explanations of documentation and approval requirements for various types of recurring and non-recurring transactions and journal entries. Documentation requirements, for example, would include the basis and supporting computations required for adjustments to budget and apportionment of primary function expenditure.
- (3E) Instructions for determining an adequate cutoff and closing of accounts for each reporting period.

The accounting policy and procedure manual should be updated as necessary and distributed to appropriate personnel. Procedures should exist to ensure that only authorized persons can alter or establish a new accounting principle, policy, or procedure to be used by the SPREP.

The following internal control procedures in place should be highlighted in the accounting manual:

- (3F) The segregation of receipting and payment functions from those of Reconciliations and General ledger posting functions.
- (3G) The segregation of asset recording and custodial functions (done by the Senior Administration Officer) from those of General Ledger recordings. (done by Accounting staff)
- (3H) Electronic Data Processing Controls (see paragraph 4 below).
- (3I) The segregation of preparation and approval functions for all Journal entries.

4. ELECTRONIC DATA PROCESSING CONTROLS

The present Batch Book control (with the addition of another column for signature of checking officer) which controls the input data by way of sequential number and access to the computer by password control are satisfactory controls to ensure that:-

- . all approved input is processed correctly through the system and only once.
- . access to terminals and data entry is restricted to authorized employees.
- . documents are prevented from being keyed into the system more than once and there is easy tracing from computer output to data source and vice versa.
- . the computer operators are not allowed to initiate transactions.
- . rejected transactions are controlled through the use of a computerised suspense file or an auxiliary manual system.

The accounting manual will detail the use and procedures of the Batch Book and other controls, and the objectives which they are intended for.

5. STORAGE OF BACKUP GENERAL LEDGER RECORDS

At the moment there are basically two backup systems for the General Ledger:

- Hard disc on a separate computer
- Floppy discs (regularly updated) stored in a separate building outside of the accounting department

To add protection in the event of a fire, the Finance Manager has indicated that the floppy discs will be stored in a vault in the main building. We have been advised that this vault is fire proof. The Finance Manager may wish to store some of the other basic accounting records there such as journal entries, copies of audited final accounts and reconciliation files.

6. ACCOUNTING STAFF DUTIES

An updated list of accounting staff duties is attached in Appendix 2 for the Accountant and the two accounts clerk. In our opinion, the list of duties are adequate for efficiency and internal control purposes provided the following amendments are made:-

(6A) Separate the functions of payroll preparation from those of payroll payout. For example, the weekly payroll be transferred from Helen Petaia to either Miriama Wendt or to the Assistant Accountant. While recognizing that the present small volume of cash payees (only 5) and the small value of the weekly payroll (approximately \$200 US) may not make this segregation of duties vital now especially in view of other compensating controls, it is recommended that as an internal control objective, this segregation of duties be eventually carried out when the size of the cash payroll warrants it.

(6B) With the preoccupation with the end year audit and because the previous Bank Reconciliation officer had resigned, the last Bank Reconciliation to the General Ledger is at 31 December 1992. This responsibility will be part of the Assistant Accountant's duties. In the meantime, we suggest that the accountant update the General Ledger reconciliations for the Bank accounts and other clearing suspense accounts e.g. Payrolls, NPF, etc. suspense accounts e.g. Payrolls, NPF etc.

It should be noted that although the Bank Reconciliations to the General Ledger have not been updated since 31 December 1992, the checking and internal control procedures in place do enable a quick detection and adjustment of any variances between Bank Statement and General Ledger entries.

(6C) Separate the payment from the order processing functions. The Finance Manager has indicated that he will transfer the order processing functions from Helen Petaia to the Assistant Accountant. The payment processing functions will remain with Helen Petaia.

(6D) Reporting and accounting for creditors duties to be implemented and added to list of staff duties. SPREP already recognizes the need for this and will action as soon as possible. Again, the appointment of the Accountant will assist in achieving the objectives in this area. Refer also to paragraph 11 for further details on this matter.

7. **PAYMENTS CYCLE**

Because some Local Purchase Order requests do not have dollar values at the time of approval by the Director or Deputy Director, we support the present procedure whereby all purchase orders are approved by the Director and/or Deputy Director before payment is made. We understand that the present system is being reviewed to improve efficiency.

After discussions with the Finance Manager it was agreed that a stamp or column for acknowledgement of receipt for goods and services be noted on the Payment voucher instead of only on the invoice. This gives a quick indication to the Director or Deputy Director as well as to others (e.g. Finance Manager) that all goods and services supporting a payment voucher have been properly received. Once a payment order has been approved and a cheque or bank instruction effected, the supporting invoices should be marked "Paid" by the Finance Manager. This ensures that only original invoices support a Payment voucher for approval by the Director and therefore reduces the risk of a double payment being made.

8. **PREPARATION OF FINAL ACCOUNTS**

The present Accpac software system is used to produce a Trial Balance but not in an Income/Expenditure and Balance Sheet form. Although the net difference in Revenue items in the Trial Balance does provide some assurance that the final accounts mathematically agree with the Trial Balance, a detailed manual reconciliation between the final accounts and the Trial Balance has to be made. Although this takes considerable time for the Finance Manager, the present system does provide the required information for members' donors' and management purposes.

Accordingly we agree with SPREP's view that despite some shortcomings (time consuming) the present Accpac software system should be allowed a settling in and consolidation period before any move is made to substitute it with an alternative software package. Any alternative software package would also need to be evaluated in terms of a cost-benefit justification before it is purchased.

9.

RECORDING OF FIXED ASSETS OR NON-EXPENDABLE EQUIPMENT

Following discussions with the Finance Manager, the following procedures have been agreed upon as the most appropriate recording treatment for fixed assets to account for assets purchased from Members' contributions and those procured from Donors' funds.

(9A) Assets purchased from Members' contributions

All fixed assets purchased from members' contributions will be shown in the Balance Sheet at full cost whether or not they are also used for Project Management and/or Project Implementation functions. This recognizes the fact that the ownership of these assets are vested in SPREP. The usage of such assets and the apportionment of their cost for Project Management and/or Implementation functions will be disclosed (if material) by way of note to the accounts and by appropriate entries affecting Primary and Project income and expenditure in the final accounts.

These assets will be recorded and depreciated in line with internationally accepted accounting standards.

Details of such assets in the Balance Sheet will be supported by an Asset Register which will show for each asset its description, identification mark, cost, date of purchase, location and custodian. Work on this register has already started.

This register is to be reconciled to a physical stocktake every year or whenever an asset changes location, is written off, sold, damaged or changes custodian (eg. house furniture). After each physical reconciliation, the corrected asset register is then reconciled in terms of value to the General Ledger or to the schedule of assets for donor funded assets.

A policy will be set by SPREP to determine the cut-off point beyond which such assets are to be recorded. It is suggested that only those assets worth \$500 USD or more as well as items of attraction such as calculators, table fans, table lamps, house furniture etc be recorded i.e. in line with UNDP procedures.

To facilitate efficient internal controls, the Asset Register will continue to be kept by the Senior Administration Officer who is outside of the Accounting Department and/or who is not involved in posting asset transactions to the General Ledger.

(9B) Assets procured from Donors' Funds

To ensure agreement of the Financial Accounts with the Donor/Project statements balances and also recognize the fact that the ownership of these assets are not yet vested in SPREP, the following accounting treatment will be applied.

For assets purchased by or the costs of which are reimbursed by Donors for the use of specific projects, the cost will be expensed in the current year Income and Expenditure Account. An appropriate note will also be included in the accounts to disclose the cost description and acquisition date details.

When the ownership of these assets have been formally transferred to SPREP (in terms of the Project document and in consultation with SPREP) these assets will then be recorded in SPREP's Balance Sheet at the estimated market or net realisable value at the date of transfer by the following entry.

Debit	Fixed Asset
Credit	Capital Reserve

Subsequent depreciation costs will be debited to Capital Reserve until such time as both the Capital Reserve and Fixed Asset accounts have been simultaneously written off at the end of the useful life of the asset.

These assets will also be recorded in a separate asset register and reconciled and maintained in the same way as the procedures for the recording and custody of assets purchased by member contributions.

Accordingly, two asset registers will be kept, and entries will be made in these registers according to the ownership and transfer of assets (eg. when a donor funded asset ownership is transferred to SPREP at the end of the relevant projects), an accounting entry will be made and as well transfer entries will be in both asset registers.

10. **ALLOCATION OF PRIMARY FUNCTION EXPENDITURE TO PROJECT MANAGEMENT AND PROJECT IMPLEMENTATION FUNCTIONS**

The allocation of these expenses is apportioned mainly on a time usage basis and in line with the budget allocation. However, although the basis and methodology of this apportionment is documented, it is not included in an Accounting Manual. This allocation is a new requirement (since 1992) by the Intergovernmental Meeting. It is accordingly suggested that the basis for apportionment together with appropriate methodology (e.g. formula) relating to this allocation be included in the accounting manual.

The basis and methodology will be essentially the same as those used in budget preparation to ensure consistency of accounting practice as embodied in the budget given to Members and Donors and as later applied when the annual financial statements are prepared.

In the event that there is a need for a significant variation between budget and actual application, an appropriate notice should be given to Members with a suitable note (if the change is significant) included in the notes to the end year financial statements.

11. **RECORDING AND ACCOUNTING FOR CREDITORS**

The present accounting system does not automatically incorporate into the General Ledger a monthly list of payables or creditors generated from one of the following sources of accounts payable:

- Invoices received but not paid
- Services rendered or goods supplied as per contracts or local purchase orders but for which no invoices have yet been received.

SPREP's Finance Manager is aware of this and is taking steps to implement where feasible the following:-

- (11.A) The creditors module in the Accpac system be used using a creditors control account to be supported by a listing of creditors. The latter listing can be produced using a spreadsheet application and is to be reconciled monthly to the General Ledger Control account.
- (11.B) The source for the creditors ledger and subsidiary record is to be as follows:
- LPO's and contracts for which goods and sources have been received but for which no invoices have been received or payment made.
 - Unpaid invoices
 - Recurring standard monthly accruals (if any)
e.g. Insurance premium accruals.

12. **SEPARATE BANK ACCOUNTS AND INTEREST EARNED ON UNSPENT DONOR FUNDS FOR UNDP FUNDED PROJECTS**

The existing accounting of interest on term deposits (usually at call or 30 days) is to treat all such interest income as SPREP income.

Section 3 of the UNDP Finance Manual (FM) requires that each year, within 60 days of 31 December, payment is received for all interest credited during the preceding year to the bank account(s) maintained for the receipt and disbursement of UNDP funds.

Sub-section 6.2 (a) (i) of the UNDP Accounting and Financial Reporting Guidelines for Governments as Executing Agency (GEM) requires that recipients maintain separate bank accounts for the receipt and disbursement of UNDP funds.

These standard requirements can of course be amended by mutual agreement between SPREP and UNDP and by the Project documentation.

Because of the large number of donors (eg, there are at least 15 donors at the moment) it is not practical from an accounting point of view to open up 15 separate bank accounts. SPREP has accordingly developed a system which has allowed one of its Donors (i.e. AIDAB) to be credited with interest without the need for a separate Bank Account. In this instance, interest is estimated based on the timing of the receipt and payment of funds from this Donor.

It is therefore suggested that SPREP approaches the relevant donors to seek appropriate amendments to the above requirements as has been done with AIDAB in order to accommodate and facilitate practical accounting procedures and records.

13. **BUILDING - CYCLONE DAMAGE POTENTIAL**

The present buildings have not been certified as structurally sound enough to qualify for cyclone insurance cover. In view of the real likelihood of future severe cyclones, the damage to SPREP records and equipment in these buildings can be significant in the event of another major cyclone. The reconstruction of accounting files and records can be a major problem following such an occurrence. Pending the shift to cyclone proof buildings, the storage of essential accounting records in the vault during the cyclone season would be a worthwhile precautionary move. It is noted that SPREP has developed a comprehensive cyclone contingency plan.

14. **CONCLUSION**

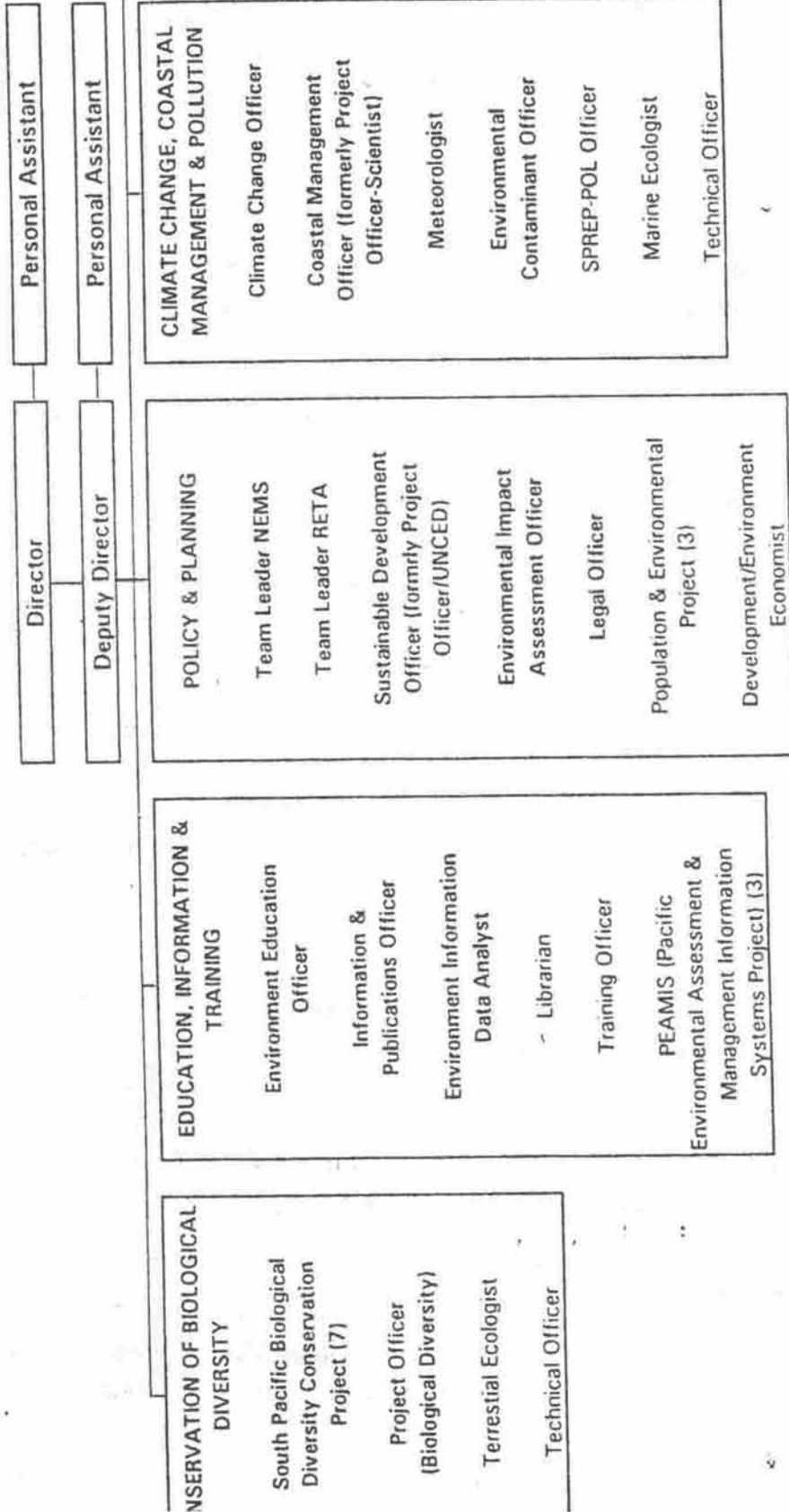
The existing accounting staff are competent, conscientious and adequately qualified. The recent appointment of an accountant and the pending appointment of an assistant accountant, will ensure adequate senior staff and the transfer of some of the workload from the Finance Manager.

The accountant should be trained to fully take over from the Finance Manager if need be. This will not only provide a necessary backup facility but will release the Finance Manager to concentrate on working on the accounting manual, systems development and improvement, supervision, internal controls, training and other accounting policy areas.

It is our opinion that the existing accounting system and procedures are basically adequate to meet SPREP's accounting obligations under its Financial Regulations and International Accounting Standards and Audit Guidelines. However with our recommendations as contained in this report, these facilities will be improved. Files and records are systematically kept although space is becoming a problem which will need to be addressed soon.

Because of staff shortages and the introduction for the first time in 1992 of a full double entry system of accounts, the Finance Manager has not had time to fully attend to these requirements until now.

Projected SPREP Establishment Chart



FINANCE & ADMINISTRATION
Finance Manager
Finance Adviser/Accountant
Senior Accounts Clerk (2)
Accounts Clerk
Computer Services Officer
Admin Officer
Secretary
Office Assistants (4) (3 in 1992)
Registry Officer
Registry Assistant
Receptionist
Drivers (2) (1 in 1992)
Handyman
Teaperson/Cleaner
Gardener

Notes: Posts in bold text indicate positions filled, or expected to be filled, at end of 1992. Remainder to be filled progressively during 1993-97.

Anticipated Total Staff Numbers at December 1992 - 40
Projected Staff Numbers though December 1997 - 58

Accountant - List of Duties

Duties and Responsibilities

You are responsible to the Director through the Finance Manager for:

- * Preparing the annual financial statement for audit and subsequent submission to the annual Intergovernmental Meeting;
- * Preparing budgets for donors, and the annual SPREP budget;
- * Preparing 'ad hoc' management and financial information and reports as required internally and by donor agencies and countries;
- * Supervising the daily preparation of cashbooks, and monthly bank reconciliation;
- * Supervising the posting and processing of transactions to the general and subsidiary ledgers;
- * Preparing monthly management accounts;
- * Reviewing the monthly payroll of SPREP;
- * Preparing financial reports to donors;
- * Supervising four Finance staff (Assistant Accountant, Senior accounts clerk, Accounts clerks (2));
- * Assisting the Finance Manager in the discharge of his duties; and
- * Performing other duties as required by SPREP.

FILE : STF2
DATE: 31 May 1993
TO: Daniel Devoe
FROM: Helen Petaia

SUBJECT : LIST OF DUTIES

Detailed below is the list of duties as requested

1. PAYMENT OF ACCOUNTS

Process payment of all overseas and local creditors
attach LPO with invoice
check extensions and totals
check codings
prepare spreadsheet & Request for Payment
Approval D/SPREP or D/D & FIM/Accountant
Prepare Check/ sign/disbursement etc
Prepare follow-up fax/letters outstanding accounts etc

2. PAYMENT AUTHORITIES

Prepare letters of authorities:
telegraphic transfer
bank drafts
travellers cheques
interbank transfers: USD, AUD WST

3. RECEIPTS

Issue receipts for all money received
Country Contribution/Projects etc
sale of publication
fare rebates
unused travellers cheques /perdiems etc
miscellaneous

4. PAYROLLS

Prepare Fortnightly Payrolls
Prepare Weekly Payrolls
Calculate overtime/changes etc
Prepare letters/ listing/check to Bank(F/N Payroll)
Cash cheque for Weekly Payroll
Disburse to employees
Prepare fortnightly/weekly Journals
Monthly reports NPF/Tax/WSLAC etc

2.

5. COUNTRY CONTRIBUTIONS

Prepare listing Country Contribution
Send reminder letters outstanding contributions etc.
Prepare thank you letters for signature by D/SPREP or D/D

6. LOCAL PURCHASE ORDERS

Code Request for Local Purchase Orders
Get Request LPO Authorised
Prepare LPO
Get LPO authorised by FIM/Accountant (3 copies)
Disburse

7. CONSULTANCIES

Check coding of consultancies
Get it authorised D/SPREP/FIM
Letters of authority to Bank
Fax to Bank
Original sent to Bank etc(driver)
Copies to Officer concerned/AO/File etc

8. RENT

Raise Request for Payment of Rent/Bond
Authorised signatories D/SPREP/FIM
Prepare check/signed
Deposit to Bank Account

9. CHECKING

Check calculations per diems etc
Check coding/reimbursement of Petty Cash
Check reimbursement of Stamps etc

10. MISCELLANEOUS

Other duties assigned from time to time by FIM/Accountant


Helen Petaia

Miriama Wendt - Accounts Clerk

6SM/WP.25/Att.1

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List of duties:

1. *Travel*

- *Calculation and payment of per diems for Sprep staff, Consultants and Participants.*
- *Reconcile travel claims, workshops and meetings.*
- *Fare refunds*

2. *Monthly Payroll*

3. *Telephone Account Analysis*

4. *Medical and education reimbursements for contract staff.*

ACCOUNTS CLERK LUAPENE FAUATEA**LIST OF DUTIES**

- (a) Posting and processing all transactions to the general and subsidiary ledgers.
- (b) Prepare daily cashbook, weekly & monthly bank reconciliations.
- (c) Analysis of Accounts, Format & then batch into ledger
- (d) Update chart of accounts (i.e new accounts to be added into the chart)
- (e) Reconcile NPF contributions & subsidies, Tax deductions & Insurance claims on a monthly basis and then process payments.
- (f) Maintaining & reconciling the Petty Cash Imprest Account
- (g) Filing re all payment vouchers at the end of each month.
- (h) Assisting with the processing of payments & LPO when its needed.
- (i) Perform other duties as required from time to time.

EVALUATION REVIEW

Secretariat Comments

The Secretariat has discussed the evaluation with Coopers & Lybrand, and recognise the improvements that could be achieved by implementing recommendations made in the report. The following is the current status, as at July 1993, on the implementation of the recommendations :

Recommendation No.	Recommendation	Implementation Status
2A	<i>Present accounting staff be consolidated & trained before any further senior staff (with the exception of the Assistant Accountant) are recruited</i>	Assistant Accountant being recruited. Training to be carried out in-house once this appointment is made.
2B	<i>Document the present accounting system into an accounting manual.</i>	Ongoing process to be completed by early 1994.
3A, 3B, 3C, 3D, 3E, 3F, 3G, 3H, 3I.	<i>Procedures, controls and current practices to be included in accounting manual.</i>	Being included as part of Recommendation 2B above
5	<i>Storage of floppy disc back-ups.</i>	Implemented.
6A	<i>Separate payroll preparation from payroll payout.</i>	Implemented.
6B	<i>General ledger reconciliations of cashbooks and clearing accounts.</i>	Reconciliations being done in July .
6C	<i>Separate payments from order processing.</i>	Being implemented.
6D	<i>Reporting and accounting for creditors.</i>	Integrated Creditors System being set up using upgrades on software currently used.
7	<i>Stamps for "Goods Received" and "Paid" invoices.</i>	Implemented
9A	<i>Presentation of Fixed Assets purchased from Members contribution.</i>	As recommended, all fixed assets purchased with member contributions have been included in the 1992 Balance Sheet of Sprep.
	<i>Above assets to be recorded in a Fixed Assets register and reconciled annually.</i>	Register is currently being updated and will be reconciled at the end of 1993.
	<i>Cut of point beyond which assets are to be recorded.</i>	\$500 cut-off suggested by Coopers & Lybrand adopted.

Recommendation No.	Recommendation	Implementation Status
9B	<p><i>Presentation of assets procured from Donor's Funds</i></p> <p><i>Presentation of assets once ownership has been transferred.</i></p> <p><i>Seperate Fixed Asset Register</i></p>	<p>As recommended, all fixed assets procured from Donor's Funds have been included in the Income and Expenditure Statement as at 31st December 1992.</p> <p>Implemented in the 1992 annual accounts.</p> <p>Register currently being updated by Senior Administration Officer.</p>
10	<p><i>Basis and methodology for apportionment of expenses to be included in accounting manual.</i></p>	<p>Being included as part of Recommendation 2B.</p>
11A, 11B	<p><i>Use ACCPAC creditors module and creditors control account with certain source documents.</i></p>	<p>Upgrades on ACCPAC have been purchased, and implementation of systems is being carried out.</p>
12	<p><i>Donors requiring seperate bank accounts to be approached and their requirements to be discussed.</i></p>	<p>Separate bank accounts have been set up for UNDP as required.</p>
13	<p><i>Storage of essential accounting records during cyclone season.</i></p>	<p>Cyclone proof facilities are available.</p>

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23/07/93



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 10.2 : Status of Member Contributions

Purpose of Paper

To report on the receipt of member 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 member contributions.

Members Contributions Received During 1992

3. As shown in the Audited Annual Accounts, Members contributions totalling \$770,015 were received during 1992. \$457,336 was for annual contributions and \$312,679 represented special "one-off" contributions to fund SPREP's relocation to Apia.

4. \$250,000 of the relocation contribution was paid in advance by Australia prior to SPREP's relocation to Apia on the understanding that other contributions over and above the \$250,000 would be offset to SPREP's Small Grants Scheme. Subsequently, a further \$62,679 was received from other members. Relocation costs amounted to \$261,978, leaving an end of year balance of \$50,701.

5. In approving the 1993 Consolidated SPREP Budget, the Fifth IGM agreed that expenditure on the Small Grants Scheme during 1993 would not take place unless it was clear that funds were available. In view of the balance of \$50,701 at 31 December 1992, the Meeting is asked to consider re-activating the Small Grants Scheme.

6. Australia and Papua New Guinea have contributed an additional of \$23,727 towards SPREP Meeting travel and per diem costs. This is in response to the call by the Fifth IGM for a special fund to be made available to assist small island members in the payment of expenses associated with the SPREP Meetings.

7. The Secretariat is concerned at the outstanding 1992 member contributions as at 23 July 1993 shown in the attached Table. Also there are a number of member contributions which have not been received for 1993. SPREP's Primary Function commitments are dependent on member contributions. The Fifth SPREP IGM noted that the increased workload for SPREP in the wake of UNCED would have significant implications for the Primary Function and urged countries to promptly remit their contributions.

Recommendation

8. The Meeting is invited to **note** the report, particularly the implications for the Primary Function of the shortfall in member contributions, **consider** re-activating the Small Grants Scheme and to **encourage** further contributions to the special fund for travel and per diem expenses for small island members.

23 July 1993

Original : English

OUTSTANDING 1991-92 MEMBERS CONTRIBUTIONS AS AT 23 JULY 1993

	1991	1992	Relocation	Total
Nauru	6,600	2,862	11,445	20,907
Northern Marianas	3,300			3,300
Solomon Islands		11,445	2,862	14,307
Tonga		2,725	1,432	4,157
United States America		14,255	27,314	41,569
Wallis & Futuna Islands	3,300	5,725	1,432	10,457
	<u>13,200</u>	<u>37,012</u>	<u>44,485</u>	<u>94,697</u>



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 10-22 September 1993

Agenda Item 10.3 : Report on 1992 Cash Flow

Purpose of Paper

To summarise cash flow for SPREP finances.

Background

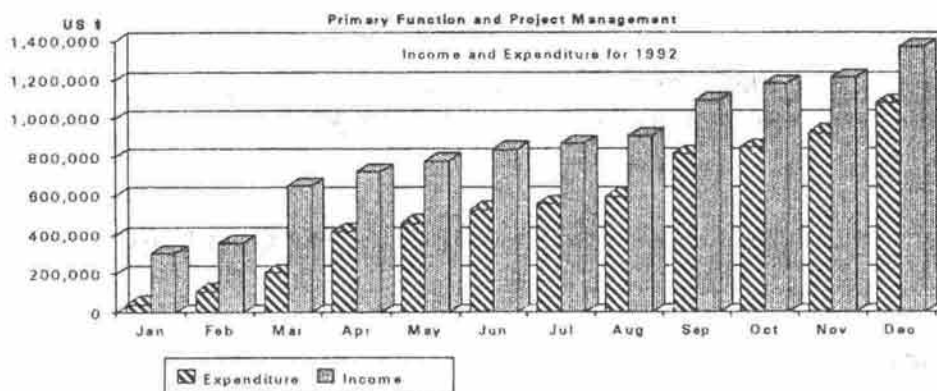
2. The Fifth SPREP IGM directed the Secretariat to present to each IGM a report summarising cash flow for SPREP finances.
3. The Project Implementation Function is donor funded with expenditure being committed only when funds are available. If insufficient funds are on hand, the donor is requested to make an advance to cover projected expenditure. Only when the funds are actually received is expenditure incurred. Project Implementation Function cash flows are therefore under control and are not included in this report which covers only Primary and Project Management Functions.

Overall Cash Flow

4. Combined cash flows in 1992 for Primary and Project Management Functions are shown on this table and graph:

<u>Primary Function and Project Management</u>			
Income and Expenditure for 1992			
	<u>Expenditure</u>	<u>Income</u>	<u>Surplus</u>
January	44,621	304,275	259,654
February	111,596	356,245	244,649
March	207,773	649,635	441,862
April	416,233	720,582	304,349
May	461,450	778,059	316,609
June	526,389	838,030	311,641
July	557,076	868,128	311,052
August	594,039	906,850	312,811
September	815,251	1,091,848	276,597
October	847,149	1,176,400	329,251
November	922,972	1,211,866	288,894
December	1,080,178	1,367,604	287,426

5. It can be seen that flow of income at the beginning of the year was strong, particularly in the first three months when nearly half of Primary and Project Management funding was received. The balance came in over the rest of the year, with a high level of receipts in the



last three months. The strong cash flow at the start was caused by Australia's relocation contribution. Early payment from some of the metropolitan countries - whose contributions amount to a significant proportion of member contributions - also assisted.

6. A positive cash flow position was maintained throughout the year as can be seen from the surplus shown in the table and the cash flow results in the graph. This is also reflected in the 1992 Annual Accounts which indicate cash surpluses for Primary and Project Management Functions.

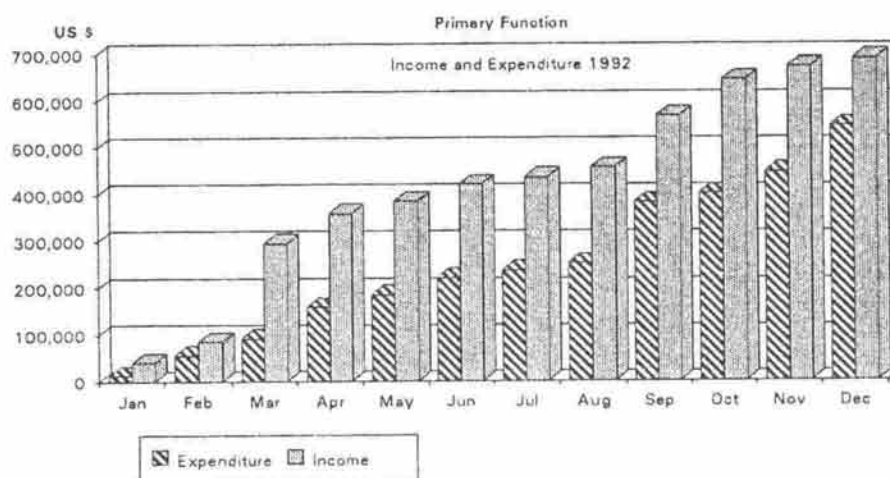
Primary Function Cash Flow

7. This table sets out income received and expenditure incurred for the Primary Function:

Primary Function
Income and Expenditure for 1992

	Expenditure	Income	Surplus
January	13,510	40,348	26,838
February	55,426	85,141	29,715
March	90,929	295,303	204,374
April	158,710	359,019	200,309
May	184,887	384,681	199,794
June	221,016	420,025	199,009
July	237,826	435,907	198,081
August	252,947	456,099	203,152
September	381,808	566,104	184,296
October	401,775	643,391	241,616
November	447,032	671,596	224,564
December	544,879	689,699	144,820

8. Primary Function cash flows were positive throughout the year. This graph shows that income was very low in January and February. The relatively high proportion of the total received by March is attributable to receipt of contributions by some metropolitan countries:



9. Other member contributions were received steadily during the year. In the last three months income picked up, with several member contributions coming in together with some funding from donors for certain Primary Function activities such as staff salaries and Fifth IGM costs.

10. While income in January and February was low, expenditure was also correspondingly low because of a scaling down of the Secretariat's activities immediately prior to the relocation to Western Samoa. Had full operations continued during that time, sufficient funds would not have been available to meet normal levels of expenditure.

11. Although positive overall cash flows were experienced throughout 1992, cash flow problems will be experienced in the Primary Function in future years if members do not remit their contributions early.

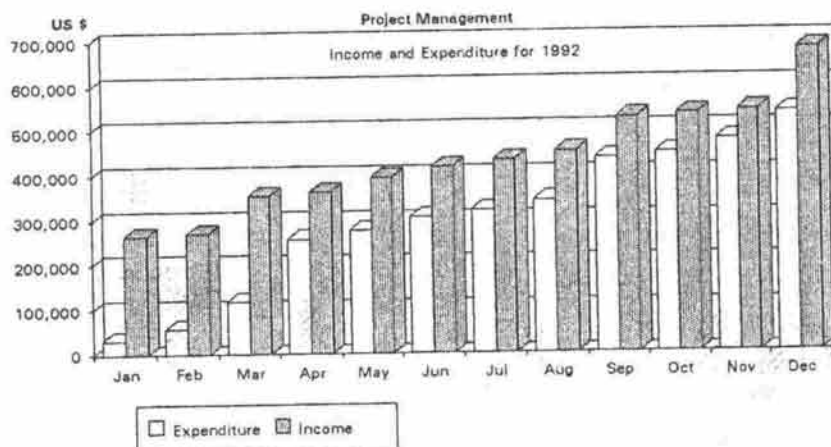
Project Management Cash Flow

12. This table and graph show income received and expenditure incurred for the Project Management Function :

Project Management

Income and Expenditure for 1992

	Expenditure	Income	Surplus
January	31,111	263,899	232,788
February	56,170	271,076	214,906
March	116,844	354,304	237,460
April	257,523	361,481	103,958
May	276,563	393,281	116,718
June	305,373	417,866	112,493
July	319,250	432,082	112,832
August	341,092	450,570	109,478
September	433,443	525,466	92,023
October	445,374	532,643	87,269
November	475,940	539,820	63,880
December	535,295	677,901	142,606



13. Cash flows began strongly because of Australia's relocation contribution and the fact that a significant proportion of expenditure was not incurred for some time later.

14. Income from other Project Management Function sources - such as administration fees and donor contributions for Project Management Function staff - was received steadily throughout the year and positive cash flows were maintained. Income was always more than sufficient to cover expenditure. The Secretariat does not envisage cash flow problems occurring in this Function in the future.

Conclusions

15. Although positive cash flows were maintained during 1992, the Secretariat is concerned with the lack of funding for the Primary Function at the start of each year and the uncertainty of when member contributions will be received. This is restricting effective planning of expenditure.

16. Consideration should be given to transferring some of the Net Surplus from the 1992 Income and Expenditure Statement (see the Balance Sheet in the 1992 Audited Annual Accounts tabled under Agenda Item 10.6) to the Capital Fund. The amount is \$212,650. This would then be available to provide advances to the Primary Function in accordance with Financial Regulation 14 and would be reimbursed to the Capital Fund at the end of the year when total Primary Function income has been determined.

Recommendation

17. The Meeting is invited to:

- **note** the report;
- **consider** transferring part or all of the 1992 Net Surplus to the Capital Fund; and
- **encourage** members to remit their contributions early each year in order to avert cash flow problems.



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 10.4 : IGM Travel and Per Diem

Purpose of Paper

To inform the Meeting of the current situation with IGM Travel and Per Diem policy and to seek a definition of 'small island member'.

Background

2. The Fifth IGM, after considering options for funding travel and per diem allowances for participants in SPREP IGMs, agreed that a special fund be made available to assist small island members only in the payment of such expenses with other members paying their own expenses.

Special Fund

3. Thanks to the generosity of Australia and Papua New Guinea, a special fund to assist small islands members with IGM travel and per diem expenses has been established. For the Sixth IGM this assistance was made available to the Cook Islands, Kiribati, Niue, Tokelau and Tuvalu.

Definition

4. The IGM has not yet defined what it means by "small island member". Cook Islands, Kiribati, Niue and Tuvalu are so regarded by the South Pacific Forum which also has a special fund to assist small island states with meeting travel costs. The Secretariat used this as a precedent for funding these SPREP members to the Sixth IGM. Tokelau was added for the obvious reason that it is the smallest of all SPREP members. Then IGM is requested to confirm this policy or otherwise provide guidance to the Secretariat.

Recommendation

5. The Meeting is invited to **note with appreciation** the gestures of Australia and Papua New Guinea and to **define** the meaning of 'small island member' for the purpose of entitlement for IGM travel and per diem funding.



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 10.5 : SPREP Per Diem Rates

Purpose of Paper

To propose new per diem rates as suggested by SPOCC.

Background

2. SPREP current per diem rates were approved by the Fifth IGM as part of the new SPREP salaries and terms and conditions of service system. They are based on those used by UNDP and are adjusted whenever UNDP adjusts its rates.
3. The South Pacific Organisations Coordinating Committee (SPOCC) has agreed to work towards a standardisation of per diem rates between regional bodies. To achieve this it has developed a suggested scale of allowances by comparing those currently in force in all regional organisations.

Proposed New Rates

4. The new SPOCC per diem rates have now been formally adopted by both the Forum Secretariat and the South Pacific Commission with effect from 1 January 1993. They will be reviewed periodically by the SPC with changes notified by the Forum Secretariat.
5. The attached schedule compares SPREP's current rates with the new SPOCC ones. The swings and roundabouts effect applies, but there is probably a net reduction.

Comment

6. The Secretariat agrees with the principle of standardising per diem rates across regional organisations.

Recommendation

7. The Meeting is invited to **approve** the adoption of SPOCC per diem rates for SPREP.

1 July 1993
Original : English

SPREP AND SPOCC
PER DIEM RATES COMPARRISON

As at 1 January 1993

Place or Area	Currency	SPREP Rates	SPOCC Rates	Effect on SPREP Rates -/+
PACIFIC				
American Samoa	US Dollar	99	110	+11
Australia:				
State Capitals	Aust Dollar	222	200	-22
Elsewhere	Aust Dollar	146	140	-6
Cook Islands:				
Ratotonga Hotel	NZ Dollar	183	150	-33
Rarotonga - Elsewhere	NZ Dollar	125	125	0
Aitutaki	NZ Dollar	145	145	0
Atiu	NZ Dollar	131	95	-36
Elsewhere	NZ Dollar	95	95	0
Fed. States of Micronesia				
Pohnpei	US Dollar	80	100	+20
Fiji:				
Suva	Fiji Dollar	197	140	-57
Nadi	Fiji Dollar	167	140	-27
Eslewhere where commercial hotels exist	Fiji Dollar	98	140	+42
Elsewhere where commercial hotels do not exist	Fiji Dollar	43	140	+97
Guam	US Dollar	120	150	+30
Kiribati	Aust Dollar	109	109	0
Marshall Islands	US Dollar	105	105	0
Nauru	Aust Dollar	115	99	-16
New Caledonia	CFP	16,900	14,000	-2,900
New Zealand	NZ Dollar	267	200	-67
Niue:				
Niue (Hotel)	NZ Dollar	120	140	+20
Niue Elsewhere	NZ Dollar	82	140	+58
Northern Marianas	US Dollar	219	148	-71
Palau	US Dollar	106	129	+23
Papua New Guines:				
P/Moresby & Elsewhere	Kina	232	220	-12
Lae	Kina	155	200	+45
Solomon Islands:				
Honiara & Mendana Hotel	SI Dollar	242	227	-15
Elsewhere	SI Dollar	138	134	-4
Tahiti	CFP	20,500	17,000	-3,500

Place or Area	Currency	SPREP Rates	SPOCC Rates	Effect on SPREP Rates -/+
Tonga:				
Nuku'alofa	Pa'anga	136	120	-16
Vava'u	Pa'anga	132	132	0
Elsewhere	Pa'anga	52	52	0
Tuvalu:				
Funafuti	Aust Dollar	75	75	0
Elsewhere	Aust Dollar	45	22	-23
Vanuatu:				
Port Vila	Vatu	16,000	13,500	-2,500
Santo	Vatu	14,100	12,500	-1,600
Tanna Is	Vatu	12,700	7,500	-5,200
Elsewhere	Vatu	3,570	3,570	0
Wallis & Futuna	CFP	15,200	13,000	-2,200
Western Samoa	Tala	182	280	+98
AMERICAS				
Canada:				
Toronto	Ca Dollar	238	208	-30
Vancouver	Ca Dollar	178	178	0
Ottawa	Ca Dollar	163	163	0
Montreal	Ca Dollar	168	146	-22
Elsewhere	Ca Dollar	125	125	0
USA:				
New York	US Dollar	207	180	-27
Boston	US Dollar	173	160	-13
La, SF, Wshgtn DC	US Dollar	173	140	-33
Honolulu	US Dollar	160	150	-10
Elsewhere	US Dollar	98	95	+3
ASIA				
Brunei:				
Sheraton Utama	B Dollar	312	312	0
Elsewhere	B Dollar	198	198	0
China, People's Republic:				
Beijing	Yuan	530	530	0
Shanghai	Yuan	550	750	+200
Nanjing	Yuan	750	750	0
Guangzhou	Yuan	750	750	0
India:				
Calcutta	In Rupee	2,990	2,800	-190
New Delhi, Bombay	In Rupee	2,990	2,800	-190
Madras	In Rupee	2,990	2,800	-190
Indonesia:				
Jakarta	Id Rupee	323,000	230,000	-93,000
Bali	Id Rupee	313,000	230,000	-83,000
Elsewhere	Id Rupee	114,000	100,000	-14,000

Place or Area	Currency	SPREP Rates	SPOCC Rates	Effect on SPREP Rates -/+
Japan:				
Tokyo, Yokohama, Osaka	Yen	43,100	30,000	-13,100
Kyoto, Kobe	Yen	30,300	20,000	-10,300
Okinawa	Yen	25,000	21,000	-4,000
Nagoya & Elsewhere	Yen	23,800	20,000	-3,800
Malaysia	Ma Dollar	375/112	280	-95/+168
Maldives:				
Malo	Md Rupee	1,200	920	-280
Elsewhere	Md Rupee	870	750	-120
Philippines:				
Manila	Pl Peso	3,700	3,000	-700
Elsewhere	Pl Peso	1,170	1,200	+30
Republic of Korea:				
Seoul	Won	154,000	130,000	-24
Kyungju	Won	135,000	110,000	-25
Cheju Is	Won	135,000	120,000	-15
Pusan	Won	142,000	120,000	-22
Elsewhere	Won	72,600	70,600	-2,000
Singapore	Sin Dollar	399	356	-43
Thailand:				
Bangkok	Baht	3,600	3,800	+200
Pattaya, Phuget, Rayong	Baht	2,500	2,660	+160
Chiang Mai	Baht	2,000	1,650	-350
EUROPE				
Belgium	Blg Fr	8,220	8,000	-220
France:				
Paris	FFr	1,100	1,100	0
Elsewhere	FFr	960	960	0
Netherlands	Gldrs	388	368	-20
Switzerland	Sw Fr	241	205	-36
United Kingdom:				
London	GBP	146	135	-11
Elsewhere	GBP	120	115	-5

DK/dk



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 10.6 : Audited Annual Accounts for 1992

Purpose of Paper

To present the Audited Annual Accounts for the year ended 13 December 1992.

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. Regulation 34 requires the Director to circulate the full report of the auditors, including comments 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 attached Financial Statements for the year ended 31 December 1992 have been prepared in accordance with these Regulations and comprise the following documents together with the Director's remarks:

- Audit Report
- Balance Sheet
- Income & Expenditure Statement
- Notes to the Accounts
- Tables to the Accounts

Recommendation

4. The Meeting is invited to **adopt** the Audit Report and the Financial Statements.

22 July 1993

Original : English

Audited Annual Accounts for 1992

Director's Remarks

Preliminary Comment

1992 was the first year for which SPREP had full responsibility for its finances and accounting and this is the first set of Financial Statements using the double entry system of accounting.

Balance Sheet

2. The Balance Sheet shows total assets of \$2,228,352 at 31 December 1992, comprising mainly bank balances and term deposits, with some investment in fixed assets.

3. Liabilities comprise Advance Funding of \$1,708,293 received from donors mainly for Project Implementation Function activities not completed at 31 December 1992; a surplus of Member Funds of \$212,650; Reserves of \$151,953; and some smaller items.

Income & Expenditure Statement

4. The Income & Expenditure Statement should be read in conjunction with the Notes and Tables which provide more detailed information on items summarised in the Statement.

5. The Statement allocates SPREP's financial activities into the three Function areas:

- Primary Function - which relates to all activities which are core functions of SPREP including the servicing of the IGM, seeking funds, co-ordinating activities and providing information to members;
- Project Management - which relates to the management of donor-funded projects on behalf of members and donors; and
- Project Implementation - which relates to the implementation of donor-funded projects on behalf of members and donors excluding the Project Management Function.

6. As directed by the Fifth IGM, the Secretariat has developed a system to allocate and apportion expenditure to these Functions. Costs directly attributable to a particular Function are charged to that Function. Where they relate to more than one Function, costs are allocated by a ratio (called a "cost-driver") derived from estimates provided each week by staff of how much time is spent on respective Functions. The current "cost-driver" allocates 60% of costs to Primary Function and 40% to Project Management, except for salaries which are allocated on the basis of time estimates.

Primary Function

7. Total income for the Primary Function was \$689,698 made up of contributions from members, other income and donor funding for some Primary Function staff. Significant items of total expenditure of \$544,878 included Salaries \$194,325; Project Implementation Staff Salaries and Duty Travel met from members funds \$117,316; Operating Costs \$77,493; IGM costs \$65,753; and Language Services \$37,481.

8. Although a surplus of income over expenditure of \$144,820 was achieved, the following points should be noted :

- Primary Function income included receipts from donors of \$155,229 for some Primary Function staff; this is not permanent donor funding and member contributions will need to meet the costs of these core staff when current donor funding comes to an end; and
- because of uncertainty over the amounts and timing of payments of member contributions, expenditure was restricted during the year to ensure that the Finance Regulations were not contravened by spending more than was received; this caused some problems in the effective management of the organisation and is addressed in the Report on 1992 Cash Flow under Agenda Item 10.3. It also explains why some Primary Function expenditure lines are less than budgeted.

9. An amount of \$74,776 deducted from the Primary Function surplus represents the deficit in member funds on 1 January 1992. Taking into account this deduction, the net surplus for the Primary Function which has been transferred to Member Funds (as shown in the Balance Sheet) is \$70,044.

Project Management Function

10. Total income for the Project Management Function was \$677,901, of which major items were Relocation Contributions \$250,000, funds from donors for Project Management staff and Project Administration fees of \$310,436.

11. Major items of the total expenditure of \$535,296 included Salaries \$148,057, Relocation Costs \$250,000, Operating Costs \$55,599 and Language Services \$24,987.

12. The net surplus of \$142,606 was transferred to Member Funds as shown in the Balance Sheet. This combines with the Primary Function surplus to give a total Member Funds balance at 31 December 1992 of \$212,650, the utilisation of which is taken up under Agenda Item 10.3.

Project Implementation Function

13. Most of SPREP's income and expenditure falls within this Function which involves the implementation of donor-funded projects.

14. Total income was \$2,468,429, of which \$2,351,113 was provided by donors with a further \$117,316 from the Primary Function to fund the positions of Coastal Management Officer and Project Officer/Biological Diversity Conservation (both being 50% funded by donors and 50% by the Primary Function) and the Environmental Education Officer).

15. Expenditure of \$2,486,193 is shown in the Income & Expenditure Statement under separate lines for each "Action Plan" activity. Further details are provided in the Tables to the Accounts.

16. The end-of-year deficit of \$17,764 represents an excess of expenditure over receipts for a small number of Project Implementation activities. Funding was received from the relevant donors early in 1993 to cover this.

22 July 1993
Original : English

AUDIT REPORT

We have audited the attached accounts of the South Pacific Regional Environment Programme (SPREP) for the year ended 31 December 1992.

We conducted our audit in accordance with International Standards and Guidelines on Auditing.

As explained in Note 1 to the accounts, this is the first year that a complete set of accounts has been prepared using the full double entry system of accounting.

In accordance with Regulation 33 of the Financial Regulations, our audit examination and tests were also conducted with the objective of obtaining reasonable assurance that:

- A) The accounts are complete and accurate;
- B) The asset records are complete and accurate;
- C) The financial procedures including internal control matters and adherence to the Financial Regulations are adequate;
- D) The insurance cover for appropriate assets are adequate.

In our opinion, the accounts give a true and fair view of the state of affairs of the South Pacific Regional Environment Programme at 31 December 1992 and of the result of its operations for the year ended on that date.

We have obtained all the information and explanations we have required. In our opinion, the South Pacific Regional Environment Programme has kept proper books of accounts and the accounts are properly drawn up in accordance with International Accounting Standards.

Coopers & Lybrand

COOPERS & LYBRAND
Certified Public Accountants

Apia, July 8 1993



resident partner
J. Terence Betham

BALANCE SHEET
AS AT 31 DECEMBER 1992

	<u>Note</u>	Balance 31/12/92 USD
ASSETS		
<u>Current Assets</u>		
Banks	5	480,949
Sundry debtors		713
Short term deposits	6	1,628,953
		<u>2,110,615</u>
 <u>Fixed Assets</u>	 7	 <u>117,737</u>
 TOTAL ASSETS		 <u><u>\$2,228,352</u></u>
 LIABILITIES		
<u>Current Liabilities</u>		
Sundry & other creditors	8	104,755
Advance Funding	9	1,708,293
Relocation contributions - Members	Table 1	50,701
		<u>1,863,749</u>
 <u>Reserves</u>		
Foreign exchange variation reserve	3C	58,992
Capital Reserve	10	92,961
		<u>151,953</u>
 <u>Members Funds</u>		
Surplus for the year ended 31/12/92 :-		
Primary Function		70,044
Project Management		142,606
		<u>212,650</u>
 TOTAL LIABILITIES		 <u><u>\$2,228,352</u></u>

V. Fuavao
Director

Date : 8/7/93

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

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 1992

	Table Reference	1992 Actual			
		Primary Function	Project Management	Project Implementation	Total
		USD	USD	USD	USD
INCOME					
Member Contributions	1	457,336	250,000		707,336
Other Income	1	77,133			77,133
Primary Function Subsidy	3			117,316	117,316
Donor funds	2.1 - 2.2	155,229	427,901	2,351,113	2,934,243
TOTAL INCOME		\$689,698	\$677,901	\$2,468,429	\$3,836,028
EXPENDITURE					
Primary Function & Project Management	3	298,382	449,176	117,316	864,874
Project Implementation Salaries & Duty Travel not Funded	3	117,316			117,316
Conservation of Biological Diversity	4			207,760	207,760
Global Change	5			305,428	305,428
Environmental Management & Planning	6	60,925	40,617	1,005,139	1,106,681
Coastal Management & Planning	7			110,575	110,575
Prevention & Mgmt of Pollution	8			118,455	118,455
Planning & Response to Pollution Emergency	9			25,586	25,586
Environmental Education & Training	10			82,662	82,662
Environmental Information	11			33,504	33,504
Regional Environmental Concerns	12			294,863	294,863
Miscellaneous Activities	13	68,255	45,503	184,905	298,663
TOTAL EXPENDITURE		\$544,878	\$535,296	\$2,486,193	\$3,566,367
NET SURPLUS/(DEFICIT)					
Primary Function/ Project Management		144,820	142,606		287,426
Project Implementation (transferred to Advance Funding)	Note 13			(17,764)	(17,764)
		144,820	142,606	(17,764)	269,662
EXTRAORDINARY ITEM	Note 12	(74,776)			(74,776)
Net surplus/deficit after extraordinary item		\$70,044	\$142,606	(\$17,764)	\$194,886

The above Income & Expenditure Statement is to be read in conjunction with the notes to the accounts.

NOTES TO THE ACCOUNTS**1. GENERAL**

The South Pacific Regional Environment Programme - also known as SPREP - is a regional organisation established by the governments of 22 Pacific Island countries and territories, and four developed countries. SPREP's Headquarters was moved to Apia Western Samoa from Noumea, New Caledonia in early 1992. The governments concerned have agreed to re-constitute SPREP as an autonomous organisation (refer Note 4). No comparative figures are shown for the previous year because this is the first time that a complete set of accounts has been prepared using the full double entry system of accounting. Because this is the first set of complete accounts there is no Statement of Changes in Financial Position.

2. GENERAL ACCOUNTING POLICY

Modified accrual accounting has been used in the preparation of these accounts whereby income is accounted for on a cash basis while expenditure is accounted for on an accrual basis.

Income & Expenditure includes contributions from Donors and expenditure relating to Donor funded projects. This is in line with the treatment in the Budget preparation and approvals as submitted to the Intergovernmental Meeting.

3. PARTICULAR ACCOUNTING POLICIES

- 3.A Accounting Period
The accounting period covers the period from 1 January 1992 to 31 December 1992.
- 3.B Currency Used
Unless otherwise stated all financial information in these accounts are in United States dollars.
- 3.C Exchange Rate Policy
Currencies are converted at the ruling rate set by SPREP at the date of the transaction. These rates are in line with ruling bank rates and are changed according to currency fluctuations. During the year, an Exchange Fluctuation Reserve was established which incorporated exchange losses and gains.
- 3.D Apportionment of expenses between Primary Function, Project Management, and Project Implementation
Expenses have been apportioned on the following basis :
- Costs that are direct costs to Primary Function have been charged to Primary Function.
 - Costs that are direct costs of Project Management have been charged to Project Management.
 - Costs that are direct costs of 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 (which are based on time) developed by the SPREP secretariat. For 1992 the cost drivers have resulted in 60% of common costs being allocated to Primary Function and 40% to Project Management
- 3.E Depreciation - Refer Note 7

4. EVENTS OCCURRING AFTER BALANCE SHEET DATE

Subsequent to Balance Sheet date, a Plenipotentiary Meeting of SPREP member governments and administrations in Apia June 1993 adopted an Agreement establishing SPREP as an Intergovernmental Organisation.

5. BANKS

US Dollar account	436,497
Australian Dollar account	29,500
CFP currency account	4,417
Western Samoa Tala accounts	10,535
	<u>\$480,949</u>

NOTES TO THE ACCOUNTS**6. SHORT TERM DEPOSITS**

US Dollar call account	100,000
US Dollar 30 day deposit	1,504,586
Australian Dollar 30 day deposit	24,367
	<u>\$1,628,953</u>

7. FIXED ASSETSFixed Assets - Primary Function

These assets are shown in the Balance Sheet at cost price and depreciated at the following rates :

Equipment	5 years life, with no residual value i.e. 20% flat
Furniture & fittings	10 years life, with no residual value i.e. 10% flat
Motor vehicles	10 years life, with no residual value i.e. 10% flat

	Cost	Depreciation	Depreciation (Capital Reserve)	Book Value 31/12/92
Computer equipment	5,521	1,104		4,417
Equipment	19,107	71	3,535	15,501
Furniture & fittings	73,175		7,167	66,008
Motor vehicles	33,283		1,472	31,811
	<u>\$131,086</u>	<u>\$1,175</u>	<u>\$12,174</u>	<u>\$117,737</u>

Fixed Assets - Donor Funded

These assets have been expensed in the accounts because they are related to specific Project expenditure. The ownership of these assets will not be determined until the end of each relevant project, at which time the assets will be included in the Balance Sheet and an entry credited to the Capital Reserve account. (Refer also to Note 10)

Value of Donor funded assets which have been expensed	<u>\$72,109</u>
---	-----------------

8. SUNDRY & OTHER CREDITORS

Sundry creditors and accruals	53,820
PAYE	5,590
Provident Fund	38,155
Other creditors	7,190
	<u>\$104,755</u>

Final confirmation of the Provident Fund Account of \$38,155 is subject to a reconciliation already in progress by SPREP

9. ADVANCE FUNDING

Advance funding received from Donors during the year but not expended at 31 December 1992. This funding will be utilised in 1993 on projects for which funds were originally earmarked for by Donors.

	<u>\$1,708,293</u>
--	--------------------

10. CAPITAL RESERVE (Refer also to Note 7)

This reserve has been created for assets transferred to SPREP on completion of the Relocation Project. Depreciation for these assets is charged to the Capital Reserve account.

Fixed assets acquired on completion of Donor funded projects (i.e. Relocation)	105,135
Deduct Cost of assets depreciated (refer note 7)	(12,174)
	<u>\$92,961</u>

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

NOTES TO THE ACCOUNTS

11. EXPENDITURE MET FROM DONOR FUNDS

Included in Primary Function and Project Management functions (see Table 3), is expenditure of \$77,803 which was to have been met from Donor funds. This expenditure comprised :

IGM expenses	65,753
Apia Convention	5,850
SPREP Convention	6,200
	<u>\$77,803</u>

Of this amount, only \$26,049 had been received from Donors at 31 December 1992. The balance of \$51,754 will be received in 1993. This balance, when received, will be shown in the 1993 accounts as Income, but the expenditure will already have been accounted for in 1992, as shown above.

12. EXTRAORDINARY ITEM

This represents the balance at 1/1/92 of SPREP Member Funds less SPREP Administration Expenses plus adjustments to correct balances of some Project Accounts as at 1/1/92.

\$74,776

13. PROJECT IMPLEMENTATION DEFICIT

This represents an excess of expenditure over receipts for a small number of projects. This amount has been transferred to Advance Funding, pending reimbursement in 1993

\$17,764

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TABLES TO THE ACCOUNTS

MEMBERS FUNDS

<u>MEMBERS CONTRIBUTIONS</u>	Members	Relocation	Total
	Contribution USD	Contribution USD	Contribution USD
American Samoa	5,725	1,430	7,155
Australia	104,055	250,000	354,055
Northern Marianas	5,725	1,432	7,157
Cook Islands	5,725	1,432	7,157
F.S.M.	10,938	1,432	12,370
Fiji	3,571	2,862	6,433
France	75,440	18,860	94,300
French Polynesia	17,197	2,862	20,059
Guam	11,445	2,862	14,307
Kiribati	11,445	1,432	12,877
Marshall Islands	5,725	1,432	7,157
Nauru			
New Caledonia	11,445	2,862	14,307
New Zealand	33,820	8,455	42,275
Niue	5,725	1,432	7,157
Palau	11,450	1,432	12,882
Papua New Guinea			
Solomons Islands			
Tokelau	11,011	1,432	12,443
Tonga	3,000		3,000
Tuvalu	5,725	2,000	7,725
USA (USAID)	95,000		95,000
Vanuatu	6,000		6,000
Wallis & Futuna			
Western Samoa	11,445	2,862	14,307
Pitcairn Island	5,725	6,168	11,893
	<u>457,336</u>	<u>312,679</u>	<u>770,015</u>
Deduct :			
<i>Relocation costs not met from AIDAB relocation funds</i>		(11,978)	(11,978)
<i>Relocation contributions members (Included in 1992 Balance Sheet)</i>		(50,701)	(50,701)
	<u>457,336</u>	<u>250,000</u>	<u>707,336</u>
<u>INCOME INCOME</u>			<u>Total</u>
Interest	31,318		31,318
Rental income	43,934		43,934
Miscellaneous Income	1,881		1,881
	<u>\$77,133</u>		<u>\$77,133</u>
TOTAL MEMBERS FUNDS	<u>\$534,469</u>	<u>\$250,000</u>	<u>\$784,469</u>

TABLE 2.1

SOUTH PACIFIC ENVIRONMENT PROGRAMME

TABLES TO THE ACCOUNTS

DONOR FUNDS PROVIDED TO SPREP

	Primary Function USD	Project Management USD	Project Implementation USD	Total USD
<u>CONSERVATION OF BIOLOGICAL DIVERSITY</u>				
AIDAB			25,822	25,822
ANPWS			9,177	9,177
CITES			1,555	1,555
DASETT			30,564	30,564
ICOD			38,739	38,739
Nature Conservancy			68	68
UNDP			86,631	86,631
UNEP			157	157
USAID			8,358	8,358
			<u>\$201,072</u>	<u>\$201,072</u>
<u>GLOBAL CHANGE</u>				
AIDAB			176,554	176,554
France			129	129
New Zealand			53,592	53,592
US Commerce Department			45,951	45,951
UNEP			4,589	4,589
University of Sydney (UNESCO)			22,616	22,616
			<u>\$303,432</u>	<u>\$303,432</u>
<u>ENVIRONMENTAL MANAGEMENT & PLANNING</u>				
ADB			280,947	280,947
AIDAB			47,302	47,302
UNDP	\$60,925	\$40,616	610,450	711,991
UNEP			54,840	54,840
UNFPA			11,600	11,600
	<u>\$60,925</u>	<u>\$40,616</u>	<u>\$1,005,139</u>	<u>\$1,106,680</u>
<u>COASTAL MANAGEMENT & PLANNING</u>				
AIDAB/SOPAC			33,286	33,286
AIDAB			52,463	52,463
ICOD			24,826	24,826
			<u>\$110,576</u>	<u>\$110,576</u>
<u>PREVENTION & MANAGEMENT OF POLLUTION</u>				
UNEP			118,455	118,455
			<u>\$118,455</u>	<u>\$118,455</u>
<u>PLANNING & RESPONSE TO POLLUTION EMERGENCY</u>				
IMO			25,586	25,586
			<u>\$25,586</u>	<u>\$25,586</u>

SOUTH PACIFIC ENVIRONMENT PROGRAMME

TABLES TO THE ACCOUNTS

DONOR FUNDS PROVIDED TO SPREP

	Primary Function USD	Project Management USD	Project Implementation USD	Total USD
<u>ENVIRONMENTAL EDUCATION & TRAINING</u>				
AIDAB			42,720	42,720
ICOD			35,065	35,065
UNEP			1,985	1,985
WWF			2,891	2,891
			\$82,661	\$82,661
<u>ENVIRONMENTAL INFORMATION</u>				
UNEP			33,504	33,504
			\$33,504	\$33,504
<u>REGIONAL ENVIRONMENTAL CONCERNS</u>				
ADB			116,930	116,930
AIDAB			144,911	144,911
CFTC			12,730	12,730
New Zealand			20,292	20,292
			\$294,863	\$294,863
<u>MISCELLANEOUS ACTIVITIES</u>				
AIDAB			54,550	54,550
France			326	326
New Zealand	68,255	45,503	120,949	234,707
	\$68,255	\$45,503	\$175,825	\$289,583
<u>PRIMARY FUNCTION & PROJECT MANAGEMENT</u>				
AIDAB		3,664		3,664
CFTC		24,623		24,623
Multiple Donors	26,049	3,059		29,108
Project Administration Fees		310,436		310,436
	\$26,049	\$341,782		\$367,831
Total donor funds	\$155,229	\$427,901	\$2,351,113	\$2,934,243

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TABLES TO THE ACCOUNTS

PRIMARY FUNCTION & PROJECT MANAGEMENT

Funding Summary	1992 Actual			
	Primary Function	Project Management	Project Implementation	Total
	USD	USD	USD	USD
AIDAB		3,664		3,664
CFTC		24,623		24,623
Members (Table I)	534,469	250,000		784,469
Multi-funded	26,049	3,059		29,108
Project Administration Fees		310,436		310,436
	<u>\$560,518</u>	<u>\$591,782</u>		<u>\$1,152,300</u>

Detailed Expenditure Breakdown -

Expenditure met from Members Funds & Project Administration Fees

Library		693		693 ✓
Official entertainment	2,192	1,462		3,654 ✓
Vehicle expenses	1,465	977		2,442 ✓
Postages/couriers	8,086	5,391		13,477 ✓
Printing/publications	3,954	2,635		6,589 ✓
Stationery/expendable equipment	21,855	14,571		36,426 ✓
Telephone/fax/telex	19,544	13,030		32,574 ✓
Audit fees	2,737	1,825		4,562 ✓
Bank charges	287	192		479 ✓
Cleaning	28	18		46 ✓
Electricity & water	2,340	1,561		3,901 ✓
Property maintenance	253	169		422 ✓
Insurance	3,830	2,554		6,384 ✓
Operating maintenance	2,891	1,927		4,818 ✓
Salaries	84,541	56,359	112,914	253,814 ✓
Duty travel	12,836 ✓	8,557	4,402	25,795 ✓
Language services	37,481	24,987		62,468 ✓
SPC transitional fee	27,104	18,069		45,173 ✓
Other costs	500	333		833 ✓
Depreciation	705	470		1,175 ✓
Relocation		250,000		250,000
	<u>232,629</u>	<u>405,780</u>	<u>117,316</u>	<u>755,725</u>

Expenditure met from Donor funds

Capital expenditure		3,058		3,058 ✓
Consultants		3,664		3,664 ✓
Finance Advisor expenses		24,624		24,624 ✓
IGM expenses	11	65,753		65,753 ✓
Apia Convention	11	5,850		5,850 ✓
SPREP Convention	11	6,200		6,200 ✓
		<u>65,753</u>	<u>43,396</u>	<u>109,149</u>

Total expenditure

	<u>\$298,382</u>	<u>\$449,176</u>	<u>\$117,316</u>	<u>\$864,874</u>
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Primary Function Subsidy

As shown above Members Funds & Project Administration Fees were used to fund salaries and duty travel of officers whose responsibilities are primarily related to Project Implementation activities.

To highlight this, additional entries have been added to the Income and Expenditure Statement in page 2 of these accounts.

- A Primary Function Subsidy is included as Income to the Project Implementation activities
- Project Implementation salaries & duty travel not funded is shown as expenditure for the Primary Function

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TABLES TO THE ACCOUNTS

CONSERVATION OF BIOLOGICAL DIVERSITY

	1992 Actual			Total USD
	Primary Function	Project Management	Project Implementation	
	USD	USD	USD	
Funding Summary				
AIDAB			25,822	25,822
ANPWS			9,177	9,177
CITES			1,555	1,555
DASETT			30,564	30,564
ICOD			38,739	38,739
Nature Conservancy			68	68
UNDP			86,631	86,631
UNEP			157	157
USAID			8,358	8,358
			\$201,072	\$201,072
Expenditure				
Salaries				
Duty Travel			13,494	13,494
Consultants			55,981	55,981
Meetings/workshops				
In-country Activities			29,957	29,957
Other Costs			108,327	108,327
			\$207,760	\$207,760

Projects which are included in the above Programme area include :

Bio-diversity Convention Negotiations
 INC Biodiversity Conference
 AIDAB RMTCP Programme
 Flying Fox Study (SI) *
 Protected Area Mgmt Training
 Komarindi Project - Solomons
 Turtle Expert
 Parks Conference follow-up
 Solomon Islands - Bio-Diversity Study
 ICOD RMTCP Programme
 Regional Ecosystems
 Global Environmental Facility - PA Phase
 Biological Diversity Meeting-UNEP
 Regional Ecosystems Classification

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TABLES TO THE ACCOUNTS

GLOBAL CHANGE

	1992 Actual			Total USD
	Primary Function	Project Management	Project Implementation	
	USD	USD	USD	
Funding Summary				
AIDAB			176,554	176,554
France			129	129
New Zealand			53,592	53,592
US Commerce Department			45,951	45,951
UNEP			4,589	4,589
University of Sydney (UNESCO)			22,616	22,616
			\$303,432	\$303,432
Expenditure				
Capital Expenditure				
Consultants			38,346	38,346
Duty Travel			23,469	23,469
In-country activities				
Meetings & workshops			125,485	125,485
Salaries			75,331	75,331
Other costs			42,797	42,797
			\$305,428	\$305,428

Projects which are included in the above Programme area include :*International Negotiations on Climatic Change**Climate Change Convention Negotiations**Climate Change Information Officer**Climatology/Meteorology Officer**2ND IGM Climate Change/Sea Level Rise**Marshall Islands Study*

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TABLES TO THE ACCOUNTS

ENVIRONMENTAL MANAGEMENT & PLANNING

	1992 Actual			
	Primary Function	Project Management	Project Implementation	Total
	USD	USD	USD	USD
Funding Summary				
ADB			280,947	280,947
AIDAB			47,302	47,302
UNDP	60,925	40,617	610,450	711,991
UNEP			54,840	54,840
UNFPA			11,600	11,600
	\$60,925	\$40,617	\$1,005,139	\$1,106,680
Expenditure				
Capital Expenditure			20,032	20,032
Consultants			394,256	394,256
Duty Travel			91,275	91,275
In-country activities			93,525	93,525
Meetings & workshops			82,707	82,707
Salaries	60,925	40,617	243,751	345,292
Other costs			79,594	79,594
	\$60,925	\$40,617	\$1,005,139	\$1,106,680

Projects which are included in the above Programme area include :

ADB RETA project

NCS Vanuatu

AIDAB funded Strengthening Planning & Administration activities

Development of National Planning & Conservation

UNDP NEMS project

Strengthening Environmental Planning & Mgmt (EIA)

Population & environment consultancy

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TABLES TO THE ACCOUNTS

COASTAL MANAGEMENT & PLANNING

Funding Summary	1992 Actual			Total USD
	Primary Function USD	Project Management USD	Project Implementation USD	
	AIDAB/SOPAC			
AIDAB			52,463	52,463
ICOD			24,826	24,826
			\$110,575	\$110,575
Expenditure				
Capital Expenditure				
Consultants			31,993	31,993
Duty Travel			1,293	1,293
In-country activities			25,076	25,076
Meetings & workshops			20,730	20,730
Salaries				
Other costs			31,483	31,483
			\$110,575	\$110,575

Projects which are included in the above Programme area include :

Dredging Assessment Tuvalu EIA

AIDAB funded Coastal Management activities

ICOD-Coastal Resource Management Programme

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TABLES TO THE ACCOUNTS

PREVENTION & MANAGEMENT OF POLLUTION

	1992 Actual			Total USD
	Primary Function USD	Project Management USD	Project Implementation USD	
	Funding Summary			
UNEP			118,455	118,455
			\$118,455	\$118,455
Expenditure				
Capital Expenditure				
Consultants			24,700	24,700
Duty Travel			5,000	5,000
In-country activities			21,000	21,000
Meetings & workshops			36,407	36,407
Salaries			24,000	24,000
Other costs			7,348	7,348
			\$118,455	\$118,455

Projects which are included in the above Programme area include :
UNEP - Regional Seas

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TABLES TO THE ACCOUNTS

PLANNING & RESPONSE TO POLLUTION EMERGENCY

	1992 Actual			
	Primary Function	Project Management	Project Implementation	Total
	USD	USD	USD	USD
Funding Summary				
IMO			25,586	25,586
			\$25,586	\$25,586
Expenditure				
Capital Expenditure				
Consultants			3,568	3,568
Duty Travel				
In-country activities				
Meetings & workshops			21,769	21,769
Salaries				
Other costs			250	250
			\$25,586	\$25,586

Projects which are included in the above Programme area include :
Pacific Regional Oil Spill Workshop
Hazardous Wastes Sub-Committee Mtg

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TABLES TO THE ACCOUNTS

ENVIRONMENTAL EDUCATION & TRAINING

	1992 Actual			Total USD
	Primary Function USD	Project Management USD	Project Implementation USD	
	Funding Summary			
AIDAB			42,720	42,720
ICOD			35,065	35,065
UNEP			1,985	1,985
WWF			2,891	2,891
			\$82,661	\$82,661
Expenditure				
Capital Expenditure				
Consultants			20,312	20,312
Duty Travel			1,446	1,446
In-country activities			25,211	25,211
Meetings & workshops			27,940	27,940
Salaries				
Other costs			7,753	7,753
			\$82,662	\$82,662

Projects which are included in the above Programme area include :

AIDAB funded Environmental Training & Awareness activities

Media Workshop - FSM/Marshalls

Palau Environmental Video

Palau Environmental Poster

Marine Environmental Education Material Production

Marine Environmental Teacher Training

Improved Environmental Education

Coral reef Handbook in Tokelau

Won Smolbag Theatre Group

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TABLES TO THE ACCOUNTS

REGIONAL ENVIRONMENTAL CONCERNS

	1992 Actual			Total USD
	Primary Function	Project Management	Project Implementation	
	USD	USD	USD	
Funding Summary				
ADB			116,930	116,930
AIDAB			144,911	144,911
CFTC			12,730	12,730
New Zealand			20,292	20,292
UNDP				
			\$294,863	\$294,863
Expenditure				
Capital Expenditure				
Consultants			35,936	35,936
Duty Travel			16,198	16,198
In-country activities				
Meetings & workshops			170,360	170,360
Salaries			38,437	38,437
Other costs			33,932	33,932
			\$294,863	\$294,863

Projects which are included in the above Programme area include :

UNCED - Project Officer

UNCED - Attendance at Workshops/Meetings

UNCED - Printing/communications/sundry

UNCED - Attendance at Rio Earth Summit



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 10.7 : General Wage Increase for Permanent Staff

Purpose of Paper

To recommend for the IGM's approval the application of a General Wage Increase in Western Samoa to Permanent Staff of SPREP.

Background

2. In June 1993 the Government of Western Samoa announced a 10% General Wage Increase for public servants effective from 1 July 1993. This ended a wage freeze which had been in effect since 1990.

3. SPREP's salary scales for Permanent Staff were adopted by the Fifth IGM last year on the basis of a review which took into account salaries being paid for local staff by employers in Western Samoa including the Government.

Comment

4. The Secretariat considers that the 10% increase should be applied to its locally-engaged staff in order to maintain relativities in the comparatively small local market.

Financial Implications

5. The additional annual cost to SPREP would be only USD6,181. This would be funded as follows:

•	Members	4,408
•	Donors	<u>2,137</u>
		6,545

6. The draft 1994 Work Programme and Budget has been prepared on the basis of this increase. Sufficient funds are available in the Budget.

Supporting Tables

7. The following tables are attached:

Table I current approved scales

Table II proposed revised scales

Table III details of additional annual salary costs.

Recommendation

8. The Meeting is invited to **approve** the revised salary scales at Table II effective from 1 July 1993.

8 July 1993

Original : English

Table I

CURRENT SPREP SALARY SCALES FOR PERMANENT STAFF

Salary in WST per annum

LEVEL	1	2	3	4	5	6	7	Job Description
4	18158	19300	20442	21584				Senior Admin Officer Exec Assistance
3	12574	13529	14484	15439	16394	17347		Admin Officer, P/A Off. Supervisor
2	7337	8074	8811	9548	10285	11022	11760	Typist/Clerk Clerk
1	3550	4054	4558	5062	5566	6070	6571	Tea Att/Cleaner Driver/Messenger Watchman, Gardener, Handyman, Clerical Assistant

Table II

SPREP SALARY SCALES FOR PERMANENT STAFF AFTER 10% ADJUSTMENT

Salary in WST per annum

LEVEL	1	2	3	4	5	6	7	Job Description
4	19974	21230	22487	23743				Senior Admin Officer Exec Assistance
3	13832	14882	15933	16983	18034	19082		Admin Officer, P/A Off. Supervisor
2	8071	8882	9693	10503	11314	12125	12936	Typist/Clerk Clerk
1	3905	4460	5014	5569	6123	6677	7229	Tea Att/Cleaner Driver/Messenger Watchman, Gardener, Handyman, Clerical Assistant

Table III

SPREP PERMANENT STAFF LIST AND SALARY GRADING IN WST AS AT 30 JUNE 1993

Names	Designation	Grading	Current	Adjusted WST	Variance	Variance Member Funded USD	Variance Donor Funded USD	
Uligitone Sasagi	Senior A/O	Level 4/2	19,300	21,230	1,930	440	293	
Sunoa Mata'u	Office Asst	Level 2/3	8,811	9,693	882	201	134	
Sia Patelesio	Office Asst	Level 2/1	7,337	8,071	734	167	112	
Faatupu Poihega	Secretary (P/A)	Level 3/1	12,574	13,832	1,258	287	191	
Apiseta Eti	Office Asst	Level 2/3	8,811	9,693	882	201	134	
Lupe Silulu	Registry Clerk	Level 2/5	10,285	11,314	1,029	235	156	
Monica Tupai	Receptionist	Level 1/7	6,571	7,229	658	150	100	
Dorothy Kamu	P/A Dep/Dir	Level 3/2	13,529	14,882	1,353	308	206	
Malama Hadley	P/A Director	Level 3/3	14,484	15,933	1,449	330	220	
Helen Petaia	Sen A/cs Clerk	Level 3/2	13,529	14,882	1,353	308	206	
Miriama Wendt	Accounts Clerk	Level 1/6	6,070	6,677	607	138	92	
Luapene Fauatea	Accounts Clerk	Level 2/2	8,074	8,882	808	184	123	
Elia Hunt	Watchman	Level 1/2	4,558	5,014	456	174		
Esera Lusua	Gardener	Level 1/2	4,558	5,014	456	174		
Tologauvale Leaula	General Clerk	Level 1/4	5,062	5,569	507	116	78	
Faamanu Fonoti	Driver/Mesnger	Level 1/6	6,070	6,677	607	231		
Merina Solomona	Registry Asst	Level 1/6	6,070	6,677	607	138	92	
Faalepo Taei	Handyman	Level 2/1	7,337	8,071	734	279		
Iakopo Leota	Cleaner	Level 1/4	5,062	5,569	507	193		
Talanoa Tuala	Driver	Level 1/2	4,054	4,460	406	154		
						17,223	4,408	2,137



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 11.1 : Review of Process for Work Programme Formulation

Purpose of Paper

To review the current process for formulating the annual SPREP Work Programme and Budget.

Background

2. The Fifth SPREP Intergovernmental Meeting, in Apia in September 1992, welcomed the initiative taken by the Secretariat in submitting to the IGM a new 3-step streamlined process for Work Programme formulation. Delegates agreed that this process would result in a more realistic Work Programme and that a review of the process would be undertaken at the Sixth IGM to evaluate its effectiveness.

3. When putting the new Work Programme process into operation, the Secretariat was asked to consider the following matters:

- the process, whilst incorporating projects developed through the National Environmental Management Strategies (NEMS), should also maintain a degree of flexibility by including other projects from member territories and countries and by enabling them to review their priorities;
- when selecting a team of experts for technical review of projects, consideration should be given first to the full range of expertise available from SPREP member countries; amongst other considerations, this would ensure that SPREP benefited from relevant expertise sensitive to the region's diverse cultures;
- outcomes of technical assessment should be relayed back to member countries prior to IGMs; the possibility of a meeting of experts prior to the IGM was raised; and

- the process should be linked to the budget process and, in the interests of assisting donor governments and organisations, the Work Programme should include priorities.

4. This paper addresses those issues.

Work Programme Development through NEMS

5. The NEMS process has encouraged the development of fully-costed Programme Profiles which identify activities required to implement the Strategies. These provide comprehensive information about a country's priorities with which donors can be approached.

6. In each country where a NEMS has been developed, a list of Programme Profiles is available for incorporation into SPREP's Work Programme. To assist formulation of the annual Work Programme, NEMS countries will be requested to indicate any changes to these Programme Profiles. It is suggested that each NEMS Task Team be the in-country mechanism through which the revised Programme Profile list would be submitted to SPREP. It will be assumed that this list of Programme Profiles already has Foreign Affairs endorsement through Foreign Affairs representation on the Task Team.

7. For countries and territories where a National Environmental Management Strategy process has not been developed or where a Task Team has not been established, it is suggested that a Task Team mechanism be considered.

8. The suggested process for SPREP Work Programme formulation is as follows:

- Existing NEMS Task Teams be retained to discuss projects for submission to SPREP's Work Programme;
- Task Teams be established in those countries and territories where they do not yet exist;
- Task Teams submit to SPREP at least annually updated lists of Programme Profiles (being revisions of the lists already contained in the NEMS or, in the absence of NEMS, a list drawn up following in-country consultations); and
- Lists submitted after in-country consultations will be deemed to be projects requested for incorporation into SPREP's Work Programme; where a project requires urgent funding but was not submitted at the time of Work Programme formulation (such as in the case of a pollution emergency, EIA response, or other activity that could not be foreseen), funding would be considered under SPREP's Small Grants Scheme.

Team of Experts

9. In selecting its team of experts for the internal assessment of the Proposed Integrated Work Programme and Budget for 1994 and Indicative Work Programmes and Budgets for 1995 and 1996 (see para 10), the Secretariat has endeavoured to comply with the wishes of the Fifth IGM.

Outcomes of Technical Assessment

10. A meeting of experts will be convened in Apia during August 1993 to review the Proposed Integrated Work Programme and Budget for 1994 and Indicative Work Programmes and Budgets for 1995 and 1996 presented under Agenda Item 11.2. A report of this meeting will be made available to member countries as soon as possible.

11. The Secretariat believes, however, that with the introduction this year of the new process for Work Programme formulation approved by the Fifth IGM, including the incorporation of projects developed through the NEMS and the integration for the first time of the Work Programme and Budget, there is a consequent change of emphasis from a need for a technical review of projects to an administrative and financial review of the effects of the new process. This significant shift will affect the type of expertise required and the manner in which the review itself is conducted.

Linking the Work Programme and Budget

12. For the first time, the Secretariat has prepared an integrated Work Programme and Budget as presented under Agenda Item 11.2. The development of this document to its present stage has not been without difficulty and has required choosing from a range of possibilities in order to come up with a realistic programme reflecting both the priorities of members and the likelihood of funding, not to mention the Secretariat's capacity in terms of financial and personnel resources. The August meeting of experts will assist this evolutionary process and provide further guidance to the SPREP Meeting.

Recommendation

13. The Meeting is invited to **discuss** the process for Work Programme formulation and to **provide further directions** to the Secretariat.

22 July 1993
Original : English



South Pacific Regional Environment Programme (SPREP)

Sixth SPREP Meeting

Suva, Fiji, 20-22 September 1993

Agenda Item 11.2 : Proposed Integrated Work Programme and Budget for 1994 and Indicative Work Programmes and Budgets for 1995 and 1996

Purpose of Paper

To present a Proposed Integrated Work Programme and Budget for 1994 and Indicative Work Programmes and Budgets for 1995 and 1996.

Background

2. The Meeting will be aware from discussions on the preceding Agenda Item (Review of Process for Work Programme Formulation) of the background to the development of the Integrated Work Programmes and Budgets.

Work Programmes and Budgets

3. The attached document is in three Parts:

- Introduction
- Budget Tables 1-7
- Work Programmes 1-7

Recommendation

4. The Meeting is invited to **consider** and **approve** the Work Programmes and Budgets.

30 July 1993
Original : English



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

**Proposed Integrated
Work Programme and Budget for 1994 and
Indicative Work Programmes and Budgets
for 1995 and 1996**

Contents

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		Att.1
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Introduction

Background

The Fifth SPREP IGM urged the Secretariat to integrate the annual Work Programme and Budget, to forecast expenditure and income for the following three years and to link this information to the Work Programme.

2. This Integrated Work Programme and Budget document covering the period 1994-96 represents the Secretariat's first attempt at such an exercise. The budgets include actual figures for 1992, original and revised figures for 1993 and estimates for the following 3 years to 1996.

Budget Tables and Format

3. The budgets have been prepared in accordance with Financial Regulation 3 which requires income and expenditure proposals to be incorporated for the Primary, Project Management and Project Implementation Functions. These are presented as follows:

- **Table 1 - Consolidated Budget**
Summarises income and expenditure by Primary, Project Management and Project Implementation Functions.
- **Table 2 - Primary Function Budget**
Provides details of estimated income and expenditure for the Primary Function.
- **Table 3 - Project Management Budget**
Provides details of estimated income and expenditure for the Project Management Function
- **Tables 4 & 5 - Operating Costs and Salaries & Ancillary Costs**
Provide additional details of the operating expenditure and salaries and ancillary costs included in Tables 2 and 3 above; the allocation of these costs has been determined by a "cost driver" explained below.
- **Table 6 - Members Contributions**
Shows actual contributions from members in 1992 compared with budgeted contributions.
- **Table 7 - Project Implementation**
Provides details of estimated income and expenditure for the Project Management Function.

Basis for Estimating Income

4. Primary and Project Management Functions income has been estimated on the assumption that all members will meet their annual contributions in full, together with conservative estimates of rental and interest income and secured donor funds for some staff.

5. Project Administration Fees form a substantial portion of Project Management Function income. These are included in proposals submitted to donors to cover projects' shares of Project Management costs, such as administration, support services and office space. They have been estimated conservatively, but should difficulty be experienced in securing funds for the Project Implementation Function then this income would fall.

6. Project Implementation Function estimates are based on projects with "secured" funding and those with "unsecured" funding. "Secured" funding is defined as funds which have either actually been received or which donors have firmly committed. "Unsecured" funds are those for which proposals have been submitted to donors but for which no commitment has yet been made, or proposals which are still being developed for submission to donors. The latter are based on nominal and conservative estimates. The actual amounts of secured and unsecured funding are shown in the tables accompanying the Work Programme section of the document.

The "Cost-Driver"

7. Costs directly attributable to a particular Function are charged to that Function. Where they relate to more than one Function, costs are allocated by a ratio (the "cost-driver") derived from estimates provided each week by staff of how much time is spent on respective Functions. The current "cost-driver" allocates 60% of costs to Primary Function and 40% to Project Management except for salaries which are allocated on the basis of time estimates.

Primary Function

8. A Guiding Principle of Financial Management laid down by the Fourth IGM is that *the basic functions of the Secretariat should be achieved by a lean and efficient Secretariat, funded as far as possible from members contributions and any interest revenues so that the members clearly retain full control of SPREP's priorities and operations, and a secure financial basis exists to maintain continuity of the operations of the organisation.*

9. In this context, the Secretariat is concerned by the trend towards increasing deficits in Primary Function funding for the next three years. Most of this income comes from members contributions. While some additional income can be expected, it is likely to remain conservative. On the other hand, operational expenditure can be expected to increase to levels shown in the budget. The Secretariat recommends that members reconsider current funding levels and methods to assure sufficient funds for the continued, effective operations of SPREP.

Work Programme Budget

Tables 1-7.2

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME
CONSOLIDATED BUDGET (U S DOLLARS)

TABLE	1992	1993	1993	1994	1995	1996
	ACTUAL	ORIGINAL	REVISED			
INCOME						
Member Contributions	707,336	532,000	526,000	500,000	530,000	500,000
Small Grants Scheme	0	0	0	50,791	0	0
Small Island States Fund	0	0	23,700	0	0	0
Other Funds	77,133	35,000	62,000	32,000	37,000	37,000
Donor Funds	2,934,243	4,889,142	5,438,975	8,704,776	7,457,355	7,204,745
Primary Function Subsidy	117,316	0	103,000	112,000	152,500	165,000
TOTAL INCOME	3,836,028	5,456,142	6,153,675	9,399,567	8,176,855	7,906,745
Primary Function	689,698	664,928	702,480	627,820	561,750	564,270
Project Management	677,901	390,164	507,945	604,694	734,555	684,025
Project Implementation	2,468,429	4,401,050	4,943,250	8,167,053	6,880,550	6,658,450
TOTAL INCOME	3,836,028	5,456,142	6,153,675	9,399,567	8,176,855	7,906,745
EXPENDITURE						
Primary Function	570,124	662,720	691,432	726,018	838,861	887,746
Project Management	534,825	342,791	450,468	403,873	435,939	435,354
Project Implementation	2,486,193	4,401,050	4,943,250	8,167,053	6,880,550	6,658,450
TOTAL EXPENDITURE	3,591,142	5,406,561	6,085,150	9,296,944	8,155,350	7,981,550
NET SURPLUS	244,886	49,581	68,525	102,623	21,505	(74,805)

(See below below)

Note : The Net Surplus for 1992 of \$244,886 varies from the surplus of \$269,662 shown in the 1992 annual accounts by \$24,776. This amount represents the net value of fixed assets (after deducting depreciation/capitalised and included in the Balance Sheet as at 31 December 1992.

TABLE 2

**SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME
PRIMARY FUNCTION BUDGET (U S DOLLARS)**

TABLE	1992		1993		1994	1995	1996
	ACTUAL	ORIGINAL	REVISIED	REVISIED			
INCOME							
6							
Member Contributions	457,336	500,000	500,000	500,000	500,000	500,000	500,000
Donor Funds	155,229	129,928	140,480	140,480	95,820	24,750	27,270
Interest	31,318	35,000	50,000	50,000	30,000	35,000	35,000
Rental Income	43,934	0	10,000	10,000	0	0	0
Miscellaneous	1,881	0	2,000	2,000	2,000	2,000	2,000
TOTAL INCOME	689,698	664,928	702,480	702,480	627,820	561,750	564,270
EXPENDITURE							
4							
Capital Expenditure	29,825	40,000	42,000	42,000	36,000	66,000	69,000
Duty Travel	20,327	50,000	30,000	30,000	33,000	34,800	37,200
Operating Costs	77,493	81,500	129,000	129,000	135,600	134,100	142,500
Intergovernmental Meeting	65,753	50,000	70,000	70,000	70,000	75,000	75,000
Salaries	194,325	291,220	226,932	226,932	248,918	279,961	302,546
Project Implementation Costs not Funded	117,316	0	103,000	103,000	112,000	152,500	165,000
Language Services	37,481	150,000	90,000	90,000	90,000	96,000	96,000
SPC Transitional Fee	27,104	0	0	0	0	0	0
Other Costs	500	0	500	500	500	500	500
TOTAL EXPENDITURE	570,124	662,720	691,432	691,432	726,018	838,861	887,746
NET SURPLUS	119,574	2,208	11,048	11,048	(98,198)	(277,111)	(323,476)

**SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME
PROJECT MANAGEMENT BUDGET (U S DOLLARS)**

TABLE	1992	1993	1993	1994	1995	1996
	ACTUAL	ORIGINAL	REVISED			
INCOME						
Member Contributions	250,000	32,000	26,000	0	30,000	0
Small Grants Scheme	0	0	0	50,791	0	0
Small Island States Fund	0	0	23,700	0	0	0
Donor Funds	117,465	216,259	161,650	63,880	16,500	18,180
Project Administration Fees	310,436	141,905	296,595	490,023	688,055	665,845
TOTAL INCOME	677,901	390,164	507,945	604,694	734,555	684,025
EXPENDITURE						
Capital Expenditure	110,776	0	28,000	24,000	44,000	46,000
Relocation Costs	144,865	0	0	0	0	0
Consultants	9,778	0	0	0	0	0
Duty Travel	13,551	0	20,000	22,000	23,200	24,800
Operating Costs	52,359	81,500	86,000	90,400	89,400	95,000
Salaries	148,057	229,291	138,268	156,182	184,839	205,054
Language Services	24,987	0	60,000	60,000	64,000	64,000
Plenipotentiary Meeting	0	0	68,000	0	0	0
Small Island States (meetings)	0	0	23,700	0	0	0
Apia Convention	5,850	15,000	13,000	0	15,000	0
SPREP Convention	6,200	17,000	13,000	0	15,000	0
SPC Transitional Fee	18,069	0	0	0	0	0
Other Costs	333	0	500	500	500	500
Small Grants Scheme	0	0	0	50,791	0	0
TOTAL EXPENDITURE	534,825	342,791	450,468	403,873	435,939	435,354
NET SURPLUS	143,076	47,373	57,477	200,821	298,616	248,671

TABLE 4

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME
OPERATING COSTS (U S DOLLARS)

	1992		1993		1994	1995	1996
	ACTUAL	ORIGINAL	ORIGINAL	REVISED			
Communication	32,574	15,000	50,000	53,000	56,000	60,000	
Library	693	10,000	10,000	10,000	10,000	10,000	
Entertainment	3,654	10,000	10,000	11,000	12,000	13,000	
Vehicle Expenses	2,442	10,000	6,000	6,500	7,000	7,500	
Mailing of Reports & Sundries	13,477	10,000	12,000	13,000	14,000	15,000	
Printing of Reports	6,589	20,000	20,000	22,000	24,000	26,000	
Operating Maintenance	4,818	5,000	5,000	5,000	5,500	6,000	
Property Maintenance	422	9,000	9,000	9,000	9,000	10,000	
Stationery & Miscellaneous Supplies	36,426	30,000	30,000	31,500	33,000	35,000	
Other Costs	13,385	0	14,000	14,000	0	0	
Audit Fees	4,562	15,000	15,000	15,000	15,000	15,000	
Bank Charges	479	2,000	2,000	2,000	2,000	2,000	
Cleaning	46	2,000	2,000	2,000	2,000	2,000	
Electricity and Water	3,901	10,000	10,000	11,000	12,000	13,000	
Insurance	6,384	10,000	15,000	15,000	15,000	15,000	
Relieving Staff	0	5,000	5,000	6,000	7,000	8,000	
	129,852	163,000	215,000	226,000	223,500	237,500	
Primary Function (60%)	77,493	81,500	129,000	135,600	134,100	142,500	
Project Management (40%)	52,359	81,500	86,000	90,400	89,400	95,000	
	129,852	163,000	215,000	226,000	223,500	237,500	

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME
SALARIES & ANCILLARY COSTS (U S DOLLARS)

TABLE		1992	1993	1993	1994	1995	1996
		ACTUAL	ORIGINAL	REVISED			
	Director	99,843	110,671	105,000	110,000	115,000	120,000
	Deputy Director	81,431	79,460	80,000	88,000	92,000	96,000
	Finance Manager	75,404	63,240	58,000	63,000	69,000	75,000
	Computer Specialist	0	0	7,000	0	32,000	45,000
	Finance Advisor	18,509	0	8,500	0	0	0
	Project Officer / Biological Diversity Conservation	12,816	46,190	23,000	25,000	55,000	60,000
	Environmental Education Officer	33,765	39,180	35,000	38,000	41,500	45,000
	Information & Publication Officer	0	55,170	0	0	0	0
	Coastal Management Officer	66,333	55,170	40,000	44,000	48,000	52,000
	Accountant	0	0	8,500	16,500	18,000	20,000
5.1	Support Staff - Apia	47,699	71,430	98,200	127,600	138,800	151,600
	Support Staff - Noumea	19,496	0	0	0	0	0
		455,296	520,511	463,200	512,100	609,300	664,600
2	Primary Function	194,325	291,220	226,932	248,918	279,961	302,546
3	Project Management	148,057	229,291	138,268	156,182	184,839	205,054
	Project Implementation Salaries Not Funded	112,914	0	98,000	107,000	144,500	157,000
		455,296	520,511	463,200	512,100	609,300	664,600

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME
SALARIES & ANCILLARY COSTS (U S DOLLARS)
SUPPORT STAFF - APIA

TABLE

	1992	1993		1994	1995	1996
	ACTUAL	ORIGINAL	REVISED			
Assistant Accountant	0	0	5,300	12,200	13,300	14,500
Senior Administrative Officer	5,613	9,040	9,500	10,900	11,900	13,000
Administrative Officer	0	0	3,300	3,800	4,100	4,500
Personal Assistant to Director	0	6,180	6,500	7,500	8,200	8,900
Personal Assistant to Deputy Director	0	6,400	6,500	7,500	8,200	8,900
Personal Assistant to Project Manager	0	0	4,200	4,800	5,200	5,700
Secretary	0	3,710	0	5,100	5,600	6,100
Senior Accounts Clerk	0	6,400	6,200	7,100	7,700	8,400
Accounts Clerk 1	0	6,400	3,300	3,800	4,100	4,500
Accounts Clerk 2	0	3,110	3,300	3,800	4,100	4,500
Office Assistant 1	0	3,710	4,400	5,100	5,600	6,100
Office Assistant 2	0	3,710	4,200	4,800	5,200	5,700
Office Assistant 3	0	3,710	2,100	2,400	2,600	2,800
Registry clerk	0	3,710	4,700	5,400	5,900	6,400
Assistant Registry Clerk	0	0	3,300	3,800	4,100	4,500
Receptionist	0	2,870	3,300	3,800	4,100	4,500
Driver/Messenger	0	2,860	3,300	3,800	4,100	4,500
Driver/Clerk	0	0	1,700	3,800	4,100	4,500
Tea Attendant/Clerk	0	2,380	2,700	3,100	3,400	3,700
Gardener	0	2,380	2,300	2,600	2,800	3,100
Night Watchman	0	4,860	5,100	5,900	6,400	7,000
Handyman	0	0	1,900	3,800	4,100	4,500
Cleaner	0	0	2,700	3,100	3,400	3,700
Overtime	0	0	8,400	9,700	10,600	11,600
Support Staff - Apia	42,086	0	0	0	0	0
	47,699	71,430	98,200	127,600	138,800	151,600

MEMBERS CONTRIBUTIONS TO SPREP			
COUNTRY	RECEIVED 1992	%	ANNUAL CONTRIBUTION USD
American Samoa	5,725	1.145%	5,725
Australia	104,055	20.811%	104,055
Cook Islands	5,725	1.145%	5,725
FSM	10,938	1.145%	5,725
Fiji	3,571	2.289%	11,445
France	75,440	15.088%	75,440
French Polynesia	17,197	2.289%	11,445
Guam	11,445	2.289%	11,445
Kiribati	11,445	1.145%	5,725
Marshall Islands	5,725	1.145%	5,725
Nauru		2.289%	11,445
New Caledonia	11,445	2.289%	11,445
New Zealand	33,820	6.764%	33,820
Niue	5,725	1.145%	5,725
Northern Marianas	5,725	1.145%	5,725
Palau	11,450	1.145%	5,725
Papua New Guinea		2.289%	11,445
Pitcairn Island	5,725	1.145%	5,725
Solomon Islands		2.289%	11,445
Tokelau	11,010	1.145%	5,725
Tonga	3,000	1.145%	5,725
Tuvalu	5,725	1.145%	5,725
United States America	95,000	21.851%	109,255
Vanuatu	6,000	2.289%	11,445
Wallis & Futuna Islands		1.145%	5,725
Western Samoa	11,445	2.289%	11,445
	<u>457,336</u>		<u>500,000</u>

**SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME
PROJECT IMPLEMENTATION BUDGET (U S DOLLARS)**

TABLE 7

		1992	1993	1993	1994	1995	1996
		ACTUAL	ORIGINAL	REVISED			
INCOME							
	Donor Funds	2,351,113	4,401,050	4,840,250	8,055,053	6,728,050	6,493,450
	Primary Function Subsidy	117,316		103,000	112,000	152,500	165,000
	TOTAL INCOME	2,468,429	4,401,050	4,943,250	8,167,053	6,880,550	6,658,450
	7.1 Secured Funding	2,468,429	4,401,050	4,739,750	3,718,803	2,734,900	2,829,500
	7.2 Unsecured Funding			203,500	4,448,250	4,145,650	3,828,950
	TOTAL INCOME	2,468,429	4,401,050	4,943,250	8,167,053	6,880,550	6,658,450
EXPENDITURE							
	Conservation of Biological Diversity	207,760	2,085,818	1,662,000	2,366,740	2,596,400	2,696,500
	Global Change	305,428	70,000	333,070	373,000	315,000	216,000
	Environmental Management & Planning	1,005,139	1,351,401	1,166,260	2,657,100	1,247,700	1,208,300
	Coastal Management & Planning	110,575	80,931	321,600	993,580	950,000	1,100,000
	Prevention & Management of Pollution/ Planning & Response to Pollution Emergency	144,041	65,000	283,700	551,000	552,000	389,000
	Environmental Education/ Environmental Information	116,166	28,000	433,260	444,158	476,700	259,400
	Regional Environmental Concerns	294,863	719,900	580,130	636,650	590,250	624,250
	Project Implementation Salaries not Funded	112,914		98,000	107,000	144,500	157,000
	Project Implementation D/Travel not Funded	4,402		5,000	5,000	8,000	8,000
	Miscellaneous Activities	184,905		60,230	32,825		
	TOTAL EXPENDITURE	2,486,193	4,401,050	4,943,250	8,167,053	6,880,550	6,658,450
	7.1 Secured Funding Expenditure	2,486,193	4,401,050	4,739,750	3,718,803	2,734,900	2,829,500
	7.2 Unsecured Funding Expenditure			203,500	4,448,250	4,145,650	3,828,950
	TOTAL EXPENDITURE	2,486,193	4,401,050	4,943,250	8,167,053	6,880,550	6,658,450
NET DEFICIT		(17,764)					

NOTE :
The Budget as presented represents both Secured and Unsecured Income and Expenditure as set out in Table 7.1 and 7.2 respectively.

**SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME
PROJECT IMPLEMENTATION BUDGET (U S DOLLARS)**

Projects Having Secured Funding

	1992 ACTUAL	1993 ORIGINAL	1993 REVISED	1994	1995	1996
INCOME						
Donor Funds	2,351,113	4,401,050	4,636,750	3,606,803	2,582,400	2,664,500
Primary Function Subsidy	117,316	0	103,000	112,000	152,500	165,000
TOTAL INCOME	2,468,429	4,401,050	4,739,750	3,718,803	2,734,900	2,829,500
EXPENDITURE						
Conservation of Biological Diversity	207,760	2,085,818	1,639,400	2,339,740	2,567,400	2,664,500
Global Change	305,428	70,000	322,070	76,000		
Environmental Management & Planning	1,005,139	1,351,401	1,166,260	544,500		
Coastal Management & Planning	110,575	80,931	286,600	168,580		
Prevention & Management of Pollution/ Planning & Response to Pollution Emergency	144,041	65,000	236,400			
Environmental Education/ Environmental Information	116,166	28,000	374,760	190,358		
Regional Environmental Concerns	294,863	719,900	551,030	254,800	15,000	
Project Implementation Salaries not Funded	112,914	0	98,000	107,000	144,500	157,000
Project Implementation D/Travel not Funded	4,402	0	5,000	5,000	8,000	8,000
Miscellaneous Activities	184,905		60,230	32,825		
TOTAL EXPENDITURE	2,486,193	4,401,050	4,739,750	3,718,803	2,734,900	2,829,500
NET DEFICIT	(17,764)	0	0	0	0	0

DEFINITION :
Secured Funds are funds which have been received by SPREP, or funds which the Donors have committed for projects but not yet received by SPREP.

TABLE 7

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**SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME
PROJECT IMPLEMENTATION BUDGET (U S DOLLARS)**

Projects with Unsecured Funding

Unsecured Funds : Funds for which projects have been submitted to Donors but as yet no commitment has been made for funding, and also those projects which are still being developed by SPREP for submission to Donors. The latter are based on nominal and conservative estimates.

	1992 ACTUAL	1993 ORIGINAL	1993 REVISED	1994	1995	1996
INCOME						
Donor Funds			203,500	4,448,250	4,145,650	3,638,950
Primary Function Subsidy						
TOTAL INCOME	0	0	203,500	4,448,250	4,145,650	3,628,950
EXPENDITURE						
Conservation of Biological Diversity			22,600	27,000	29,000	32,000
Global Change			11,000	297,000	315,000	216,000
Environmental Management & Planning				2,112,600	1,247,700	1,208,300
Coastal Management & Planning			35,000	825,000	950,000	1,100,000
Prevention & Management of Pollution/ Planning & Response to Pollution Emergency			47,300	551,000	552,000	389,000
Environmental Education/ Environmental Information						
Regional Environmental Concerns						
Project Implementation Salaries not Funded			58,500	253,800	476,700	259,400
Project Implementation D/Travel not Funded			29,100	381,850	575,250	624,250
Miscellaneous Activities						
TOTAL EXPENDITURE	0	0	203,500	4,448,250	4,145,650	3,628,950
NET DEFICIT	0	0	0	0	0	0

TABLE

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Programme 1:

Conservation of Biological Diversity

Programme 1: Conservation of Biological Diversity

Objective 1: Strengthen national capabilities to promote conservation of biological diversity, and encourage further conservation areas throughout the region.

Through implementation of the South Pacific Biodiversity Conservation Programme (SPBCP), increase the number of, and improve the management of, conservation areas in the region. Continue involvement in the Komarindi Catchment Conservation area. By means of advice and assistance to SPREP member countries identify new potential conservation areas. Coordinate the fifth South Pacific Conference on Nature Conservation and Protected Areas 1993. This conference, to be held in Tonga, will also help lead to a revised Action Strategy for Nature Conservation in the Pacific region.

	1993	1994*	1995	1996
Secured Funds	\$1,085,225	\$1,820,025	\$2,224,025	\$2,306,125
Unsecured Funds	\$22,600			

Objective 2: Develop specific regional strategies, as well as national management plans for endangered, threatened or vulnerable habitats, ecosystems and species.

Activity 2.1 Regional Marine Turtle Conservation Programme (RMTCP)

Continue to implement the RMTCP aimed at conserving marine turtles in the region by way of regional and in-country projects. Organise RMTCP meeting in 1993. If the RMTCP meeting resolution in Agenda Item 7.1 is adopted, implement a "Year of the Turtle" in 1995.

	1993	1994*	1995	1996
Secured Funds	\$135,375	\$87,459	\$39,125	\$39,125
Unsecured Funds				

Activity 2.2 Regional Avifauna Conservation Programme

Commence implementation of the Regional Avifauna Conservation Programme. This Programme contains both regional and in-country projects. Formally seek project proposals from SPREP member countries; and with the assistance of avifauna expert colleagues, evaluate and fund.

	1993	1994*	1995	1996
Secured Funds	\$71,000	\$77,798	\$39,125	\$39,125
Unsecured Funds				

Activity 2.3 Regional Marine Mammal Conservation Programme

Commence implementation of the Regional Marine Mammal Conservation Programme. This Programme contains both regional and in-country projects. Review the strategy document with the assistance of marine mammal expert colleagues, and organise a Marine Mammals Conservation Programme meeting in 1993, with the aim of increasing in-country enthusiasm for marine mammal conservation. Commence implementation of the programme in 1993 with region-wide information and education projects.

	1993	1994*	1995	1996
Secured Funds	\$55,000	\$72,458	\$39,125	\$39,125
Unsecured Funds				

Activity 2.4 Community Deforestation Survey

Implement the UNEP funded Inventory Project through the use of consultants, in association with forestry organisations working in the region.

	1993	1994*	1995	1996
Secured Funds	\$40,000	\$60,000		
Unsecured Funds				

Programme Implementation Costs.

The Conservation of Biological Diversity Programme presently has one Project Manager and one Project Officer; two more project staff will be joining in 1994.

Secured Funds	1993	1994 [*]	1995	1996
Salaries	\$173,000	\$162,000	\$176,000	\$191,000
Duty Travel	\$79,800	\$60,000	\$50,000	\$50,000
Consultancies	\$695,250	\$1,505,249	\$1,826,249	\$1,902,249
Meetings/Workshops	\$232,766	\$71,738	\$41,738	\$41,738
In-country Activities	\$313,160	\$362,290	\$326,950	\$338,750
Miscellaneous	\$145,424	\$178,463	\$146,463	\$140,763
Unsecured Funds	1993	1994[*]	1995	1996
Salaries		\$27,000	\$29,000	\$32,000
Duty Travel				
Projects/activities	\$22,600			
Sum Secured Funds	\$1,639,400	\$2,339,740	\$2,567,400	\$2,664,500
Sum Unsecured Funds	\$22,600	\$27,000	\$29,000	\$32,000
Programme Budget	\$1,662,000	\$2,366,740	\$2,596,400	\$2,696,500

Programme 2:

Climate Change

Programme 2: Climate Change

Objective 1: Improve the general level of understanding of the potential impacts of Climate Change in the Pacific Islands region.

With funds provided by UNEP in 1992, the Secretariat is coordinating public awareness seminars on Climate Change issues in Vanuatu, Solomon Islands, Fiji, Wallis and Futuna, French Polynesia, New Caledonia, Northern Mariana Islands and American Samoa. These seminars are conducted by members of SPREP's Climate Change Task Team from regional universities.

	1993	1994	1995	1996
Secured Funds	\$14000			
Unsecured Funds		\$30,000		

Objective 2: Co-ordinate activities dealing with the science of Climate Change, including the avoidance and mitigation of these impacts.

Activity 2.1 South Pacific Sea Level and Climate Monitoring Project

This is a Forum initiative, funded initially for 5 years from 1991. The Project is long term and aims to improve Governments' understanding of the impacts of changes in sea level and climate. Training and information are important aspects; recorded data on sea level rise, climate change, impacts and responses will be produced. Training programmes aimed at various levels within Governments are presently being implemented.

	1993	1994	1995	1996
Secured Funds	\$36,410			
Unsecured Funds				

Activity 2.2 Directors of Meteorological Services Meeting

The Secretariat is coordinating a meeting of regional Directors of Meteorology, with WMO and others, in Vanuatu in October 1993, to discuss issues such as training, technical assistance, cooperation and collaboration between member governments and encouraging members of SPREP to join WMO.

	1993	1994	1995	1996
Secured Funds	\$51,660			
Unsecured Funds		\$20,000	\$20,000	

Activity 2.3 Vulnerability Assessment of Accelerated Sea Level Rise in Western Samoa and Fiji

This study assesses the impact of sea level and climate changes on small islands in the region by the year 2000. Since last year, SPREP has coordinated such studies in Tonga, Kiribati and Marshall Islands and is now looking at larger islands like Western Samoa and Fiji. These studies are important; their output will contribute significantly to developing SPREP's Integrated Coastal Zone Management Programme.

	1993	1994	1995	1996
Secured Funds	\$70,000	\$12,000		
Unsecured Funds				

Activity 2.4 Studies on the Impacts of Climate Change and Response Strategies

These are follow up studies from recommendations of Preparatory Missions to countries such as Kiribati, Tuvalu, Marshall Islands, Western Samoa, Tokelau and Cook Islands. SPREP will work with Member Governments to identify specific or priority areas and to develop projects for funding by UNEP and WMO.

	1993	1994`	1995	1996
Secured Funds	\$16,000	\$16,000		
Unsecured Funds				

Activity 2.5 Vulnerability of Pacific Islands Countries to the Agricultural Effects of Climate Change

This project addresses the impacts of Climate Change on atolls, and specifically their agricultural sectors. The project is planned for 5 years and will collect data on agricultural crops and foods. Appropriate agricultural policies will be developed as a result.

	1993	1994`	1995	1996
Secured Funds				
Unsecured Funds		\$50,000	\$50,000	\$50,000

Objective 3: Represent Pacific Islands Countries in discussions on Climate Change issues.

SPREP is coordinating participation and discussions in international and regional meetings, organised by WMO, UNEP, IPCC, Climate Change Convention, Desertification Convention and the Alliance of Small Islands States (AOSIS). It is imperative that the region be well represented and its views expressed in these forums. Further funding is required. Funds already secured for 1993 are shown in Programme 7 Objective 3.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$50,000	\$50,000	

Objective 4: Assist International Organisations, Governments and Institutions in dealing with Climate Change issues in the region.

Under the report, "Changing Climate in Paradise", Australia, through its Bureau of Meteorology in Melbourne and WMO, will implement three projects: equipment upgrading, personnel training and technical maintenance back-up. SPREP's Meteorology/Climatology Officer will coordinate the team's visits to member countries.

	1993	1994	1995	1996
Secured Funds	\$10,000			
Unsecured Funds		\$50,000	\$50,000	

Programme Implementation Costs.

Staffing for the Climate Change Programme comprises the Climate Change Officer and the Meteorology/Climatology Officer.

Secured Funds	1993	1994	1995	1996
Salaries	\$105,000	\$44,000		
Duty Travel	\$19,000	\$4,000		
Consultancies	\$89,500	\$28,000		
Meetings/Workshops	\$65,660			
In-country Activities				
Miscellaneous	\$42,910			
Unsecured Funds	1993	1994	1995	1996
Salaries		\$71,000	\$125,000	\$136,000
Duty Travel	\$11,000	\$26,000	\$30,000	\$30,000
Projects/activities		\$200,000	\$160,000	\$50,000
Sum Secured Funds	\$322,070	\$76,000		
Sum Unsecured Funds	\$11,000	\$297,000	\$315,000	\$216,000
Programme Budget	\$333,070	\$373,000	\$315,000	\$216,000

Programme 3:

Environmental Management & Planning

Programme 3: Environmental Management & Planning

Objective 1: Review existing legislation relating to environmental management and recommend improvements as required on the request of members.

Activity 1.1 Review of environmental legislation

As part of the process leading to the development of National Environmental Management Strategies (NEMS), a review is being undertaken in each country of all legislation relevant to environmental protection. These legislative reviews identify gaps in existing legislation and make recommendations for specific in-country assistance with drafting new legislation or amending existing statutes.

	1993	1994	1995	1996
Secured Funds	\$61,300			
Unsecured Funds				

Activity 1.2 Environment legislation workshops

Convene in-country workshops to raise awareness on the need for environmental provisions to be embodied in legislation.

	1993	1994	1995	1996
Secured Funds	\$15,900	\$20,600		
Unsecured Funds				

Activity 1.3 Provide training and scholarships in environmental law, and liase with legal departments of regional and international environmental agencies.

There have been many strong expressions of interest for regional and in-country workshops on environmental law matters. These include Environmental Impact Assessment Law, Heritage Law, Pollution Law, Environmental Mediation and civil enforcement and prosecution. The aim is to develop environmental awareness among the legal officers of the region, and develop an internal capacity in the field of environmental law. To further develop the internal capacities of SPREP member countries, provide scholarships to government employees and members of other relevant organisations to study environmental law at post-graduate level. Establish appropriate documentation for maintaining contact with the evolution of law and provide an up to date response when asked.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$50,000	\$50,000	\$50,000

Activity 1.4 Implement international conventions for South Pacific Island Countries, including the Apia and SPREP Conventions.

Promote active participation of regional governments in the development and implementation of global and regional environmental agreements. Develop specific domestic legislation to implement the conventions that have been signed and ratified by Pacific Island Countries. It will be necessary to draft model national legislation to assist implementation. SPREP is the secretariat of the Apia and SPREP Conventions and accordingly also takes a lead role in the follow-up and implementation of each. In particular, SPREP will assess the interaction between these conventions and also the interaction between the Apia Convention and the Biodiversity Convention. Develop and implement a strategy for increasing regional interest and participation in the various conventions, such as Biodiversity, CITES and Ramsar.

	1993	1994	1995	1996
Secured Funds	\$2,500			
Unsecured Funds		\$10,000	\$10,000	\$10,000

Objective 2: Assist with the development of national policies, strategies and plans for ecologically sustainable development.

Activity 2.1 Production of State of the Environment (SOE) Reports

As part of the process leading to NEMS development, produce State of the Environment reports for each country as a means of highlighting the major environmental issues that need to be addressed in strategy development.

	1993	1994 [*]	1995	1996
Secured Funds	\$76,600	\$15,000		
Unsecured Funds				

Activity 2.2 Production of NEMS Videos

As part of the process leading to NEMS development, produce videos in each country in local languages which explain the major environmental issues. This activity also serves to implement Objective 4 (below).

	1993	1994 [*]	1995	1996
Secured Funds	\$61,300			
Unsecured Funds				

Activity 2.3 Education Reviews

As part of the process leading to NEMS development, undertake a review of both formal and non-formal education systems. The information received through these reviews assists in identifying gaps in existing curricula and in developing appropriate strategies to increase environmental education and awareness.

	1993	1994	1995	1996
Secured Funds	\$38,300			
Unsecured Funds				

Activity 2.4 National NEMS seminars

Convene a series of national seminars in each country to provide input into the development of the NEMS.

	1993	1994	1995	1996
Secured Funds	\$76,600	\$20,000		
Unsecured Funds				

Activity 2.5 Publication of NEMS documents

In association with the above activities, publish the documentation of the NEMS strategy, SOE report, legal review and the education review.

	1993	1994	1995	1996
Secured Funds	\$76,500	\$15,000		
Unsecured Funds				

Objective 3: Strengthen national capabilities to implement ecologically sustainable development policies and programmes.

Activity 3.1 In-country institutional strengthening

As part of the process of NEMS development, provide support for environment officer employment, technical assistance and training as a means of strengthening environment units and other departments involved with environmental protection and management of resources on a sustainable basis.

	1993	1994	1995	1996
Secured Funds	\$61,300	\$15,000		
Unsecured Funds				

Activity 3.2 Local Consultancy activities

As part of the process of NEMS development, utilise local consultants as a means of strengthening the available pool of in-country expertise in environmental management.

	1993	1994	1995	1996
Secured Funds	\$76,600			
Unsecured Funds				

Activity 3.3 NEMS implementation

For those countries which already have a NEMS and associated programme profiles in place, namely the Cook Islands, Federated States of Micronesia, Marshall Islands, Solomon Islands and Tonga, SPREP is endeavouring to seek funding assistance to undertake the identified programme profiles for NEMS implementation. The programme profiles identified by each country through its NEMS will eventually form the basis for SPREPs Work Programme and Budget.

	1993	1994	1995	1996
Secured Funds	\$82,700			
Unsecured Funds				

Objective 4: Increase community and private sector awareness of the need for ecologically sustainable development policies.

Activity 4.1 NGO workshops

Convene in-country awareness raising workshops and a regional NGO workshop.

	1993	1994	1995	1996
Secured Funds	\$46,700			
Unsecured Funds				

Activity 4.2 NGO in-country activities

Provide assistance to specific NGO awareness raising activities in each country.

	1993	1994	1995	1996
Secured Funds	\$53,600			
Unsecured Funds				

Objective 5: Develop guidelines and implement procedures for Environmental Impact Assessment.

Activity 5.1 Pre-programme Planning

A planning phase to develop the details of the proposed programme is necessary because of the complexity of the programme, and in particular the interrelationships between the various activities.

	1993	1994	1995	1996
Secured Funds				1
Unsecured Funds		\$40,000	\$40,000	\$40,000

Activity 5.2 Pilot workshops on the role of EIA in national planning with sustainable development objectives.

Three pilot workshops are proposed to define the role of EIA in national planning processes. The focus of the sessions will be on Adaptive Environmental Assessment and Management (AEAM) procedures. AEAM helps to identify the critical issues and links economic and ecological perceptions of environmental problems. The workshops will be, at least in the first instance, limited to the five small island nations of the region. The participants will gain experience in AEAM techniques designed to address uncertainty in planning and decision making.

	1993	1994	1995	1996
Secured Funds	\$13,000	\$143,300		
Unsecured Funds		\$165,700	\$150,000	\$,9500

Activity 5.3 Development of criteria for sustainable development

A pilot program is proposed for 5 small island nations to develop and apply measures or indicators of ecologically sustainable development. The objective is to develop a set of indicators that could be used by island governments to monitor their status in sustainable terms in future years. The countries in the pilot program have been selected on the basis of providing a range of island geographies, economies and population densities.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$801,200	\$350,800	\$365,600

Activity 5.4 Environmental Risk Assessment and EIA in a context of sustainable development.

A series of workshops will be held annually in each of five countries in the region. The objective is to identify environmental problems and to develop a community perception of their risk and degree of severity. The workshops would also address the community awareness of environmental management, the role of EIA in sustainable development and will produce material for community environmental education.

	1993	1994	1995	1996
Secured Funds		\$184,600		
Unsecured Funds		\$516,300	\$277,700	\$293,00

Activity 5.5 team

Guidelines for the implementation of EIA and SPREP EIA response

The need for a simple set of procedures to make preliminary assessments of development proposals has been identified. It is proposed that a set of case studies be developed that are typical of the region, and these will then be used to facilitate the development of a set of guidelines in a workshop session. Governments and NGOs will be able to use the guidelines, case studies and criteria in decision making. The concept of an EIA response team for SPREP has been put forward by several member countries. There are a number of options for such a group, which need to be developed and discussed by member governments.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$248,700	\$105,000	\$136,500

Activity 5.6

EIA procedures and techniques

Some Island Governments have EIA procedures in place and have indicated a need for more technical workshops. It is proposed that a series of small workshops be offered for those carrying out EIA investigations. The workshops could include socio-economic or biophysical techniques, depending upon needs expressed by countries. It may also be useful to run workshops for those people who have to evaluate environmental impact statements.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$192,700	\$81,700	\$110,000

Activity 5.7 Environmental management data base.

Governments will require environmental databases as aids to decision making. A planned regional co-operative database is desirable in order to achieve a region-wide set of data standards from the beginning. A SPREP data officer is proposed; ideally the position should be filled by a person who has used such data in order that it be presented and accessible in a user-friendly way.

	1993	1994	1995	1996
Secured Funds	\$22,800			
Unsecured Funds		\$88,000	\$78,500	\$81,700

Activity 5.8 Strengthen EIA and planning and administration capabilities in the region.

This activity is mostly completed, and involves organising regional programmes to strengthen EIA capabilities of Pacific Island countries. Five in-country EIA workshops are planned for 1993.

	1993	1994	1995	1996
Secured Funds	\$172,060			
Unsecured Funds				

Programme Implementation Costs.

Staffing for the Environmental Management and Planning Programme consists of the Team Leader (National Environment Management Strategy), The Environmental Impact Assessment Officer and the Legal Officer. An assistant project officer will be appointed later this year to implement the data base service.

Secured Funds	1993	1994	1995	1996
Salaries	\$143,000	\$106,000		
Duty Travel	\$88,000	\$43,000		
Consultancies	\$383,000	\$46,000		
Meetings/Workshops	\$60,000	\$211,960		
In-country Activities	\$337,382			
Miscellaneous	\$154,690	\$137,340		
Unsecured Funds	1993	1994	1995	1996
Salaries			\$86,000	\$94,000
Duty Travel			\$18,000	\$18,000
Projects/activities		\$2,112,600	\$1,143,700	\$1,096,300
Sum Secured Funds	\$1,166,260	\$544,500		
Sum Unsecured Funds		\$2,112,600	\$1,143,700	\$1,096,300
Programme Budget	\$1,166,260	\$2,657,100	\$1,247,700	\$1,208,300

Programme 4:

Coastal Management and Planning

Programme 4: Coastal Management and Planning

Objective 1. Strengthen national capabilities to formulate, coordinate and implement coastal management and planning programmes.

Conduct or coordinate training sessions and workshops on special coastal management issues of importance to member countries. These include the provision of intensive, practical, familiarisation training on coastal ecology including coral reefs and mangroves.

	1993	1994	1995	1996
Secured Funds	\$83,500	\$43,800		
Unsecured Funds	\$73,540			

Objective 2. Develop and implement coastal management and planning programmes.

Activity 2.1 Integrated Coastal Zone Management (ICZM) Project.

ICZM is a comprehensive, multi-sectorial, integrated approach to the planning and management of coastal areas. This encompasses a process of integrating planning and management for the sustainable development, multiple use and conservation of coastal areas, resources and ecosystems. This project will be implemented through the following sub-activities: 1) development of an appropriate ICZM approach for Pacific islands; 2) coastal management for priority areas requiring urgent responses; 3) coastal hazards management; 4) national ICZM programme development.

	1993	1994	1995	1996
Secured Funds	\$99,100	\$70,640		
Unsecured Funds		\$110,000	\$100,000	\$100,000

Activity 2.2 Encourage the development of Marine Protected Areas.

Encourage and facilitate the development of Marine Protected Areas within the region, with the highest priority on the coastal zone. MPAs should adequately represent the biogeographic, ecosystem, habitat and species diversity of the region.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds	\$35,000	\$35,000		

Objective 3. Improve the understanding within the community, private and government sectors of coastal environments and resources, and the benefits of coastal management planning.

To encourage and facilitate the documentation of traditional coastal and marine resources knowledge and management systems and assess the feasibility of incorporating relevant practices into contemporary management systems.

	1993	1994	1995	1996
Secured Funds	\$29,300	\$7,320		
Unsecured Funds				

Objective 4. Co-ordinate coastal management and planning activities in the South Pacific region.

Activity 4.1 Regional coral reef management programme.

Develop a regional coral reef management and conservation programme to facilitate and coordinate management and conservation activities.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$250,000	\$350,000	\$500,000

Activity 4.2 Regional mangrove management programme.

Develop a regional mangrove management programme (possibly in conjunction with UNESCO which has an Asia-Pacific mangrove programme), and other international agencies.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$100,000	\$100,000	\$100,000

Activity 4.3 Regional coastal ecosystem monitoring programme.

Assist in coordinating the development of a regional coastal ecosystem monitoring programme, including possible co-organisation of a regional meeting to develop the programme.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$300,000	\$350,000	\$400,000

Objective 5. Undertake coastal management and planning activities, including coastal resource surveys and management plan development.

Activity 5.1 Reef, estuary and lagoon resources surveys.

Assess the current condition of reefs, estuaries and lagoons, particularly those areas identified as "at risk", to provide the information needed for the application of appropriate management measures. Prepare coastal resource inventories and atlases where necessary and appropriate for management purposes.

	1993	1994	1995	1996
Secured Funds	\$54,700	\$24,820		
Unsecured Funds				

Activity 5.2 Application of coastal/marine ecosystem classification.

Conduct inventories using the Coastal/Marine Ecosystem Classification and assess the feasibility of its use in coastal management plan formulation.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$30,000	\$50,000	

Programme Implementation Costs.

Staffing for the Coastal Management and Planning Programme consists of the Coastal Management Officer, although the Climate Change Officer has some input into this programme. An assistant project officer will be appointed later this year to assist in the training and workshop component.

Secured Funds	1993	1994	1995	1996
Salaries	\$20,000	\$22,000		
Duty Travel				
Consultancies	\$65,957	\$73,480		
Meetings/Workshops	\$54,208	\$36,480		
In-country Activities		\$36,620		
Miscellaneous	\$146,435			
Unsecured Funds	1993	1994	1995	1996
Salaries				
Duty Travel				
Projects/activities	\$35,000	\$825,000	\$950,000	\$1,100,000
Sum Secured Funds	\$286,600	\$168,580		
Sum Unsecured Funds	\$35,000	\$825,000	\$950,000	\$1,100,000
Programme Budget	\$321,600	\$993,580	\$950,000	\$1,100,000

Programme 5:

**Prevention and Management of Pollution/
Planning and Response to Pollution
Emergency**

Programme 5: Prevention and Management of Pollution/ Planning and Response to Pollution Emergency.

Objective 1: Control and prevention of pollution in the land environment

Activity 1.1 Environmental Health and Sanitation

Co-ordinate policies for the management, collection, storage and disposal of all pollutants including solid, hazardous and toxic wastes, waste water, hazardous and toxic liquids, air pollutants, CFCs and greenhouse gases. Ensure that environmental health and sanitation standards are met and protect fresh water supplies from pollution. Co-ordinate the return of imported problem waste and collect information on pollution problems including those assembled through SPREP-POL monitoring activities. Encourage and promote a coordinated framework of standards for regional use in pollution control and prevention. This includes licensing, codes and guidelines, fees and charges, fines, subsidies, compensation, tax concessions and levies. By way of policy, regulate the auditing, disposal and responsibility of waste and its manufacturers or importers.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$80,000	\$80,000	\$40,000

Activity 1.2 Land management, use and development

Encourage the introduction of pollution management and control aspects to town and country planning activities including the sub-division of land. Use EIA principles as a tool for pollution control and develop standards for different classes of development. Assist the management and control of chemicals, pesticides and fertilisers for industrial, commercial and agricultural purposes and develop a training and education programme for the safe use of such.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$50,000	\$50,000	\$25,000

Activity 1.3 Emergency response to land, freshwater and air pollution

Provide training and education for emergency services personnel and managers and handlers of hazardous waste to ensure that responses to pollution emergencies are timely and correct. Minimise requirements for emergency response by encouraging preventative measures for transboundary movement of hazardous materials.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$30,000	\$30,000	\$15,000

Objective 2: Control and Prevention of Pollution in the Marine Environment

Activity 2.1 Prevention of pollution from shipping activity

Assist to prevent the pollution of sea and coastal environments from shipping activities. This includes the establishment of a data base of operational discharges from ships by amount and type and education awareness for general and industry specific targets.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds	\$35,000	\$50,000	\$50,000	

Activity 2.2 Marine pollution emergency response

Develop plans and strategies, and purchase the necessary equipment, to handle likely marine pollution emergencies. Convene regional workshops to provide necessary skills for technical people as well as those co-ordinating environmental expertise in response to emergencies, particularly oil and chemical spills. Increase the capacity of regional countries to protect the marine environment.

	1993	1994*	1995	1996
Secured Funds	\$17,700			
Unsecured Funds	\$12,300	\$50,000	\$50,000	\$50,000

Activity 2.3 Prevention of waste disposal at sea.

Monitor shipping and collect information from the shipping, fishing and cruise ship industries to identify types, amounts and locations of wastes dumped at sea. Encourage SPREP member countries to become Parties to the London Convention which provides legislation to prevent waste dumping at sea.

	1993	1994*	1995	1996
Secured Funds				
Unsecured Funds		\$50,000	\$25,000	\$25,000

Activity 2.4 Prevention of pollution in the port, estuarine and coastal environments

Develop multi-sectoral, integrated port planning and regulations for port practices with the aim of increasing consideration of environment and pollution issues related to port planning, particularly in urban areas. Encourage countries to request the compulsory use of EIA on all port development projects. Study the potential effects of climate change and sea level rise on port development and training. Prepare a model code for port practices which can be used as a basis for national legislation.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$15,000	\$35,000	\$15,000

Activity 2.5 Legal and institutional procedures

Implement the Strategy for the Protection of the Marine Environment in the South Pacific Region. Develop legislation and suitable programmes for pollution control, and implement these programmes. Enforce conventions relating to Marine Environment Protection and Safety of Navigation by means of periodic training of surveyors and inspectors, and establish a regional cooperative framework for Port State Control.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$50,000	\$50,000	\$50,000

Activity 2.6 Support service and baseline information

Implement the Strategy for the Protection of the Marine Environment in the South Pacific Region. Develop legislation and suitable programmes for pollution control, and implement these programmes. Enforce conventions relating to Marine Environment Protection and Safety of Navigation by means of periodic training of surveyors and inspectors.

	1993	1994	1995	1996
Secured Funds				
Unsecured Funds		\$50,000	\$50,000	\$50,000

Objective 3: Control and Prevention of Pollution through Pollution Monitoring

Monitor the handling and movement of hazardous materials, including sewage, solid waste, oil, pesticides, radioactive material and gases, with the aim of preventing releases or spills of these substances.

	1993	1994	1995	1996
Secured Funds	\$138,700			
Unsecured Funds		\$40,000	\$40,000	\$20,000

Programme Implementation Costs.

The Prevention and Management of Pollution and Planning and Response to Pollution Emergency Programmes are co-ordinated by the Environmental Contaminants Officer. Assistance has been provided to these programmes by the International Maritime Organisation (IMO).

Secured Funds	1993	1994	1995	1996
Salaries	\$65,000			
Duty Travel	\$15,000			
Consultancies	\$118,700			
Meetings/Workshops	\$17,700			
In-country Activities				
Miscellaneous	\$20,000			
Unsecured Funds	1993	1994	1995	1996
Salaries		\$71,000	\$77,000	\$84,000
Duty Travel		\$15,000	\$15,000	\$15,000
Projects/activities	\$47,300	\$465,000	\$460,000	\$290,000
Sum Secured Funds	\$236,400			
Sum Unsecured Funds	\$47,300	\$551,000	\$552,000	\$389,000
Programme Budget	\$283,700	\$551,000	\$552,000	\$389,000

Programme 6:

**Environmental Education and Training/
Environmental Information**

Programme 6: Environmental Education and Training/ Environmental Information

Objective 1: Maintain environmental education in the region.

Assist in the development, implementation and evaluation of environmental education curriculum. Encourage and assist community education on environmental issues in government and non-government organisations. Produce education resources to increase community group involvement in environmental decision making. Encourage the raising of community environmental awareness through the arts, theatre music and the media, where possible in vernacular languages.

	1993	1994	1995	1996
Secured Funds	\$116,500	\$112,900		
Unsecured Funds			\$150,000	\$150,000

Objective 2: Support professional development

By way of scholarships, teacher training, exchange schemes and the publication of journals, support the education and development of environment management and conservation bodies.

	1993	1994	1995	1996
Secured Funds	\$53,520	\$14,458		
Unsecured Funds				

Objective 3: Assist the implementation of other SPREP programmes

Develop and produce educational, training and public awareness materials and strategies in support of other SPREP programmes as appropriate. Prioritise and implement environmental education projects identified in National Environmental Management Strategies (NEMS). A substantial component of the budget for this activity comes from other SPREP work programmes.

	1993	1994	1995	1996
Secured Funds	\$1,800			
Unsecured Funds				

Objective 4: SPREP publications

Maintain the current series of publications on environmental concerns through publications and media. These include the Environment Newsletter, Technical Meeting Reports, SPREP review and study series Occasional Papers as well as Training Manuals and Reports. Undertake phase II of the establishment of the Pacific Environmental Assessment and Management Information System (PEAMIS), using available technology to improve sustainable development decisions.

	1993	1994	1995	1996
Secured Funds	\$60,210			
Unsecured Funds		\$206,500	\$207,100	\$7,800

Objective 5: Support regional community groups and community awareness promotion

Support national requests from Governments, NGOs, schools and other interest groups in developing skills and publications, particularly in vernacular languages. In cooperation with other SPREP projects promote community awareness of environment issues. This includes use of the media, specifically Radio Australia, Public Radio News Service and the UNESCO Environment Media Project. Provide printed matter for school projects in Tonga and Federated States of Micronesia on water conservation and environmental health.

	1993	1994	1995	1996
Secured Funds	\$44,000			
Unsecured Funds	\$35,000	\$3,300	\$3,600	

Objective 6: Provision of Environmental Information

Establish the SPREP information centre as a proactive clearing house of information to service SPREPs national and regional information needs. This would involve human resource to catalogue, manage and update retrieval systems in the Information Centre. Join the Sustainable Development Network (SDN) sponsored by the UNDP, and integrate this into the SPREP information centre. There is a contribution of \$10,000 annually to this project from the core budget.

	1993	1994	1995	1996
Secured Funds	\$7000			
Unsecured Funds	\$23,500	\$22,000	\$24,000	\$2600

Objective 7: Assist the implementation of other SPREP programmes

Provide support, by means of press releases, advice on media campaigns and media training for the South Pacific Climate Change and Sea Level Monitoring Project. Support publication needs in SPREP budgets. This is generally a significant part of each project, and funding for printing is now included in project proposals and budgets.

Programme Implementation Costs.

The Environmental Education/ Environmental Information Programme is co-ordinated by the Information and Publication Officers and the Environmental Education Officer. This Programme also includes activities by the Environmental Information Data Analysis Officer. There is a significant overlap between these programmes and all other work programmes regarding the education, information and publication requirements of project implementation

Secured Funds	1993	1994*	1995	1996
Salaries	\$70,000	\$55,000		
Duty Travel	\$22,000	\$8,000		
Consultancies	\$23,400			
Meetings/Workshops	\$80,987	\$80,182		
In-country Activities	\$75,500	\$25,200		
Miscellaneous	\$102,873	\$21,976		

Unsecured Funds	1993	1994*	1995	1996
Salaries		\$22,000	\$84,000	\$91,000
Duty Travel			\$8,000	\$8,000
Projects/activities	\$58,500	\$231,800	\$384,700	\$160,400

Sum Secured Funds	\$374,760	\$190,358		
Sum Unsecured Funds	\$58,500	\$253,800	\$476,700	\$259,400
Programme Budget	\$433,260	\$444,158	\$476,700	\$259,400

Programme 7:

**Regional and Global Environmental
Concerns**

Programme 7: Regional and Global Environmental Concerns

Objective 1: UNCED follow up

Each programme area within SPREP is following up the relevant aspects of the UNCED outcomes, in particular Agenda 21. Under Regional and Global Environmental Concerns, specific attention is being paid to those cross-sectorial issues that are not being addressed elsewhere within the work programme. As endorsed by the Fifth IGM, this includes training development planners in environmental economics, investigating the relationships between trade and the region's environment and implementing relevant aspects of Chapter 17g of Agenda 21 concerning the sustainable development of small islands.

	1993	1994	1995	1996
Secured Funds	\$60,000			
Unsecured Funds	\$40,000	\$170,000	\$180,000	\$185,000

Objective 2: Global Conference on the Sustainable Development of Small Island Developing States.

The Global Conference is a specific activity that results from Chapter 17g of Agenda 21. This element of the work programme is designed to assist member countries prepare for and participate in the Global Conference and its preparatory process. To date this has included a Regional Meeting for Indian and Pacific Oceans, Vanuatu, 31 May-4 June 1993, assistance with participation in the August PrepCom, and the preparation of briefing material for Pacific delegations to the PrepCom.

	1993	1994	1995	1996
Secured Funds	\$130,000	\$69,600		
Unsecured Funds				

Objective 3: International meetings of regional concern

This element of the work programme is designed to ensure Pacific Island Countries, supported by SPREP, are adequately represented at important international meetings of regional concern. These include meetings of the Commission on Sustainable Development, Climate Change and Biodiversity Convention negotiations, INC on Desertification and Drought, and World Coast '93.

	1993	1994	1995	1996
Secured Funds	\$87,250			
Unsecured Funds		\$87,250	\$87,250	\$87,250

Objective 4: Population and environment

This project aims to link population and demographic considerations to national and regional environmental planning within counties of the region.

	1993	1994	1995	1996
Secured Funds	\$163,280	\$180,400		
Unsecured Funds			\$200,000	\$220,000

Programme Implementation Costs.

The Regional and Global Environmental Concerns Programme is co-ordinated by the Sustainable Development Officer and the recently appointed Environment and Population Officer. There is a significant overlap between this programme and the Environmental Management and Planning Programme.

Secured Funds	1993	1994	1995	1996
Salaries	\$90,000	\$44,000		
Duty Travel	\$15,000	\$30,000	\$15,000	
Consultancies	\$60,000	\$67,500		
Meetings/Workshops	\$355,750	\$98,000		
In-country Activities				
Miscellaneous	\$30,280	\$15,300		
Unsecured Funds	1993	1994	1995	1996
Salaries		\$55,000	\$108,000	\$117,000
Duty Travel				\$15,000
Projects/activities	\$29,100	\$326,850	\$467,250	\$492,250
Sum Secured Funds	\$551,030	\$254,800	\$15,000	
Sum Unsecured Funds	\$29,100	\$381,850	\$575,250	\$624,250
Programme Budget	\$580,130	\$636,650	\$590,250	\$624,250

Programme 8:

Miscellaneous

Programme 8: MISCELLANEOUS

A number of minor activities, which do not fit under any of the Action Plan headings, have been included under this heading.

These include salaries for Australian volunteers abroad, enhancements to the network information and finance system, power filters for computers and development of a master plan for SPREP Headquarters.

Secured Funds	1993	1994	1995	1996
Salaries				
Duty Travel				
Consultancies				
Meetings/Workshops				
In-country Activities	\$21,000			
Miscellaneous	\$39,230	\$32,825		
Unsecured Funds	1993	1994	1995	1996
Salaries				
Duty Travel				
Projects/activities				
Sum Secured Funds	\$60,230	\$32,825		
Sum Unsecured Funds				
Programme Budget	\$60,230	\$32,825		