



South Pacific Regional Environment Programme

**Special Session of the
SPREP Intergovernment Meeting**

**Nuku'alofa
Kingdom of Tonga
24 October 1991**

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Agenda Items

Item 1: Official Opening

1. A special session of the SPREP Intergovernmental Meeting (IGM) was convened during the occasion of the Fifteenth South Pacific Commission CRGA to progress pressing matters arising from the Fourth SPREP IGM.
2. The meeting was opened by the Honorable Dr S. Ma'afu Tupou, Minister for Lands, Survey and Natural Resources. In his address, Dr Tupou made special mention of the importance of the environment. He also noted the key decisions that had been taken in establishing an autonomous SPREP and the funding decisions to be taken by this special session. A vote of thanks was conveyed to Dr Tupou, on behalf of the Intergovernmental Meeting by Mr T. W. Star, the leader of the Nauru delegation.
3. The IGM adopted the agenda attached as Annex 1. The Director then provided background comments on the events leading to the formation of the special session of the IGM.

Item 2: IGM Travel and Per Diem

4. Following discussion of SPREP Working Paper 1, the IGM agreed to maintain the status quo for the 1992 IGM while accepting that, where possible, some island governments would be able to meet all costs. Broad support for option (iii) was expressed, implementation of which would be further considered at that IGM in the light of prevailing circumstances.
5. The Representative of Pitcairn and the United Kingdom made a statement on financial contributions and membership which, at his request, was circulated to the meeting.

Item 3: Interim Financial Arrangements for SPREP Management

6. Discussion of SPREP Working Paper 3 was undertaken in the absence of the Director and Deputy Director of SPREP who were excused for this item. The Secretary-General was invited back into the meeting and brought his management team with him. Frank exchanges covered aspects of relativities to other organisations, legal requirements and budget implications. It was agreed that a review in isolation of the Director and Deputy Director salary packages was inappropriate. It was further agreed that a comprehensive review of all SPREP staff salary packages should be undertaken at the earliest opportunity. The Australia and New Zealand representatives indicated a preparedness to contribute to the costs of this review.

7. Given the new autonomous status for SPREP and the imminent move to its new location in Apia, Western Samoa, there was a need to establish as soon as possible a clear and fair basis for staff salaries and conditions of service which should be consistent with other regional bodies as well as the financial circumstances of member countries. (This consistency in approach had also been recommended by SPOCC.) The development of the new package should be done through a comprehensive and independent external review covering all staff positions in the organisation.
8. The review would report to all SPREP members who would channel their comments to a common point. A subcommittee comprising the current IGM Chairman with the immediate past and future chairpersons, would deliberate on the report, together with member country responses, and approve a new salary and conditions of service package for SPREP. Agreed terms of reference for the review are attached as Annex 2.
9. Sufficient time must be taken to complete all necessary research and consultation in developing an appropriate salary and conditions package for SPREP. However, every effort should also be made to fast track the review. The review should commence January/February 1992 with a report available for consideration by member countries in March 1992.
10. The IGM also agreed, in recognition of issues raised in the Working Paper, to invite the South Pacific Commission Secretary-General to consider elevating the Director of SPREP to the highest increment of the P1 scale. This should be accomplished where reallocations of travel funds would result in a no net increase in the SPC core budget.

Item 4: 1992 Budget

11. SPREP Working Paper 2 was introduced by the representative of French Polynesia who, in his capacity as the Chairman of the 4th IGM Finance Working Group, oversaw the development of the founding principles on which the document was based. Representatives expressed appreciation for the transparency of the budget which they also noted was the first budget of the now autonomous SPREP.
12. The representative of France, referring to the need to adopt strict budgetary rules, recommended in particular that each year's accounts be systematically submitted to the following Intergovernmental Meeting for approval. He also asked that:
 - a. the various budgetary items be compared year by year;
 - b. the degree of implementation of programmes underway be taken into account; and,
 - c. care be taken to ensure that staff increases should not lead to administrative charges that would swell the operating budget.

13. Discussion of the paper and its annexes touched on the current and future financial linkages between SPREP and the South Pacific Commission. It was subsequently agreed that the term "SPC management fee" in Annex I be redesignated as "SPC transitional fee". It was further agreed that from 1993 onwards, the IGM would assume all SPREP Director salary costs and that this expenditure item would therefore not occur in the 1993 budget.
14. Parallel discussions determined that from the date of establishment in Apia, SPREP would have full and sole access to all SPREP funds. It was noted that a small transactions would occur between SPREP and SPC to cover accommodation and lease charges.
15. The IGM accepted the budget as tabled in Working Paper 2 with the above mentioned name change and the deletion of the term "voluntary" from the description of the member contributions. In the course of this discussion, the representative of the United States stated that his delegation could not accept assessed contributions. Nor could the United States guarantee to meet the target figure given in Annex X.
16. In examining Annex VII, it was found that an advised contribution from the Government of France was not reflected. The Director of SPREP undertook to rectify this in the document to be submitted to the 5th SPREP IGM. The meeting also requested the Director, in future, to ensure that this Annex contained a segregation by project as well as by donor. This, it was agreed, would enhance clarity and reference to the work programme.
17. Discussion of Annex IX elicited an undertaking from the Director to provide to the 5th IGM a paper discussing long term housing options. Delegates also felt that the proposed review of SPREP salaries would make relevant comments in this regard.
18. In terms of member contributions, the representative of Nauru felt that the funding formula needed careful examination. The representative of the United States reaffirmed that his delegation supported voluntary contributions; any departure from this practice would require a review of the recommended funding formula. The Chair guided the meeting in acknowledging the points raised and observing that further detailed discussion would be more appropriately undertaken at later and full IGM sessions. The meeting adopted the practice of the Director of SPREP writing formally to all members requesting payment of the annual contributions. Follow up contact may then be under the auspices of the IGM chairperson.
19. The 1992 Budget, as approved, is attached as Annex 4.

Item 5: Other Matters

20. The Director noted the meetings currently being held in Vanuatu to finalise the Pacific countries' input into the United Nations Conference on Environment and Development. He urged members who had not already done so to provide comments to ensure that their views were adequately reflected. The Director also mentioned a SPREP circular inviting delegations attending the 5th IGM to provide a standard size national flag.
21. The Director observed that the support being sought from donors to supplement members' contributions to the SPREP relocation costs may not be secured or arrive by the time of the move. Australia offered to discuss prioritisation of its extra budgetary pledge for this purpose should this emerge as a major constraint. This constructive offer was acknowledged with thanks.
22. The Chairman closed the meeting by thanking all those who contributed. He made particular mention of the role of the Honorable Dr S. Ma'afu Tupou and the forbearance of the francophone delegations who generously agreed to forego interpretation services to expedite the IGM's progress. In this context, the French representative observed that it was usual professional practice to have four interpreters available for a commitment such as this. Had this been the case, he said, full service would have been available equally to all delegations. The Chairman also made special reference to the role of the Secretary General and his staff, who by their presence and assistance, had demonstrated their continued commitment to SPREP.

Annexes

Annex 1: Agenda for Special Session of the SPREP Intergovernment Meeting, Nuku'alofa, Kingdom of Tonga, 24 October 1991.

1. Opening
2. Payments for Travel / Per Diem to SPREP Intergovernment Meeting (WP.1)
3. Interim Financial Arrangements for SPREP Management (WP.2)
4. 1992 Budget (WP.3)
5. Other Matters
6. Adoption of the Report

Annex 2: Terms of Reference for Staff Salary and Conditions of Service Review

In undertaking the review the following objectives should be used as guidance. The new staff salaries and condition structure should:

- (i) build on the strengths of current conditions of service systems;
- (ii) be able to retain high quality and adaptable staff, both at the professional and support levels;
- (iii) be based on systems that are easy to comprehend and simple to administer; and,
- (iv) be competitive with other regional organisations.

The Review

Specifically the review will:

1. Review all existing SPREP staff terms and conditions of employment with the South Pacific Commission including, but not limited to, salaries, gradings, housing, leave and allowances and other benefits;
2. Consider relativities for staff not only with other regional organisations, but also relativities within the organisation and taking account of the need to develop greater consistency in the determination of salaries and terms and conditions between organisations in the region and in the private sector;
3. Review all factors relating to cost of living in Western Samoa as well as the prevailing salary and wage levels and take account of these in developing the new salary structure;
4. Report on other matters as considered appropriate including inducements to recruit and retain staff;
5. Recommend salary ranges applicable for each group and grade in SPREP, taking into account where appropriate comparable rates of other international and regional organisations, the local public service and also private sector salaries and conditions;
6. Review existing staff regulations and propose amendments as appropriate;
7. Consider and recommend on appropriate transitional arrangements for existing SPREP staff to the new salary and conditions structure proposed.

Annex 3: Statement Tabled by the Representative of Pitcairn and the United Kingdom

General

We believe SPREP is an important element of UNEP's Regional Seas Programme. We welcome the Programme's extension to the South Pacific.

The UK signed the **SPREP Convention** on behalf only of **Pitcairn** and its neighbouring islands of Henderson, Dulcie and Oeno.

The UK will not participate as a member of SPREP in its own right. This is consistent with the UK's status in the Caribbean Environment Programme, another UNEP Regional Seas Programme. The UK signed the Cartagena convention on behalf of her Caribbean Dependent Territories.

The UK participation in negotiation for a new Treaty is only on Pitcairn's behalf, working towards ratification in 1992.

The UK's contributions will accordingly be restricted to:

1. Help in relocation costs (initially 5000 pounds, with ODA considering a further modest sum);
2. **Pitcairn's contribution to SPREP's core costs** (a voluntary contribution of up to US\$5,725 in 1992 not to be regarded as an implied commitment to an indefinite assessed contribution); and,
3. **Significantly increased assistance** from the UK to the Programmes **project budget**, no longer limited to British goods and services. The UK is content for the money to be spent on local project costs and especially to strengthen local or regional NGOs working on environmental matters.

The **SPREP Focal Point** for Pitcairn should be the British High Commission in Wellington. [The British High Commissioner there is the non-resident Governor of Pitcairn]. The High Commission in Wellington will normally represent Pitcairn at future IGMs.

Annex 4: The 1992 Approved Budget

CONSOLIDATED SPREP BUDGET FOR 1992 YEAR (US DOLLARS)

1992	MEMBER CONTRIBUTIONS	DONORS			PARTIES		TOTAL
		PRIMARY FUNCTION	PROJ. MGMT FUNCTION	PROJECT-IMPLEMENTATION FUNCTION	SPREP CONVENTION FUNCTION	APIA CONVENTION FUNCTION	
	REVENUE						
	MEMBERS' CONTRIBUTIONS	500,000					515,000
	MEMBERS' IGM CONTRIBUTION	80,000					80,000
	RELOCATION CONTRIBUTION	125,000	125,000				250,000
	DONOR PROJECT FUNDS		329,045	5,480,713			5,809,758
	SPC DIRECTOR SPREP FUNDING	54,600	16,200				70,800
	OTHER SPREP SALARY FUNDING	117,000	106,000				223,000
	INTEREST REVENUE	85,000					85,000
	TOTAL REVENUE	\$961,600	\$576,245	\$5,480,713	\$10,000	\$5,000	\$7,033,558
	EXPENDITURE						
	SALARIES & ANCILLARY COSTS	300,300	219,400				519,700
	OPERATING COSTS	76,000	77,000		5,000	2,500	160,500
	DUTY TRAVEL	65,000	35,000				100,000
	IGM/BIENNIAL MTG. OF PARTIES	110,000			5,000	2,500	117,500
	LANGUAGE SERVICES	150,000					150,000
	SPC MANAGEMENT FEE	45,100					45,100
	SMALL PROJECTS SCHEME	50,000					50,000
	RELOCATION RELATED EXPEND.	125,000	125,000				250,000
	CAPITAL EXPENDITURE	28,000	28,000				56,000
	WORK PROGRAMMES			5,480,713			5,480,713
	TOTAL EXPENDITURE	\$949,400	\$484,400	\$5,480,713	\$10,000	\$5,000	\$6,929,513
	SURPLUS	\$12,200	\$91,845				\$104,045

**SPREP SALARIES & ANCILLARY COSTS FOR 1992 YEAR
(US DOLLARS)**

Primary and Project Management Functions

1992	MEMBER VOLUNTARY CONTRIBUTIONS	DONORS	TOTAL
	PRIMARY FUNCTION	PROJ. MGMT FUNCTION	
SALARIES & ANCILLARY COSTS			
STAFF			
DIRECTOR	56,000	24,000	80,000
DEPUTY DIRECTOR	22,000	44,000	66,000
PROJECT OFFICER (SCIENTIST)	44,000	22,000	66,000
PROJECT OFFICER (BIO DIV CONS)	44,000	22,000	66,000
PROJECT OFFICER (ENV. ED.)	44,000	22,000	66,000
FINANCE MANAGER	30,000	30,000	60,000
ASSISTANT FINANCE/ADMIN (UNV)	24,000	24,000	48,000
ADMINISTRATIVE OFFICER	7,500	2,500	10,000
SECRETARY	5,200	1,800	7,000
OFFICE ASSSTANTS (2)	5,400	3,600	9,000
ADDITIONAL STAFF (APIA)			
PERSONAL ASSISTANTS (2)	7,700	7,300	15,000
REGISTRY CLERK	3,000	4,500	7,500
REGISTRY ASSISTANT	1,800	2,700	4,500
RECEPTIONIST	1,700	2,600	4,300
DRIVER/HANDYMAN	1,000	1,600	2,600
CLEANER/TEA PERSON	1,000	1,600	2,600
GARDENER	1,000	1,600	2,600
NIGHTWATCHMAN	1,000	1,600	2,600
TOTAL	\$300,300	\$219,400	\$519,700

**SPREP SALARIES & ANCILLARY COSTS FOR 1992 YEAR
(US DOLLARS)**

Project Implementation Function

	DONORS	TOTAL
1992		
	PROJECT IMPLEMENTATION FUNCTION	
SALARIES & ANCILLARY COSTS		
<i>STAFF</i>		
TEAM LEADER/RETA	66,000	66,000
PROJECT OFFICER/UNCED	32,000	32,000
CLIMATE CHANGE OFFICER	56,608	56,608
TEAM LEADER/NEMS	73,000	73,000
EIA OFFICER	88,000	88,000
INFO. & PUBLICATIONS OFFICER	47,947	47,947
ENV. CONT. OFFICER	66,000	66,000
<i>STAFF TO BE APPOINTED</i>		
COMMUNITY DVPT OFFICER		
ENV. LAW OFFICER		
TRAINING OFFICER		
COORD. GIS		
TECHNICAL OFFICER (GIS)		
TECHNICAL OFFICER (GIS)		
COORD. GEF (BIO-DIVERSITY)		
PROF. STAFF (GEF)		
PROF. STAFF (GEF)		
PROF. STAFF (GEF)		
OFFICE ASSISTANTS (11 each)		
TOTAL	\$429,555	\$429,555

SPREP OPERATING COSTS FOR 1992 YEAR (US DOLLARS)
Primary and Project Management Functions

	1992
ADMINISTRATION	
LIBRARY	4,000
OFFICIAL ENTERTAINMENT	10,000
OFFICIAL VEHICLE OPERATING COSTS	5,000
POSTAGE/COURIERS	10,000
PRINTING/PUBLICATIONS	30,000
RELIEVING STAFF	5,000
STATIONERY	10,000
TELEPHONE/FAX/TELEX (INCLUDING RENTAL)	30,000
FINANCE	
AUDIT FEES	15,000
BANK CHARGES	2,000
PROPERTY	
CLEANING	2,000
ELECTRICITY AND WATER	15,000
GROUNDS KEEPING	2,000
INSURANCE	5,000
MAINTENANCE-PROPERTY	3,000
REPAIRS & MAINTENANCE - FURNITURE & EQUIPMENT	3,000
SECURITY	2,000
TOTAL	\$153,000

RELOCATION RELATED EXPENDITURE (US DOLLARS)

1992	MEMBER VOLUNTARY CONTRIBUTIONS	DONORS	TOTAL
	PRIMARY FUNCTION	PROJ. MGMT FUNCTION	
RELOCATION COSTS			
i) TERMINATION PAYMENTS TO NOUMEA - SUPPORT STAFF			
Secretary	3,500	3,500	7,000
Office Assistants (2)	5,000	5,000	10,000
ii) TERMINATION HOUSING LEASES	8,000	8,000	16,000
iii) FREIGHT	20,500	20,500	41,000
iv) TRANSFER OF STAFF/DEPENDENTS TO APIA			
Air fares	3,500	3,500	7,000
Transit accom. (1 wk's per diem)	3,000	3,000	6,000
v) ADDITIONAL TRAVEL			
Trips - air fares/per diems	10,000	10,000	20,000
vi) TEMPORARY STAFF			
- Admin. Asst (6 mos)	9,000	9,000	18,000
Apia - 3 Off. Assts. (6 mos)	4,500	4,500	9,000
CONTINGENCY	3,000	3,000	6,000
ASSOCIATED CAPITAL EXPENDITURE			
Office & Housing Equipment & Furniture (Refer to ANNEX IX)	55,000	55,000	110,000
TOTAL	\$125,000	\$125,000	\$250,000

**CHANGES IN SPREP EXPENDITURE ARISING
FROM RELOCATION (US DOLLARS)
(Primary and Project Management Functions only)**

1992	
SALARY & ANCILLARY COSTS	
Programme Officers-ancillary costs	-30000
Support Staff	53000
TOTAL	23000
OPERATING COSTS	
Postage/Couriers	30000
Telephone/Fax	40000
Other Costs	nil
TOTAL	70000
TOTAL CHANGE IN EXPENDITURE	93000 (i.e. in net savings)

**SPREP CAPITAL EXPENDITURE FOR 1992 YEAR (US DOLLARS)
Primary and Project Management Functions**

	PRIMARY	PROJECT MGMT	TOTAL
COMPUTER EQUIPMENT	4,000	16,000	20,000
MOTOR VEHICLE	16,000		16,000
OFFICE EQUIPMENT & FURNITURE	8,000	12,000	20,000
TOTAL CAPITAL EXPENDITURE	\$28,000	\$28,000	\$56,000

SPREP WORK PROGRAMME EXPENDITURE FOR 1992 YEAR (US DOLLARS)

PROGRAMMES	SALARIES & ANCILLARY COSTS	DUTY TRAVEL	CONSULTANTS	CAPITAL EXPENDITURE	MEETINGS W/SHOPS TRAINING	PROJ. IMPL./ OPERATING COSTS	TOTAL EXPENDITURE
CONSERVATION OF BIOLOGICAL DIVERSITY							
ANWPS			16,000			4,000	\$20,000
CIDA/ICOD					75,000	15,000	\$90,000
UNDP - PA	10,000	12,000	60,000		16,000	106,000	\$204,000
UNDP - PI	100,000	30,000	170,000			200,000	\$500,000
UNEP	40,000	10,000			24,000	30,000	\$80,000
USAID						35,000	\$59,000
TOTAL	\$150,000	\$52,000	\$246,000	\$0	\$115,000	\$390,000	\$953,000
GLOBAL CHANGE							
AIDAB	56,608	44,061			80,000	42,725	\$223,394
France					100,000		\$100,000
UNEP						19,000	\$19,000
UNESCO					20,000		\$20,000
TOTAL	\$56,608	\$44,061	\$0	\$0	\$200,000	\$61,725	\$362,394
ENVIRONMENTAL MANAGEMENT & PLANNING							
ADB	66,000	47,000	21,000		110,000	120,000	\$364,000
AIDAB						85,532	\$85,532
UNDP	161,000	47,000	120,000		135,414	122,000	\$585,414
UNEP			62,000		86,000	6,000	\$154,000
TOTAL	\$227,000	\$94,000	\$203,000	\$0	\$331,414	\$333,532	\$1,188,946

SPREP WORK PROGRAMME EXPENDITURE FOR 1992 YEAR (US DOLLARS)

PROGRAMMES	SALARIES & ANCILLARY COSTS	DUTY TRAVEL	CONSULTANTS	CAPITAL EXPENDITURE	MEETINGS W/SHOPS TRAINING	PROJ. IMPL./ OPERATING COSTS	TOTAL EXPENDITURE
COASTAL MANAGEMENT & PLANNING							
AIDAB		24,544	112,040		60,000		\$196,584
CIDA/ICOD			80,975		101,698	55,289	\$237,962
TOTAL	\$0	\$24,544	\$193,015	\$0	\$161,698	\$55,289	\$434,546
PREVENTION & MGMT OF POLLUTION							
CIDA/ICOD					142,838	156,726	\$299,564
Japan	66,000	10,000				50,000	\$50,000
UNDP	6,000	5,000	25,000			38,850	\$76,000
UNEP							\$74,850
TOTAL	\$72,000	\$15,000	\$25,000	\$0	\$142,838	\$245,576	\$500,414
PLANNING & RESPONSE TO POLLUTION EMERGENCY							
CIDA/ICOD	95,777	17,414			21,767	8,706	\$143,664
TOTAL	\$95,777	\$17,414	\$0	\$0	\$21,767	\$8,706	\$143,664
ENVIRONMENTAL EDUCATION & TRAINING							
CIDA/ICOD	47,996	31,541	9,240	34,828	71,397	31,326	\$226,328
TOTAL	\$47,996	\$31,541	\$9,240	\$34,828	\$71,397	\$31,326	\$226,328

SPREP WORK PROGRAMME EXPENDITURE FOR 1992 YEAR (US DOLLARS)

PROGRAMMES	SALARIES & ANCILLARY COSTS	DUTY TRAVEL	CONSULTANTS	CAPITAL EXPENDITURE	MEETINGS W/SHOPS TRAINING	PROJ. IMPL./ OPERATING COSTS	TOTAL EXPENDITURE
ENVIRONMENTAL INFORMATION							
New Zealand	47,947	8,017					\$55,964
TOTAL	\$47,947	\$8,017	\$0	\$0	\$0	\$0	\$55,964
REGIONAL ENVIRONMENTAL CONCERNS							
ADB	32,000	44,000	25,000		15,000	45,000	\$161,000
AIDAB					40,000		\$40,000
UNDP					10,000	25,000	\$35,000
TOTAL	\$32,000	\$44,000	\$25,000	\$0	\$65,000	\$70,000	\$236,000
MISCELLANEOUS							
ADB						180,000	\$180,000
AIDAB						153,448	\$153,448
Chile						10,000	\$10,000
E.C.						1,000,000	\$1,000,000
France						18,809	\$18,809
UNEP						17,200	\$17,200
TOTAL	\$0	\$0	\$0	\$0	\$0	\$1,379,457	\$1,379,457
GRAND TOTAL	\$729,328	\$330,577	\$701,255	\$34,828	\$1,109,114	\$2,575,611	\$5,480,713

**1992 EXTRA-BUDGETARY FUNDING FOR PRIMARY AND
PROJECT MANAGEMENT FUNCTIONS (US DOLLARS)**

DONOR PROJECT FUNDS	PRIMARY	PROJECT MANAGEMENT
CONSERVATION OF BIOLOGICAL DIVERSITY		
UNDP		136,000
AIDAB		42,725
ENVIRONMENTAL MGMT & PLANNING		30,500
UNDP		17,488
AIDAB		29,956
CIDA/ICOD		13,496
PLANNING & RESPONSE TO POLLUTION EMERGENCIES		2,000
CIDA/ICOD		24,815
UNEP		13,360
CIDA/ICOD		18,705
ENVIRONMENTAL EDUCATION & TRAINING		\$329,045
ENVIRONMENTAL INFORMATION		
New Zealand		
MISCELLANEOUS		
New Zealand		
TOTAL		\$329,045
OTHER SPREP SALARY FUNDING		
Deputy Director - New Zealand	23,000	52,000
Project Officer (Biological Diversity Conservation)	40,000	30,000
Finance Manager - UNDP	30,000	24,000
Assistant Finance Manager - UNDP	24,000	
TOTAL	\$117,000	\$106,000
GRAND TOTAL	\$117,000	\$435,045

RELOCATION RELATED EXPENDITURE 1992 (US DOLLARS)

Detailed Capital Expenditure

OFFICE FURNITURE	
2 FULLY OUTFITTED* OFFICE FOR DIRECTOR & DPTY DIRECTOR	3,957
25 FULLY OUTFITTED* OFFICE FOR PROFESSIONAL & SUPPORT STAFF	28,029
4 Library Shelves	2,961
2 Boardroom Tables	2,337
48 visitors chairs	4,397
2 Registry Filing System	928
1 Large White Board	288
1 Switchboard with 12 input lines and 36 phone stations	17,105
1 Fax machine	2,327
1 Telex machine	2,909
5 Office Calculators	552
1 Overhead Projector	837
1 Tripod Screen	369
1 Carousel Projector	811
1 TV and Video Player	1,455
RECEPTION AREA	
1 Reception Hutch Desk & Table	530
1 Reception Chair	129
1 Coffee Table	184
6 Visitor Chairs	550
OFFICE TEA/COFFEE ROOM/SOCIAL CLUB	
1 Refrigerator	539
1 Microwave	295
24 Cups	146
24 Glasses	43
1 Tea Pot	52
1 Dinner Set for 8	244
1 Set Cutlery	227
1 ESKI	73
1 BBQ with Set of Accessories	995
GARDEN EQUIPMENT	
1 Bush Knife	4
1 Leaf Rake	5
1 Hedge Shears	13
1 Secateurs	9
1 Long Handled Shove	12
1 Petrol Driven Strimmer	305
1 Lawnmower	1,118
HOUSING	
5 Standard Houses**	25,452
5 Refrigerators	4,230
5 Electric Stove and Oven	2,641
SECURITY	
1 Flashlight with large batteries	31
CONTINGENCY	
	2,911
TOTAL	110,000

The above amounts include freight from NZ to W. Samoa

* OUTFITTED OFFICE includes office desk, office chair, visitor chair(s), filing cabinet, shelving, rubbish bin, desk lamp)

** STANDARD HOUSES include dining table & chairs, bedside cabinet, chest of drawers, mattresses & base (1xdouble), & mattresses base (1xdouble), mattresses & base (2xsingle), lounge, tea table, lounge tables.

**CURRENT GUIDELINES FOR DETERMINING
MEMBERS' CONTRIBUTIONS TO THE
SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME (SPREP)**

<i>COUNTRY</i>	<i>%</i>	<i>AMOUNT (USD)</i>
American Samoa	1.145%	3,263
Australia	20.811%	59,311
Cook Islands	1.145%	3,263
Federated States of Micronesia	1.145%	3,263
Fiji	2.289%	6,524
France	15.088%	43,001
French Polynesia	2.289%	6,524
Guam	2.289%	6,524
Kiribati	1.145%	3,263
Marshall Islands	1.145%	3,263
Nauru	2.289%	6,524
New Caledonia	2.289%	6,524
New Zealand	6.764%	19,278
Niue	1.145%	3,263
Northern Mariana Islands	1.145%	3,263
Palau	1.145%	3,263
Papua New Guinea	2.289%	6,524
Pitcairn Island	1.145%	3,263
Solomon Islands	2.289%	6,524
Tokelau	1.145%	3,263
Tonga	1.145%	3,263
Tuvalu	1.145%	3,263
United States of America	21.851%	62,275
Vanuatu	2.289%	6,524
Wallis and Futuna	1.145%	3,263
Western Samoa	2.289%	6,524
	100.000%	285,000.00

**PROPOSED GUIDELINES FOR DETERMINING
MEMBERS' CONTRIBUTIONS TO THE
SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME (SPREP)**

<i>COUNTRY</i>	<i>%</i>	<i>AMOUNT (USD)</i>
American Samoa	1.145%	5,725
Australia	20.811%	104,055
Cook Islands	1.145%	5,725
Federated States of Micronesia	1.145%	5,725
Fiji	2.289%	11,445
France	15.088%	75,440
French Polynesia	2.289%	11,445
Guam	2.289%	11,445
Kiribati	1.145%	5,725
Marshall Islands	1.145%	5,725
Nauru	2.289%	11,445
New Caledonia	2.289%	11,445
New Zealand	6.764%	33,820
Niue	1.145%	5,725
Northern Mariana Islands	1.145%	5,725
Palau	1.145%	5,725
Papua New Guinea	2.289%	11,445
Pitcairn Island	1.145%	5,725
Solomon Islands	2.289%	11,445
Tokelau	1.145%	5,725
Tonga	1.145%	5,725
Tuvalu	1.145%	5,725
United States of America	21.851%	109,255
Vanuatu	2.289%	11,445
Wallis and Futuna	1.145%	5,725
Western Samoa	2.289%	11,445
	100.000%	500,000.00

