SPREP
Secretariat of the Pacific Regional Environment Programme

PO Box 240, Apia, Samoa
E: sprep@sprep.org
T: +685 21929
F: +685 20231
W: www.sprep.org

PROTECT PACIFIC WHALES – OCEAN VOYAGERS

The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

FILE: SPM 23/1 - 27SM General **TO:** SPREP National Focal Points

DATE: 15 November 2016

CIRCULAR: 16/61

SUBJECT: **INVITATION FOR MEMBERSHIP OF FRIENDS OF THE CHAIR AND STEERING COMMITTEE FROM THE 27TH SPREP MEETING 2016**

Dear SPREP Members,

As a result of the 27th SPREP Meeting in Niue the Secretariat invites members to be part of the respective Friends of the Chair for the:

1) **Executive Board Terms of Reference**
2) **Performance Implementation Plan**
3) **Sustainable Financing; and**
4) **Harmonisation for Remuneration.**

Furthermore the Secretariat also seeks interest in membership of the **Steering Committee for the Pacific Climate Change Centre (PCCC).**

Most of the meetings for the respective Friends of the Chair (FoC) will be by teleconference and organised by the Secretariat in close coordination with members throughout 2017. More detailed information is outlined below and a list of tentative dates are presented in Annex 1.

1) Executive Board Terms of Reference

As noted in the 27th SPREP Meeting volunteers for the FoC to develop the terms of reference for the Executive Board includes: **Australia, Cook Islands, France, United States, New Caledonia, New Zealand and Niue**. The Secretariat seeks confirmation of the countries noted and invites other interested members who wish to partake in this important FoC.

The work of the FoC on the Executive Board Terms of Reference will be guided by the decision of Members which:

1) Agreed to the establishment of an Executive Board (EB) to be the SPREP decision-making body in the alternate years of Biennial SPREP Meetings;
2) Agreed that the Executive Board would be comprised of the Troika plus additional Members representing Melanesia, Micronesia, Polynesia, Metropolitan Members and a French speaking Member where these are not current members of the Troika;
3) Agreed that the Secretariat, in conjunction with the FoC develop terms of reference for the Executive Board based on the following principles:
    a. A body to take key governance decisions in years alternate to the SPREP Meeting
    b. Membership based on Member representation and equity, including bilingualism

c. A mechanism that is cost effective and sustainable
d. A mechanism that is flexible to include other membership as necessary
e. A mechanism that ensures that the Secretariat remains accountable to Members

4) Other existing governance mechanisms (Troika and Audit Committee) remain
5) Noted that the TOR should include rules of procedure including for:
    a. representation by sub-regions and metropolitan Members
    b. Executive Board reporting to Members
6) Initial review of the arrangement at 2019 SM:
    a. requested that the FoC report the proposed structure and TOR for the EB to the 2017 SPREP Meeting and include a comparative assessment of costs relative to Apia-based SM and non Apia-based SPREP Meeting
    b. agreed the initial meeting of the EB will be immediately following the 2017 SPREP Meeting, thereafter meeting annually face to face taking opportunities of other regional meetings to save costs with back-to-back meetings as well as by electronic means.

2) Performance Implementation Plan

In 2016 the SPREP Troika and the FoC for the development of the SPREP Strategic Plan included **Australia, Cook Islands, French Polynesia, New Caledonia, Kiribati, and Tokelau**. The Secretariat seeks confirmation of the continuation of members for the development of the Performance Implementation Plan in 2017 and invites other interested members who may wish to be part of this important FoC.

The work of the SPREP Troika and FoC on the development of the Performance Implementation Plan will be guided by the decision of Members which:

1) Adopted the SPREP Strategic Plan 2017-2027;and
2) Directed the Secretariat to work closely with the FoC to complete the PIP and the Results Framework and to report back to the 2017 SPREP Meeting.

3) Sustainable Financing

The Secretariat seeks advice on members who wish to be part of the FoC for Sustainable Financing. The work of the FoC will be guided by the decision of Members which:

1) Reviewed and noted the update report by SPREP on Sustainable Financing;
2) Noted the progress made on measures to ensure a sustainable budget and directed the Secretariat, working with the FoC, to further report to Members on options and actions that address the Secretariat's core budget pressures, by the end of March 2017. The options developed will be considered and used by the Secretariat to inform preparation of the 2018 – 2019 budget where considered appropriate;
3) Noted that the Secretariat will provide a brief quarterly update to the Troika and Members on performance against budget for core, programme, reserve and project funding; and
4) Directed the Secretariat to complete the policies on foreign exchange, reserves, and cost recovery by December 2016 and to report back to Members on any exemptions to these policies.

4) Harmonisation for Remuneration

The 2016 SPREP Meeting agreed to an inter-sessional FoC working group comprising of **Australia, Cook Islands and New Zealand**, to propose next steps for engaging in the regional process for

harmonisation of remuneration. The Secretariat seeks confirmation of the countries noted and invites other interested members who wish to partake in this important FoC.

The work of the FoC will be guided by the decision of Members which:

1) Noted that the Secretariat continues to support the principles of CROP Harmonisation of Remuneration;
2) Tasked the Secretariat to set up an inter-sessional FoC on next steps for engaging in the regional process for harmonisation of remuneration; and
3) Directed the Secretariat to accept the invitation from the Chair of the Forum Officials Committee 2015 to participate in the sub-committee.

5) Steering Committee for the Pacific Climate Change Centre (PCCC)

As noted in the 27th SPREP Meeting in 2016 volunteers for the Steering Committee for the Pacific Climate Change Centre (PCCC) includes: **Australia, Federated States of Micronesia, France, and New Zealand.** The Secretariat seeks confirmation of the countries noted and invites other interested members who wish to partake in this important Steering Committee. *Upon confirmation of SPREP Members of the Steering Committee the invitation will be extended to CROP agencies.*

The work of the Steering Committee will be guided by the decision of Members which:

1) Noted the progress of the PCCC;
2) Endorsed the role of the PCCC as a shared regional hub for inclusive collaboration to meet the priority adaptation and mitigation priorities of Pacific island countries and territories;
3) Endorsed the PCCC as a platform for fostering and enhancing genuine partnerships and collaboration for addressing the challenges of climate change resilience for the Pacific region;
4) Noted with appreciation the Governments of Japan and Samoa for their generous support of the PCCC and requested for the Chair of the SPREP Meeting to convey to Japan and Samoa a note of appreciation; and
5) Endorsed the proposal that SPREP convene a small Steering Committee of Members and CROP agencies to drive the regional consultation on the regional vision, operating model, and governance arrangements for the PCCC, and to engage with the Leaders mandated working group process to elaborate on the Pacific Resilience Partnership to implement the FRDP.

Nominations of Member Representatives for FoC by December 9, 2016

Names of officials and contact details for the designated FoC and Steering Committee should be forwarded to the Executive Officer audreyp@sprep.org by December 9, 2016. The Secretariat will organise the various teleconference meetings in 2017 in close coordination with the designated country representatives. Refer to Annex 1 for the list of tentative meeting dates.

Thank you for your support in this important process. The input of our SPREP Members is important and greatly valued.

Yours sincerely,

Clark Peteru
Officer-in-Charge

ANNEX 1: LIST OF TENTATIVE MEETING DATES FOR 2017*

January	
20	**Sustainable Financing**
27	**Executive Board Terms of Reference**
February	
3	**Harmonisation for Remuneration**
17	**Steering Committee for the PCCC**
24	**Performance Implementation Plan**
April	
7	**Sustainable Financing**
21	**Executive Board Terms of Reference**
May	
5	**Harmonisation for Remuneration**
12	**Steering Committee for the PCCC**
26	**Performance Implementation Plan**
July	
14	**Sustainable Financing**
21	**Performance Implementation Plan**
28	**Executive Board Terms of Reference**
August	
11	**Harmonisation for Remuneration**
18	**Steering Committee for the PCCC**

Note the tentative dates proposed are based on the SPREP calendar in Samoa.