



## CIRCULAR

**FILE:** SPREP 2/23

**TO:** SPREP National Focal Points

**DATE:** 2 June 2022

**CIRCULAR:** 22/48

**SUBJECT:** Second Meeting of the SPREP Member Working Group to Assess Recommendations of the 3rd Independent Corporate Review and Mid-Term Review of the SPREP Strategic Plan 2017-2026 8 June, 2022

Dear Members,

Further to Circular 22/18 on the 3<sup>rd</sup> Independent Corporate Review of the SPREP and Mid-Term Review of the SPREP Strategic Plan 2017-2026, the **second meeting of the Working Group will convene on Wednesday 8 June at 1.00pm to 2.30pm Samoa date and time.**

As Members may recall the Working Group first met on 16 March 2022. The meeting:

- I. **NOTED** the outcomes of the Special SPREP Meeting of 15 October 2021.
- II. **APPROVED** the Terms of Reference with amendment.
- III. **AGREED** to the development of criteria and provided draft criteria to help guide the prioritisation of the recommendations.
- IV. **AGREED** to provide comments on the draft criteria to the Secretariat by Friday 25 March.
- V. **APPROVED** the use of an external facilitator to assist the Working Group.
- VI. **NOTED** Australia and New Zealand with the Secretariat will discuss arrangements to finalise the mobilisation of an independent contractor.

Since the first meeting, an external facilitator Mr. Alfred Schuster has been selected, and whose services have been made possible with the generous support of Australia. For ease of reference the summary of the meeting is in Annex A, with the approved Terms of Reference for the Working Group in Annex B and the External Facilitator in Annex C.

In preparation of the Working Group meeting on Wednesday 8 June, the external facilitator has developed the draft agenda in Attachment 1, proposed work schedule in Attachment 2 and Prioritisation Criteria Questions in Attachment 3. Confirmation of the availability of Members of the Working Group and other Members who wish to participate, should be sent to the [executivesupport@sprep.org](mailto:executivesupport@sprep.org) by Tuesday 7 June 2022.

Your support is greatly appreciated by the Secretariat.

Kind regards

Anthony Talouli  
**Officer-in-Charge**

## Annex A

### **Summary of the Meeting of the SPREP Member Working Group To Assess Recommendations of the 3rd Independent Corporate Review and Mid-Term Review of the SPREP Strategic Plan 2017-2026**

**Tuesday 16 March 2022**

**1.00pm to 2.35pm  
(Samoa/ New Zealand time)**

1. The first meeting of the Working Group was attended by Australia, Cook Islands, New Zealand and Samoa with the support of the Secretariat. *Refer to Annex I for the list of participants.*
2. The Secretariat provided a brief background on the 3rd Independent Corporate Review and Mid-Term Review of the SPREP Strategic Plan 2017-2026, which included the outcomes of the Special SPREP Meeting held on 15 October 2021.
3. The meeting reviewed and considered the draft Terms of Reference which was originally disseminated to Members under Circular 21/149 in December 2021. Noting the Third Executive Board Meeting will convene in September 2022 and not include the participation of the full SPREP membership, the draft TOR was amended to enable flexibility on reporting to also include the SPREP Meeting. *Refer to Annex B for the revised TOR.*
4. The meeting noted the suggestion by the Secretariat to focus on key recommendations on governance, structure and management but to ensure a thorough and transparent process for considering the recommendations. After much discussion, the meeting agreed to first develop criteria for prioritisation of recommendations with draft criteria proposed as follows:
  - a. impact or change to the core business of SPREP;
  - b. impact on leadership, management and structure;
  - c. impact on resources - does it require additional resourcing?;
  - d. impact on delivery of priorities; and
  - e. impact on governance arrangements of SPREP - relationship of Members with the Secretariat?
5. The meeting discussed and agreed that an external facilitator would be beneficial for the Working Group. The role would include facilitating meetings and report writing. It was agreed that Australia and New Zealand with the Secretariat will discuss arrangements to finalise the mobilisation of an independent contractor, noting the urgency of time, issues of procurement compliance and that the Secretariat does not have the allocated funds of US\$20,000 at minimum, for such services. Australia and New Zealand informed the meeting that they may potentially have funding support for this activity and would engage with the Secretariat offline.
6. The meeting agreed that due to the importance of prioritising the recommendations for further analysis through a transparent criteria the Working Group would meet again at a mutually



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agreeable date to discuss timelines and other matters. For the interim, the meeting agreed to set up an e-mail group to discuss offline the following key issues:

- a. Engagement of an external facilitator
- b. Development of a criteria for assessing the prioritisation of the 36 recommendations of the 3rd Independent Corporate Review and the Mid-Term Review of the SPREP Strategic Plan 2017-2026.

The meeting:

- I. **NOTED** the outcomes of the Special SPREP Meeting of 15 October 2021.
- II. **APPROVED** the Terms of Reference with amendment.
- III. **AGREED** to the development of criteria and provided draft criteria to help guide the prioritisation of the recommendations.
- IV. **AGREED** to provide comments on the draft criteria to the Secretariat by Friday 25 March.
- V. **APPROVED** the use of an external facilitator to assist the Working Group.
- VI. **NOTED** Australia and New Zealand with the Secretariat will discuss arrangements to finalise the mobilisation of an independent contractor.



**Annex I**

**LIST OF PARTICIPANTS  
16 March 2022**

**Australia**

1. Mr. Anthony Liew  
Assistant Director  
Pacific Climate Change Section  
Pacific Strategic Branch, Office of the Pacific  
Department of Foreign Affairs and Trade

**Cook Islands**

2. Mr. Ewan Cameron  
Foreign Service Officer  
Pacific & Regional Division  
Te Kauono Tutara e te Mana Tiaki  
Ministry of Foreign Affairs & Immigration

**New Zealand**

3. Ms. Sarndra Hamilton  
Ministry of Foreign Affairs and Trade
4. Ms. Caitlin Coggin  
Ministry of Foreign Affairs and Trade

**Samoa**

5. Ms. Frances Reupena  
Chief Executive Officer  
Ministry of Natural Resources and  
Environment
6. Ms. Desna Solofa  
Assistant Chief Executive Officer – Regional  
Relations  
Ministry of Foreign Affairs and Trade
7. Ms. Dorothy Anetone  
Ministry of Foreign Affairs and Trade

**In attendance:**

**Secretariat**

8. Mr. Kosi Latu  
Director General
9. Ms. Easter Chu Shing  
Deputy Director General, Governance &  
Operations

10. Mr. Stuart Chape  
Acting Deputy Director General and Director,  
Island and Ocean Ecosystems

11. Ms. Tagaloa Cooper  
Director, Climate Change Resilience

12. Mr. Anthony Talouli  
Acting Director, Waste Management and  
Pollution Control

13. Mr. Jope Davetanivalu  
Acting Director, Environmental Monitoring  
and Governance

14. Ms. Petra Chan Tung  
Director, Finance and Admin

15. Ms. Simeamativa Vaai  
Director, Human Resources

16. Mr. Clark Peteru  
Legal Counsel

17. Ms. Audrey Brown-Pereira  
Executive Officer

**Observer**

18. Mr. Sefanaia Nawadra  
Incoming Director General

## **Annex B**

### **Terms of Reference**

#### **SPREP Member Working Group to Assess Recommendations of**

#### **3<sup>rd</sup> Independent Corporate Review and Mid-Term Review of the SPREP Strategic Plan 2017-2026**

- i.** Establish key milestones and timelines for the Working Group with the aim of producing agreed priority recommendations to be presented to the Executive Board meeting in September 2022 and/or the 31<sup>st</sup> SPREP Meeting in 2023.
- ii.** Identify and agree on three key focus areas for Member endorsement.
- iii.** Identify and agree on an external facilitator, and a process to guide the work including the identification and confirmation of any external technical assistance and financial resources that may be required to support the work of the WG.
- iv.** With assistance of the Secretariat, sort and analyse high priority/high impact programmatic and governance issues identified in the review and associated recommendations.
- v.** Consider both the consultant recommendations and Secretariat analysis of the recommendations including financial, structural, People Strategy and SPREP Agreement implications.
- vi.** Review the ICR-MTR recommendations including financial implications in the context of SPREP Meeting decisions on governance and structure since 2017 and commitments to delivering outcomes to Members defined in the 2017-2026 Strategic Plan.
- vii.** Agree on priority ICR-MTR recommendations to accept for implementation and the means to achieve them.
- viii.** With Secretariat support prepare a report on Working Group recommendations for submission to the Executive Board and/or the SPREP Meeting.

**(APPROVED)**

## Annex C

### **Terms of Reference for the External Facilitator of the SPREP Member Working Group to Assess Recommendations of 3rd Independent Corporate Review and Mid-Term Review of the SPREP Strategic Plan 2017-2026**

#### **1. Background**

The Third Independent Corporate Review (ICR) of SPREP with the Mid-Term Review (MTR) of the SPREP Strategic Plan 2017-2026 was conducted in 2021 by consultants Natural Solutions Pacific. The last ICR review conducted in 2014. The consultants presented to the 30<sup>th</sup> SPREP Meeting in September and Special SPREP Meeting in October 2021. Members considered the Reports and made a number of key recommendations that included:

- to consider timelines and resourcing including consideration of an external facilitator and identification of three key focus areas for Member endorsement.
- the rest of the Review of Staff Remuneration: Terms and Conditions will be considered alongside the ICR and Mid-term Review of the Strategic Plan.

#### **a. Composition of the Working Group**

The Working Group consists of SPREP Members: Australia, Cook Islands, New Zealand, Republic of Marshall Islands, Samoa and Tuvalu. The Working Group is also open to any Member who wishes to participate. In the first meeting of the Working Group held on 16 March 2022 the terms of reference were approved as well as an External Facilitator to facilitate the Working Group.

The Working Group meetings will be convened virtually.

#### **b. Terms of Reference of the Working Group**

- i. Establish key milestones and timelines for the Working Group with the aim of producing agreed priority recommendations to be presented to the Executive Board meeting in September 2022 and/ or the 31<sup>st</sup> SPREP Meeting in 2023.
- ii. Identify and agree on three key focus areas for Member endorsement.
- iii. Identify and agree on an external facilitator, and a process to guide the work including the identification and confirmation of any external technical assistance and financial resources that may be required to support the work of the WG.
- iv. With assistance of the Secretariat, sort and analyse high priority/high impact programmatic and governance issues identified in the review and associated recommendations.
- v. Consider both the consultant recommendations and Secretariat analysis of the recommendations including financial, structural, People Strategy and SPREP Agreement implications.
- vi. Review the ICR-MTR recommendations including financial implications in the context of SPREP Meeting decisions on governance and structure since 2017 and commitments to delivering outcomes to Members defined in the 2017-2026 Strategic Plan.
- vii. Agree on priority ICR-MTR recommendations to accept for implementation and the means to achieve them.

- viii. With Secretariat support prepare a report on Working Group recommendations for submission to the Executive Board and/ or SPREP Meeting.

## **2. Scope of Work of the External Facilitator**

The facilitator will, in consultation with the Working Group and Secretariat:

- Formulate schedule of Working Group meetings.
- Coordinate the initial prioritisation of Review recommendations using Working Group prioritisation criteria to guide work of Working Group.
- Liaise with members of the Working Group on a draft agenda for each meeting, and circulate the final agenda at least one week prior to the meeting.
- Prepare any Working Group meeting papers, consulting with relevant stakeholders as required, and circulate the final papers at least one week prior to the meeting.
- Convene and facilitate virtual meetings of the Working Group, in accordance with the agreed agenda.
- Record draft minutes of each meeting and circulate within three days of the Working Group meeting convening.
- Draft the Executive Board meeting paper, reporting on the work and outcomes of the Working Group, and consulting with the relevant stakeholders as required.
- Engage with the Working Group and Secretariat via email exchange, between meetings, as required.

The facilitator must:

- Be independent and demonstrate a high standard of professionalism in facilitating the Working Group discussions.
- Ensure that there are clear outcomes and/or recommendations for each meeting.

## **3. Reporting**

The facilitator will report to the Working Group and will work in consultation with the Secretariat as directed by the Working Group.

**4. Timeframe:** April to September 2022 (with scope for extension)

**5. Person days:** 20 days (with scope for extension)

## **6. Deliverables**

- Schedule of Working Group meetings.
- Matrix of Review recommendations based on Working Group prioritisation criteria.
- Agenda and meeting documentation for all Working Group meetings.
- Convening and facilitation of all Working Group meetings.
- Reporting on meeting outcomes and follow-up outcomes from the Working Group meetings.
- Preparation of Executive Board/SPREP Meeting Papers reporting the work of the Working Group.

## **7. Expertise required**

- Experience working with agencies that are members of Council of Regional Organisation in the Pacific (CROP).
- Experience with management and facilitation of intergovernmental meetings.
- Experience with formulation of intergovernmental briefs and reports.

## **8. Links to Relevant Documentation**

- [Final Report of the Third Independent Corporate Review and the Mid-Term Review of the SPREP Strategic Plan 2017-2026](#)
- [Report Annexes](#)
- [Complete list of Review recommendations](#)
- [Combined Report of the 30<sup>th</sup> SPREP Meeting of Officials and Special SPREP Meeting](#)