

**2<sup>nd</sup> Meeting of the SPREP Member Working Group to Assess Recommendations of the 3<sup>rd</sup> Independent Corporate Review and Mid-Term Review of the SPREP Strategic Plan 2017-2026**

Wednesday 8 June 2022  
1.00pm -2.30pm (Samoa Time)

Provisional Annotated Agenda

<b>Agenda Item 1: Welcome/Opening</b>	External Facilitator
<b>Agenda Item 2: Appointment of Working Group Chair</b> <ul style="list-style-type: none"> <li><i>To ensure member led and ownership of the work of the Working Group, the Chair shall provide the needed leadership and link between the Working Group, External Facilitator and Secretariat in ensuring the Working Groups' Terms of Reference are met in a timely and effective manner.</i></li> <li><i>The Chair shall make representation on behalf of the Working Group in its interaction with the wider SPREP membership, Secretariat, and other stakeholders as needed.</i></li> </ul>	Working Group Members
<b>Agenda item 3: Adoption of Agenda &amp; Working Procedures</b> <ul style="list-style-type: none"> <li><i>As standard procedure, the Working Group will consider the provisional agenda and ensure it reflects the scope of work and coverage for this meeting of the Working Group; including a summary record of the meeting and its proposed actions.</i></li> </ul>	Working Group Members
<b>Agenda Item 4: Update on Working Group progress</b> <ul style="list-style-type: none"> <li><i>The Secretariat shall provide a brief update on progress made against the endorsed actions from the Working Group meeting of 16 March 2022.</i></li> </ul>	Secretariat - Working Group Members
<b>Agenda Item 5: Proposed Work Schedule</b> <ul style="list-style-type: none"> <li><i>Part (i) of the Terms of Reference states that the Working Group is to establish key milestones and timelines.... with the aim of producing agreed priority recommendations to be presented to the Executive Board meeting in September..." A draft work schedule [Attachment 2] has been developed for consideration and further deliberation by the Working Group.</i></li> <li><i>The work schedule is aligned to the suggested timeframe in the TOR, however, is provided only as a guide, recognising the Working Group's decision first and foremost, to ensure a "thorough and transparent process for considering the recommendations"</i></li> <li><i>A schedule of meetings for the Working Group will also be decided on.</i></li> </ul>	External Facilitator - Working Group Members
<b>Agenda Item 6: Criteria for Prioritisation of Recommendations</b> <ul style="list-style-type: none"> <li><i>The Working Group will consider the inputs to date on the proposed Prioritisation criteria prepared by Secretariat. Opportunity in this session to also introduce additional criteria from Members for Working Group discussion.</i></li> <li><i>To further assist discussion, a discussion paper [Attachment 3] has been prepared, providing a range of questions to inform a decision of the Working Group around an accepted set of criteria for prioritisation.</i></li> </ul>	Working Group Members
<b>Agenda Item 7: Confirmation of Meeting Schedule for Working Group</b> <ul style="list-style-type: none"> <li><i>In line with the agreed work schedule, the Working Group shall determine and agree on its meeting schedule.</i></li> </ul>	