

GUIDELINES FOR NATIONAL CONSULTATIONS

2025



Pacific One-Maritime Framework (POMF)

*“A maritime sector serving the needs and
aspirations of all Pacific peoples”*

GUIDELINES FOR NATIONAL CONSULTATIONS ON THE PACIFIC ONE-MARITIME FRAMEWORK

INTRODUCTION

This document is intended to provide guidelines for the national consultations on the Pacific One-Maritime Framework (POMF) zero draft, version 8, by Pacific Island countries and territories (PICTs). The national consultations are scheduled from March to May 2025, as approved in a meeting of the POMF Steering Committee dated 12 February 2025. In devising these guidelines, it is prudent that PICTs identify a lead agency, if not already identified, to conduct the national consultations. This will enable effective feedback and analysis to the POMF zero draft. The guidelines provide helpful information regarding the POMF, its development and its contents to assist with the national consultations.

BACKGROUND

In the outcome of the 5th Pacific Regional Energy and Transport Ministers Meeting (PRETMM) in May 2023, Pacific Transport Ministers agreed to develop a unified framework for the maritime transport sector.

This framework, known as the Pacific One-Maritime Framework (POMF), complete with the appropriate plans and solutions, is to be aligned with the *2050 Strategy for the Blue Pacific Continent*. It is to be designed to be adaptable to varying circumstances across the region, while incorporating mechanisms for monitoring, evaluation and learning. Specifically, the POMF aims to pivot the sector to be safe, secure, resilient, green, clean, digital and gender-just.

DEVELOPMENT PROCESS OF THE POMF

The process began in February 2024 with the identification, design and set-up phase focusing on onboarding consultants, undertaking a POMF workplan and identifying the initial stakeholders including governance arrangements.

In March 2024, the focus was on the planning phase devising a detailed implementation plan with meeting announcements. Also creating a communication plan and facilitation arrangements. This also included identification of activities and a revised workplan.

In April 2024, the Heads of Maritime Meeting (HoM) with the First Steering Committee (1st SCM) was convened. This was the kick-off of the POMF development to which the SCM met in a face-to-face meeting and a Drafting Committee (DC) was established. During this session, the POMF representatives were also part of first strategic foresight workshop using the futures triangle methodologies, the objective of which was to conduct a baseline review and analysis (evidence-building).

In June 2024, the DC met virtually to vet and confirm the outputs of the HoM meeting and workshop. This was followed by the second strategic foresight workshop held in August in Nadi, Fiji focusing on stakeholder analysis and systems mapping. The workshops also focused on the futures triangle methodologies – casual layers analysis and backcasting. From August to September 2024, stakeholder consultations were undertaken with relevant agencies such as vulnerable groups including persons living with disabilities.

In September, the second virtual DC was undertaken to develop and review the draft POMF, this session also discussed the layout and graphics of the POMF document. In October, further consultations were undertaken with technical officials from PICTs at the Domestic Ships Safety Forum (DSSF), consultations were also held with the French territories. The third and fourth virtual DC were also undertaken between October and November 2024.

GUIDELINES FOR NATIONAL CONSULTATIONS ON THE PACIFIC ONE-MARITIME FRAMEWORK

In November/December 2024, the third HoM and second Steering Committee (SC) was convened in Honiara, Solomon Islands. The SC focused its discussions on the review of the POMF zero draft for endorsement. PICTs required more time consider the zero draft which was then improved through the DC convened in February 2025, followed by an SC meeting, approving the draft POMF version 8 as the zero draft. This draft will now be taken for national consultations by countries from March to May 2025.

Once the national consultations are concluded, a further DC is anticipated in April 2025 to discuss and incorporate the feedback from the national consultations.

In September 2025, the 3rd SCM and 4th HoM is tentatively scheduled to discuss the POMF draft, followed by advocacy including the preparation of promotional materials until April 2026. The final draft POMF version is anticipated to be approved at the 5th HoM and Energy and Transport Ministers Meeting (PRETMM) in May 2026.

OBJECTIVES

The objectives of the national consultation are to:

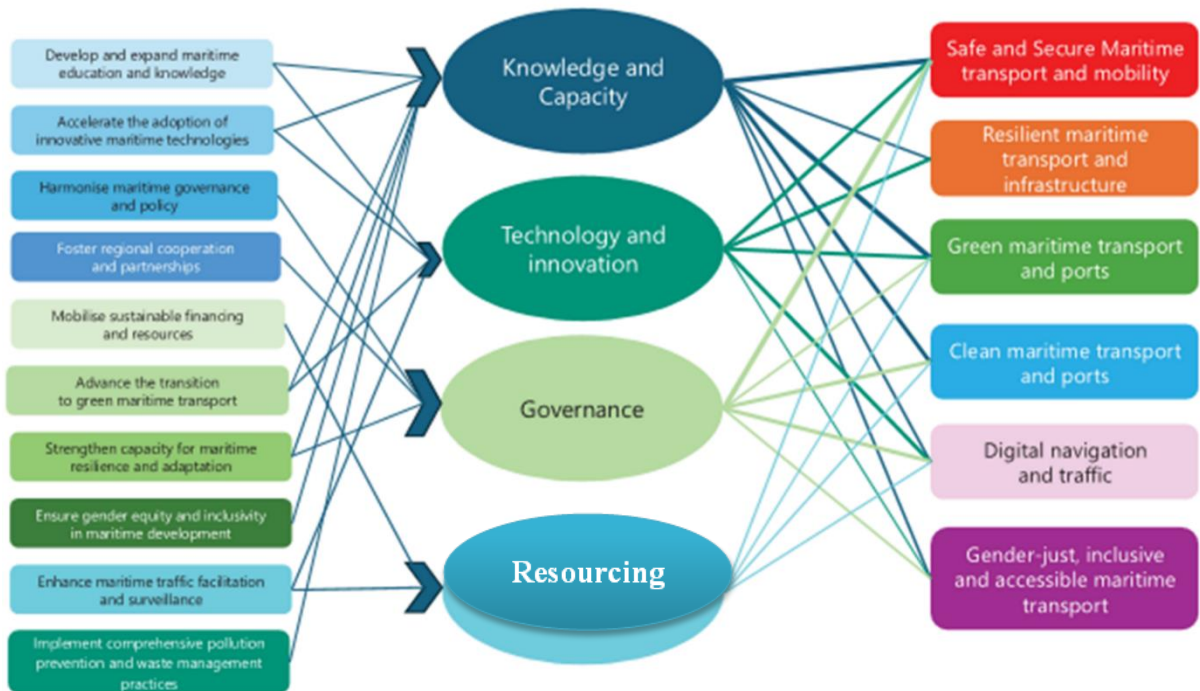
- Obtain feedback from countries on the draft Pacific One-Maritime Framework (POMF) through the national consultations.
- Identify a lead agency to be responsible for the POMF national consultations and which is responsible for the analysis, assessment and feedback from agencies.
- Conduct comprehensive sessions with national agencies responsible for the different thematic areas within the POMF.
- Gauge whether the POMF is aligned to objectives and ambitions of national institutions responsible for the thematic areas.
- Take stock of the work currently undertaken by national institutions particularly with lead agencies of the maritime transport sector.
- Identify the gaps and opportunities within POMF and aligning to the national maritime transport sector – highlighting the gaps and opportunities in the POMF with improvements to national maritime activities.
- Develop the POMF as a platform to foster active engagement with national institutions, stakeholders and private sector.
- Ensure that common challenges and opportunities are identified with the countries to be incorporated into the POMF.
- Identify and correlate the ambitions of the POMF with ambitions set by the countries and vice versa.
- Create a single framework that articulates strategies to meet the sustainable maritime sector needs, priorities and ambitions of PICTs within the context of the Blue Pacific Continent.
- Identify through national consultations, the general needs of the national maritime sector.

GUIDELINES FOR NATIONAL CONSULTATIONS ON THE PACIFIC ONE-MARITIME FRAMEWORK

STAKEHOLDER

The POMF currently consists of six thematic areas and four pathways. The POMF have an overall vision and ambition, and six goals corresponding to the six thematic areas. Below is a graphic illustration of the POMF:

Thematic areas and pathways



For stakeholder consultations, it is prudent that the lead agency or focal point of the national consultations first undertake a stakeholder mapping of the national agencies relevant for the consultations.

A way of mapping the stakeholders include the alignment to the thematic areas. The Secretariat attempted this by conducting a stakeholder mapping with generic agencies identified in line with the thematic areas as follows. Some agencies will be common in all or some thematic areas. Please also note that the involvement of the private sector is highly recommended.

Thematic area	General coverage areas
Safe and secure maritime transport and mobility	Safety Security Transportation Mobilising Shipping Environment

GUIDELINES FOR NATIONAL CONSULTATIONS ON THE PACIFIC ONE-MARITIME FRAMEWORK

Proposed stakeholders (apart from the common stakeholders)

Ministry responsible for transport
 Ministry responsible for maritime security
 Agencies responsible for maritime security
 Ministry responsible for environment and climate change
 Ministry responsible for employment and labour
 Private shipping operators
 Government shipping operator
 Maritime administration
 Ministry responsible for ports
 Ports authorities
 Ministry responsible for women, people living with disabilities and poverty alleviation
 Agencies responsible for people living with disabilities
 Community representatives such as provincial administrations
 Ministry responsible for rural and maritime development
 Ministry responsible for Indigenous affairs
 Agencies responsible for seafarers or manning agencies
 Maritime training institutions (MTIs)
 Universities
 Agencies responsible for meteorological services

Thematic area

General coverage areas

Resilient maritime transport and infrastructure

Ports operations
 Infrastructure and related activities
 Traditional knowledge
 Natural disasters
 Early warning systems
 Mitigation and adaptation

Proposed stakeholders (apart from the common stakeholders)

Ministry responsible for transport
 Ministry responsible for ports
 Ports authorities and agencies responsible for lading
 Maritime administrations
 Agencies responsible for international ports and wharves

GUIDELINES FOR NATIONAL CONSULTATIONS ON THE PACIFIC ONE-MARITIME FRAMEWORK

<p>Agencies responsible for domestic ports, wharves, jetties and landings</p> <p>Community representatives such as provincial administrations</p> <p>Ministry responsible for rural and maritime development</p> <p>Ministry responsible for Indigenous affairs</p> <p>Ministry/agencies responsible for meteorological services</p> <p>Ministry/agencies responsible for heavy industries and dry docking</p> <p>Ministry responsible for environment and climate change</p> <p>Ministry/agencies responsible for environment and climate change</p>	
Thematic area	General coverage areas
<p>Gender just, inclusive and accessible maritime transport</p>	<p>Inclusive and accessible services</p> <p>Decent employment opportunities</p> <p>Equitable access to maritime education, training and career paths</p> <p>Empowering women and youth and persons with disabilities</p> <p>Women in maritime</p> <p>Gender representation</p>
<p>Proposed Stakeholders (apart from the common stakeholders)</p> <p>Ministry responsible for women, people with disabilities and poverty alleviation</p> <p>Agencies responsible for people with disabilities</p> <p>Community representatives such as provincial administrations</p> <p>Ministry responsible for rural and maritime development</p> <p>Ministry responsible for Indigenous affairs</p> <p>Agencies responsible for seafarers or manning agencies</p> <p>Maritime training institutions (MTIs)</p> <p>Universities</p> <p>Women in maritime associations</p> <p>Women in fisheries associations</p> <p>Youth advocates and agencies advocating for youth</p>	
Thematic area	General coverage areas
<p>Clean maritime transport and ports</p>	<p>Pollution free</p> <p>Clean ocean</p> <p>Protected communities</p> <p>Pollution free practices</p>

**GUIDELINES FOR NATIONAL CONSULTATIONS ON THE PACIFIC ONE-MARITIME
FRAMEWORK**

	<p>Waste management and reception facilities across ports and vessels</p> <p>Polluters accountable</p> <p>Healthy ocean and healthy society</p>
<p>Proposed stakeholders (apart from the common stakeholders)</p> <p>Ministry responsible for environment and or climate change</p> <p>Agencies responsible for marine pollution (public and private)</p> <p>Service providers such as divers, hull cleaning agencies, waste management operators</p>	
Thematic area	General coverage areas
Green transport and ports	<p>Low-carbon footprint and low emissions</p> <p>Energy efficient and carbon-free technologies (maritime infrastructure, ports and vessels)</p> <p>Research and education drive for adoption of green technology and alternative fuels</p> <p>Sustainable maritime practices integrating traditional knowledge and science.</p> <p>Just and equitable transition to decarbonisation.</p> <p>No-one left behind</p>
<p>Proposed stakeholders (apart from the common stakeholders)</p> <p>Ministry responsible for environment and or climate change</p> <p>Agency responsible for energy efficiency such as the department of energy</p> <p>Universities and technical colleges</p> <p>Ministry responsible for finance</p> <p>Shipping companies</p> <p>Ports agencies</p> <p>Service providers for port reception facilities</p>	
Thematic area	General coverage areas
Digital navigation and traffic facilitation	<p>Digitalisation with vessel and ports</p> <p>Connectivity</p> <p>Real-time data and automated systems</p> <p>Digital services to enhance safety, security, efficiency and environmental responsibility</p> <p>Seamless integration of financial services for maritime infrastructure, traffic facilitation,</p>

GUIDELINES FOR NATIONAL CONSULTATIONS ON THE PACIFIC ONE-MARITIME FRAMEWORK

	surveillance, e-navigation systems and cybersecurity Digital solutions by Pacific-focused research.
<p>Proposed stakeholders (apart from the common stakeholders)</p> <p>Ministry responsible for trade and commerce including private and public agencies</p> <p>Ministry and agencies for communication including private and public agencies</p> <p>Shipping companies</p> <p>Bureau of statistics</p> <p>Hydrography</p> <p>Telecommunications companies and authorities</p> <p>Maritime service providers for communications</p> <p>Agencies responsible for navigational aids and or aids to navigation</p>	

It is important that the lead agency for the national consultations in consultations with other government agencies conduct a stakeholder mapping of its national agencies that need to be consulted before undertaking the national consultations. This will ensure a wider consultation within the sector. Comprehensive feedback from the different players within the national maritime transport sector will have an impact on the next draft of the POMF. This will also enable the Secretariat to identify key areas within the pathways that may have not been included in the current draft to better enhance the thematic areas.

A diverse representation of all affected groups and the voices of the marginalised or underrepresented are also encouraged in the national consultations.

CONSULTATION METHODS

The most appropriate method of consultation is encouraged for the POMF. This may include national meetings of the stakeholders to introduce the POMF and set a platform for further collaborations. Other consultation methodologies maybe considered such as focus groups, interviews, public consultations and surveys.

The lead agency may need to ensure that the methods are accessible to all stakeholders, including people with disabilities, non-native speakers, or those with limited access to technology.

The frequency and duration of the consultation methods are also important, a decision on how long the consultations will last and the frequency of the feedback or collation of the feedback.

The consultations must enable opportunities for a diverse range of voices, ensuring that all stakeholder groups are included and have equal opportunities to contribute, and that no group is marginalised or excluded from the consultation process.

GUIDELINES FOR NATIONAL CONSULTATIONS ON THE PACIFIC ONE-MARITIME FRAMEWORK

COMMUNICATION

Transparency of information is important in a consultation, particularly in ensuring that the purpose, processes and timelines of the consultations are clearly communicated to all agencies, participants and stakeholders. The use of simple, clear and straightforward language in all communication materials, avoiding jargon or overly complex terms is encouraged

Creating opportunities for stakeholders to ask questions, express concerns and provide feedback is very important in the national consultations.

Officials leading the national consultations must be well versed with the contents of the POMF.

TIMEFRAME AND DEADLINES

The timeframe of national consultations for the POMF was approved in the Steering Committee to take place from March to May 2025. A realistic national timeframe must be established to allow stakeholders enough time to consider the draft POMF and respond thoughtfully. This should also allow for adequate time for internal review and analysis. Stakeholders must be provided with advance notice to participate and ensure that they understand the timeline and deadlines. The timelines and deadline nationally will depend on the lead agency. The feedback from countries is expected to gradually be provided to the Secretariat for incorporation into the next draft of the POMF and the next Drafting Committee (DC) scheduled for April 2025.

FEEDBACK ANALYSIS AND REPORTING

The lead agency for the POMF must ensure that the feedback from the consultations is analysed in a fair and consistent manner. This is important to determine how feedback will be recorded, categorised and used to inform decisions. It is recommended that the feedback encompass all aspects of the POMF from the thematic areas and the pathways to the strategies.

The feedback from the consultations must be compiled and analysed by the lead agency and provided to the Secretariat. The feedback can be provided in the following alternative forms::

- Through amendments to the zero draft, version 8 which has been edited to incorporate the comments from countries in each section of the draft POMF.. (This is the most preferred form of feedback);
- In the form of a correspondence through the lead agency letterhead containing all aspects of the national consultations in line with the POMF zero draft, version 8; or
- Provided in the format most suitable to the country to capture all aspects of the consultations.

The feedback must contain a list of all the stakeholders consulted including the private sector and generally feedback on all aspects of the POMF zero draft version 8. The Secretariat has also provided at Annex 1 a generic, step-by-step feedback analysis and reporting methodology for a consultation process.

GUIDELINES FOR NATIONAL CONSULTATIONS ON THE PACIFIC ONE-MARITIME FRAMEWORK

EVALUATION

The evaluation of the consultation process is important and should consider the following::

- **Evaluation of the consultation process:** Assess the effectiveness of the consultation process after it is completed, looking at how well it achieved its objectives, how participants felt about the process and any areas for improvement.
- **Continuous improvement:** Use insights from the evaluation to improve future consultation processes.

By considering these factors, you can ensure a thorough, fair, and impactful consultation process that encourages genuine engagement and leads to informed decision-making

CONCLUSION

The guidelines are only provided to assist countries on the national consultations and are intended to determine how the consultations must be conducted. They are useful guides for the lead agency in the POMF consultation may wish to consider when conducting its national consultations.

GUIDELINES FOR NATIONAL CONSULTATIONS ON THE PACIFIC ONE-MARITIME FRAMEWORK

Annex 1

Feedback analysis and reporting methodology for a consultation process

To ensure that feedback collected during a consultation is analysed effectively and reported transparently, the following process outlines the key steps involved in analysing and reporting feedback.

Step 1: Define objectives and criteria for analysis

Before analysing the feedback, clarify the goals of the consultation and the criteria for evaluating responses. This helps ensure consistency and focus in the analysis process.

- **Define clear objectives:** What are you trying to achieve with this feedback analysis? (e.g., gather insights for decision-making, identify key concerns or support, prioritise issues).
- **Set evaluation criteria:** Develop specific criteria to categorise and assess the feedback (e.g., relevance to the consultation question, feasibility, alignment with stakeholders' needs or concerns).

Step 2: Data preparation

Organise and prepare the collected feedback for analysis. This includes categorising, cleaning, and formatting the data to ensure consistency and accuracy.

- **Organize feedback:** If feedback is collected through multiple channels (surveys, interviews, public meetings), categorise it accordingly. Ensure data is categorised by themes or topics for easier analysis.
- **Remove irrelevant data:** Exclude any irrelevant, repetitive, or incomplete responses to ensure that only valuable input is analysed.
- **Ensure confidentiality:** If feedback contains sensitive information, anonymise data to ensure privacy and compliance with data protection laws.

Step 3: Quantitative data analysis (if applicable)

If feedback is collected in a format that includes quantitative data (e.g., survey responses with Likert scales or yes/no questions), use statistical methods to identify trends and patterns.

- **Analyse response rates:** Determine the level of participation and identify any trends in who responded to the consultation (e.g., by demographic or stakeholder group).
- **Summarise key findings:** Calculate averages, percentages, and frequencies for questions that require quantitative analysis (e.g., "What percentage of respondents support this proposal?").
- **Visualise data:** Use charts, graphs, or tables to present findings clearly (e.g., bar graphs, pie charts, or line graphs).

GUIDELINES FOR NATIONAL CONSULTATIONS ON THE PACIFIC ONE-MARITIME FRAMEWORK

Step 4: Qualitative data analysis

For open-ended responses or qualitative feedback, use thematic analysis or other qualitative methods to identify key themes, trends, and insights.

- **Identify themes:** Review the feedback to identify recurring themes, concerns, or suggestions. Group similar comments together to highlight key issues.
- **Code feedback:** Assign codes or labels to responses to group and categorise data based on common ideas or issues (e.g., “concerns about funding,” “positive feedback on proposal”).
- **Analyse sentiment:** Assess the sentiment of the feedback (positive, neutral, negative) to gauge the overall tone and emotional response of stakeholders.
- **Contextual analysis:** Analyse any qualitative responses in the context of the broader consultation objectives and stakeholder concerns.

Step 5: Cross-analysis and synthesis

Integrate both quantitative and qualitative findings to form a holistic understanding of the feedback.

- **Cross-reference themes:** Compare and contrast qualitative insights with quantitative data to see if patterns emerge. For example, if many respondents express concerns in qualitative responses, check if quantitative data (e.g., survey ratings) reflect similar concerns.
- **Prioritise key issues:** Rank the themes or issues based on frequency of mention, stakeholder impact, or relevance to the consultation objectives.
- **Identify areas of consensus and disagreement:** Highlight areas where there is broad agreement and areas where opinions diverge. This helps in identifying points of conflict or potential solutions.

Step 6: Reporting findings

Prepare a detailed and transparent report to communicate the feedback analysis to stakeholders. Ensure that the report is clear, accessible, and includes all relevant information.

- **Executive summary:** Provide a concise summary of the key findings, trends, and recommendations for decision-makers and stakeholders.
- **Methodology:** Outline the consultation process, the feedback collection methods, and the analysis approach so that readers understand how the conclusions were drawn.
- **Presentation of data:** Present the analysed feedback using clear visuals (graphs, charts, tables) to help stakeholders easily understand the findings.
- **Highlight key themes and trends:** Present both quantitative and qualitative findings, breaking down the analysis by theme, issue, or stakeholder group.
- **Provide recommendations:** Based on the analysis, offer clear recommendations or next steps. This may include proposed actions, areas that need further discussion, or suggestions for improvement.
- **Include stakeholder input:** Ensure that the voices of stakeholders are represented in the report, especially for key issues where feedback varied widely.
- **Transparency on limitations:** Acknowledge any limitations in the consultation process or feedback (e.g., small sample size, biases) to provide a full picture.

GUIDELINES FOR NATIONAL CONSULTATIONS ON THE PACIFIC ONE-MARITIME FRAMEWORK

Step 7: Dissemination and feedback

Once the report is finalised, distribute it to stakeholders and invite further discussion or input.

- **Share the report:** Distribute the final report to all relevant stakeholders (e.g., through emails, public platforms, or consultation websites).
- **Allow for further discussion:** Encourage stakeholders to provide additional feedback or engage in follow-up consultations to refine the findings or address unresolved issues.
- **Track how feedback is used:** Clearly communicate how the feedback has been integrated into decision-making processes and any actions that will be taken because of the consultation.

Step 8: Continuous improvement

After the consultation process is complete, evaluate the feedback analysis and reporting process itself to improve future consultations.

- **Evaluate the process:** Review how effectively feedback was analysed and reported. Were there any challenges in interpreting the data or communicating findings?
- **Learn from feedback:** Seek feedback from stakeholders about the consultation process and use it to refine the methodology for future consultations.

By following this process, organisations can ensure that feedback is analysed thoroughly and reported transparently, allowing stakeholders to see how their input influenced decision-making.