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South Pacific Regional Environment Programme

**Fifth**  
**Intergovernmental**  
**Meeting**

14 - 18 September 1991  
Apia, Western Samoa

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South Pacific Regional Environment Programme

# **Report of the Fifth Intergovernmental Meeting**

Held in  
**Apia, Western Samoa**  
on 14 - 18 September 1992

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# Meeting Report

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## Item 1: Official Opening

The Fifth Intergovernmental Meeting (IGM) of the South Pacific Regional Environment Programme (SPREP) was held at Papauta Girls' School in Apia, Western Samoa, from 14 to 18 September 1992. Representatives of the following SPREP member countries and territories attended: American Samoa, Australia, Cook Islands, Fiji, France, French Polynesia, Federated States of Micronesia, Guam, Kiribati, New Caledonia, New Zealand, Niue, Northern Mariana Islands, Palau, Papua New Guinea, United Kingdom on behalf of Pitcairn, Solomon Islands, Tokelau, Tonga, Tuvalu, United States of America, Vanuatu and Western Samoa. An apology was received from Nauru. Advisors attended on behalf of the Economic and Social Commission for Asia and the Pacific (ESCAP), the Forum Secretariat and the South Pacific Commission (SPC), while an apology was received from the United Nations Environment Programme (UNEP). Among the Observers were representatives of the Asian Development Bank (ADB), the East-West Center (EWC), the Forum Fisheries Agency (FFA), Greenpeace, the International Union for the Conservation of Nature and Natural Resources (IUCN), The Nature Conservancy (TNC), the Pacific Islands Development Program (PIDP), the South Pacific Applied Geoscience Commission (SOPAC), the United Nations Development Programme (UNDP), the United Nations Educational, Scientific and Cultural Organisation (UNESCO), the University of the South Pacific (USP) and the World Wide Fund For Nature (WWF). A list of participants is attached as Annex 1.

2. The IGM was opened by the **Hon. Faasootauloa Pati, Minister for Lands, Survey and Environment of Western Samoa**, who, in his address, welcomed delegates to the Fifth SPREP IGM. He noted that this represented an historic occasion as SPREP's first IGM since its relocation to Western Samoa.

3. The Minister noted the complexity of environmental issues facing the countries of the Pacific region. Threats, such as sea level rise, posed complex challenges for SPREP and member countries. The task ahead was immense and the important role of the IGM in setting the future course for SPREP was stressed. The Minister also noted the satisfactory establishment of SPREP in Western Samoa and expressed gratitude to member countries for their assistance and guidance to date. The text of the Hon Minister's statement is attached as Annex 2.

4. Responding to the Minister's address, **The Hon Asterio Takesy, Secretary of Resources and Development of the Federated States of Micronesia**, thanked the Minister for setting a clear direction for the deliberations of the IGM. He noted that the environment was a very important issue for all of SPREP's member countries and there was a need for the development of clear programs in the environmental area.

5. At the invitation of the Chairman, the **Director, Dr Vili Fuavao**, then addressed the IGM. The Director welcomed delegates, paid tribute to the commitment of SPREP's member governments and also highlighted the efforts of the Government of Western Samoa in facilitating SPREP's move to Apia.

6. Dr Fuavao noted the importance of issues that were to be addressed by the IGM, stressing the need for action on the Treaty to establish SPREP as an autonomous agency. Other substantial issues were the implementation of Agenda 21, the proposed South Pacific Biodiversity Conservation Programme and the Proposed Work Programme and Budget for 1993. Dr Fuavao emphasised the important assistance provided by donor agencies in the implementation of SPREP's Work Programme. He also paid tribute to the role of SPREP's four founding organisations and hailed the contribution of **Mr Robin Yarrow**, as **Chairman of the Fourth IGM**, to the development of SPREP over the last 18 months. The text of the Director's statement is attached as Annex 3.

## **Item 2: Appointment of Chairperson**

7. The IGM appointed Western Samoa to be its Chairperson for 1992/93. It also appointed France to be its Vice-Chairperson.

8. In assuming the Chair, **the Director of Lands, Survey and Environment of Western Samoa, Mr. Fiu Mataese Elisara Laulu**, also paid tribute to the dedication and hard work of his predecessor, the representative of Fiji, **Mr Robin Yarrow**, who had guided the IGM and SPREP through momentous achievements in the past twelve months.

## **Item 3: Adoption of Agenda and Working Procedures**

9. A drafting committee was established consisting of France (Chair), Cook Islands, Fiji, Kiribati, New Zealand and the United States of America. It was agreed that participation in the work of the drafting committee would be open to any delegation wishing to attend.

10. Following discussions, the Provisional Agenda was amended to bring forward consideration of the Budget, Work Programme and Staff Salaries and Conditions. The amended Agenda as adopted is attached as Annex 4.

11. It was agreed that Item 7(d): Review of Salaries and Conditions of Service System, would be the only Item to be considered in closed session.

12. Hours of work as contained in 5IGM/WP.1/Att.1 were adopted.

## **Item 4: Matters Arising from 1991 Intergovernmental Meetings.**

13. The IGM noted the status of matters arising from the:

- Fourth IGM Ministerial Meeting,
- Fourth IGM Officials Meeting; and,
- Fourth IGM Special Session,

as reported in 5IGM/WP.4.

## **Item 5: SPREP: its Past, Present and Future - an Overview**

14. The **Director** presented his Overview. In discussing paragraph 30, it was noted that SPREP members set priorities for the Work Programme and that the work of the organisation should be of a high scientific standard. SPREP provided a useful and important forum for bringing the scientific community and member governments together to discuss and advance sustainable development in the region. The meeting noted the Overview and the developments of the organisation.

15. **Pitcairn** proposed, subject to progress on the SPREP Treaty, that the SPC be invited to recognise, at its next Conference, the importance of SPREP as the Region's principal environmental organisation.

## **Item 6(a): Treaty Establishing SPREP**

16. Preliminary discussions on the draft Treaty text emerging from the Fourth IGM noted that consensus had not been reached on all issues. Full membership and participation by Territories in SPREP was of particular concern.

17. It was agreed to commence negotiations paragraph-by-paragraph on the whole text of the draft Treaty that had been circulated.

18. In the interests of making progress with negotiating the draft Treaty, it was agreed to reconvene the Legal Subcommittee which had originally been established during the Fourth IGM. This comprised Australia, FSM, France, New Zealand, Papua New Guinea, Solomon Islands and was chaired by Western Samoa. It was an open-ended Subcommittee in which any delegation was welcome to participate.

19. An additional matter to be considered by the Legal Subcommittee was possibly broadening Articles 3 and 7 to include the appointment by the IGM not only of the Director but also of the Deputy Director.

20. Following deliberations by the Legal Subcommittee over two days, the **Chairman of the Legal Subcommittee** introduced the draft revised **Agreement Establishing the South Pacific Regional Environment Programme as an Intergovernmental Organisation** and noted that there were still some unresolved areas including the following:

- Membership (Article 3);
  - decision making procedure (Article 4); and
  - possible appointment of the Deputy Director by the SPREP Meeting (Article 3, paragraph 3g).
21. Wide ranging discussion followed on the proposed Treaty. The key issues identified were:
- the urgent need for the IGM to agree on a Treaty which would enable SPREP to function effectively as a separate legal entity; and,
  - the strong wish expressed by the Territories that they continue to have full participation in the activities of SPREP including voting rights; this point was underscored by the Representative of France, who expressed his country's commitment to ensuring that the French territories would continue to participate in SPREP's activities in the same way as in the past.

22. There was general agreement that a solution should be found to allow SPREP to continue the full participation of all its current members.

23. The IGM then accepted the draft of the Legal Subcommittee of the Agreement Establishing the South Pacific Regional Environment Programme as an Intergovernmental Organisation as a basis for further discussions and decision at a Plenipotentiary Meeting, suggested to be convened in February 1993 by the expected Depositary for the Agreement, Western Samoa.

#### **Item 6(b): Corporate Plan**

24. After listening to the Director's introduction relating to institutional arrangements, the meeting discussed the Corporate Plan but felt that it was premature to finalise the Plan in the absence of the Treaty Establishing SPREP.

25. The role of the proposed Executive Committee of the IGM was discussed. The Director noted that decisions would be made by the Executive Committee only on the basis approved by the IGM.

26. It was then agreed that the Corporate Plan be deferred for consideration at the Sixth IGM.

#### **Item 6(c): IGM Provisional Rules of Procedure**

27. It was agreed that the Provisional Rules of Procedure should be referred to the Legal Subcommittee. However, this matter was not referred back to the Plenary and it thus represents an outstanding matter for consideration at the next IGM.

#### **Item 6(d): Permanent Headquarters**

28. Delegates expressed appreciation to the Government of Western Samoa for making available an excellent site for a permanent headquarters complex.

29. It was noted that the land donated by the Western Samoan Government was freehold land. The IGM thanked the Government of Western Samoa and agreed to direct the Secretariat to pursue arrangements for funding the development of a new headquarters complex for SPREP.

#### **Item 6(e): Provisional Terms of Reference for Director**

30. It was agreed that the Provisional Terms of Reference, as amended below, be adopted on a provisional basis, pending finalisation of the SPREP Treaty. The following amendments to the Terms of Reference were approved by the IGM:

- Item 8: insert "merit" before the words "technical qualifications" and "relevant experience" after the words "technical qualifications"; and,
- delete Item 18.

The approved Provisional Terms of Reference for the Director appear as Annex 5.



### **Item 7(a): Proposed Policies and Procedures for Work Programme Formulation.**

31. Introducing this Item, the Director outlined problems that existed with the previous process for Work Programme formulation and described the proposed new process.

32. Delegates welcomed the initiative taken by the Secretariat in submitting to the IGM a new 3-step streamlined process for Work Programme formulation. Delegates agreed that this process would result in a more realistic Work Programme and provided additional constructive points for incorporation into the process. Further, it was agreed that a review of the process be undertaken at the Sixth IGM to evaluate its effectiveness.

33. Following are those matters which the Secretariat was asked to consider when putting the new Work Programme process into operation:

- the process, whilst incorporating projects developed through the National Environmental Management Strategies (NEMS), should also maintain a degree of flexibility by including other projects from member territories and countries and by enabling them to review their priorities;
- when selecting a team of experts for technical reviews of projects, consideration should be given first to the full range of expertise available from SPREP member countries; amongst other considerations, this would ensure that SPREP benefited from relevant expertise sensitive to the region's diverse cultures;
- outcomes of technical assessment should be relayed back to member countries prior to IGMs; the possibility of a meeting of technical experts prior to the IGM was raised; and,
- the process should be linked to the budget process and, in the interests of assisting donor governments and organisations, the Work Programme should include priorities.

### **Item 7(b): Coordination of SPREP - POL**

34. The IGM agreed that future activities associated with the SPREP - POL Project should be coordinated by the Secretariat. Thanks were given to the **University of the South Pacific**, and especially to **Professor Morrison**, for their past contributions to SPREP POL work.

### **Item 7(c): Evaluation of 1991/92 Work Programme and Proposed Work Programme for 1993**

35. General discussion highlighted the following points relevant to the implementation of the Work Programme:

- the importance of all projects in the Work Programme receiving due scientific scrutiny and review;
- the need for the development of regional and sub-regional programmes on a number of topics, for example, waste management;
- the need for a balance between identification of projects relevant to environmental management and the sustainable development of countries and the compilation of a realistic Work Programme that could be implemented by the Secretariat; and,

- that assistance for ratification of international conventions would be valuable.

36. The Secretariat responded by outlining its intention to:

- apply the same procedures to all projects;
- develop regional programmes which would include waste management and minimisation, coastal zone management and the integration of environment and development, and that these would be presented to donors for consideration as part of follow up to UNCED;
- look at regionality in the formulation of projects; and,
- work with countries to assist where required with the ratification of international Conventions on Climate Change and Biological Diversity.

37. In light of this discussion, the evaluation of the 1991/92 Work Programme was noted. Following consideration of Agenda Items 9(a): "Agenda 21: Implications for the Pacific Environment" and 9(b): "South Pacific Biodiversity Conservation Programme", the 1993 Work Programme was endorsed.

#### **Item 7(d): Review of Salaries and Conditions of Service System**

38. This Item was considered in closed session. SPOCC representatives, however, together with the Director and Deputy Director, were invited to remain.

39. After hearing background briefings from the Director, and from Western Samoa on behalf of the Salaries and Conditions Subcommittee whose Chairman was unable to attend, the IGM considered the proposed substantial changes to the draft Staff Regulations point-by-point as contained in Part One of the Subcommittee's Report. During these deliberations, the IGM reached consensus to adopt the Consultant's recommendations on all issues in Part One except for the following:

- In relation to **Regulation 2** (defining dependent spouse and children) the IGM agreed to add the following to the Regulation as drafted by the Consultant:  
  
"Where there is difference or disagreement over the interpretation of these definitions, the decision of the Director will be final";
- **Regulation 16(a)(i)** (relating to entitlements on appointment and termination) on which the Subcommittee's recommendation concerning Business Class travel for the Director was adopted;
- In relation to **Regulation 24(a)** (concerning the Director's entitlements) it was agreed to set a rental limit of WST 3,500.

40. The IGM also noted that, under its Terms of Reference, the Subcommittee had been delegated authority to approve the balance of the review, including the editorial changes set out in Part Two. The full Review of Salaries and Conditions of Service System was deemed approved as amended on that basis. The approved Staff Regulations are attached as Annex 6.

41. The IGM also approved the Implementation Schedule contained in page 5 of the Consultant's Report, with the exception that, for staff on long-term SPC contracts deciding to transfer to the new system, and for professional staff not on long-term SPC contracts, the effective date would be one week from the conclusion of the IGM.

42. The IGM unanimously agreed that the contract of the current Director of SPREP should be renewed for one additional year under the new Salaries and Conditions approved by the IGM. The Chairperson of the IGM was requested to write to the Secretary General of the South Pacific Commission advising him of these decisions taken by the IGM and requesting that he implement them.

## **Item 8: Policy Issues**

### **Item 8(a): Relationships with International, Regional, National and Non-Government Organisations**

43. The Director introduced Item 8(a) and stressed the need for a clear process to guide the involvement of SPREP with other organisations.

44. The IGM endorsed the process outlined in the Working Paper. However, it was felt that MOUs should be circulated for the information of SPREP members and be tabled at IGM meetings where there might be financial implications for SPREP arising from its involvement with such MOUs.

### **Item 8(b): SPREP Focal Points**

45. It was felt that it was inappropriate for the IGM to indicate who SPREP Country Focal Points should be. It was agreed, however, that each member would advise SPREP as to what arrangements they preferred in relation to Focal Points.

### **Item 8(c): SPREP Flag**

46. The IGM supported design number 2 for the SPREP flag.

## **Item 9: Action Plan Issues**

### **Item 9(a): Agenda 21: Implications for the Pacific Environment**

47. The Director introduced Item 9(a), noting the importance for the Pacific environment of the UNCED Conference and the need for coordinated implementation of Agenda 21 involving SPREP and other SPOCC members.

48. The Sustainable Development Officer provided more detail on the Working Paper. The following points were then made by delegates:

- appreciation was expressed to the SPREP Secretariat for its assistance in coordinating Pacific Country inputs to UNCED;

- the proposed Global Conference on Sustainable Development for Small Island Developing States should be delayed to 1994 until other proposed conferences on management of coastal resources had been held in order to more closely integrate these components of sustainable development into that Conference;
- a number of other aspects could be considered in a revision of the SPREP Action Plan, including:
  - ◆ the implications of Agenda 21 should be considered in relation to all sections of the Action Plan, rather than just the "Regional Concerns" section; relevant Sections of Agenda 21 were identified as: "Toxic and Hazardous Waste" and "The Role of Indigenous People";
  - ◆ the change suggested in paragraph 16 should read: "Climate related issues, such as depletion of the ozone layer and tectonic movements resulting in volcanic activity and earthquakes, will have implications for the region;" in the new objective 8, "problems" should be replaced by "concerns"; and,
  - ◆ the new objective 7 should be amended as follows: "assist member countries to implement those aspects of Agenda 21 that fall within SPREP's mandate";

49. The IGM:

- noted the analysis of Agenda 21 and the implications of UNCED outcomes for the SPREP Work Programme and administrative arrangements;
- agreed that SPREP, with the support of member countries, seek observer status to the Sustainable Development Commission, in consultation with other regional organisations;
- noted the changed role of the Project Officer/UNCED towards implementation of Agenda 21; and that the Director already had sufficient discretion to make this reallocation of resources; and,
- endorsed the amendments to the 1991-95 SPREP Action Plan, with the incorporation of the further amendments noted above.

50. Following discussion of a proposal to host a "Global Conference on Sustainable Development of Small Island Developing States" put forward by the Cook Islands, the following was endorsed by the IGM:

- that SPREP members supported the Cook Islands' offer to host this Conference in 1994, recognising the importance of a global consensus; and,
- that those members which were also members of the United Nations be asked to take this support into the UN, noting that the South Pacific Forum had already endorsed the offer of the Cook Islands to host that Conference.

### **Item 9(b): South Pacific Biodiversity Conservation Programme.**

51. Muliagatele Iosefatu Reti presented the summary of consultations and preparations for the GEF-funded South Pacific Biodiversity Conservation Programme. Several opportunities had been provided to incorporate comments from governments, NGOs, other organisations and individuals. The five year programme contained in the design document kept staffing levels as low as possible at SPREP headquarters, while the focus for the programme was on in-situ conservation.

52. A number of issues and possible amendments to the design document were suggested. A discussion group was held during the meeting to consider these issues and to further discuss the Programme.

53. A number of Territories expressed regret that they could not be included in the Programme because of the conditions of funding associated with it.

54. In light of these discussions, and on the understanding that any changes would be communicated to the SPBCP participating countries, the IGM noted the developments and preparation of the SPBCP design document and endorsed its presentation to the GEF for approval.

### **Item 10(b): Working Currency.**

55. After discussing the currency issues outlined in Working Paper 10(b), it was agreed that USD would be the working currency for SPREP.

### **Item 10(c): IGM Travel and Per Diem.**

56. The IGM considered the options for funding travel costs and per diem allowances for participants in SPREP Intergovernmental Meetings. After discussing funding implications for member countries, it was agreed, after the deletion of the United Kingdom from Paragraph 3, to adopt option (iii), i.e. a special fund be made available to assist small island members only in the payment of such expenses associated with the IGM, with other members paying their own expenses.

### **Item 10(d): Corporate Sponsorship.**

57. The IGM endorsed in principle the general thrust of the paper by the Secretariat on Corporate Sponsorship as a means of further widening the financial base available to SPREP for programme implementation. However, it was also recognised that the issue was a delicate one involving a potential conflict of interest with corporate sponsors and therefore it was agreed that the Secretariat would prepare a more detailed analysis of the broad issues involved in this context and propose guidelines for consideration at the next IGM.

### **Item 10(e): Language Services Policy.**

58. The importance of satisfactory translation and interpretation was discussed. French-speaking delegates mentioned the poor quality of some translated documents and France urged SPREP to recruit at least one translator on a temporary basis in line with option (i) ("a mixed service"). The Budget Subcommittee was asked to consider this proposal.

59. The Budget Subcommittee discussed the issue and felt that the standard of the translated preparatory documents for this meeting was very poor. However, the Secretariat was requested to take the necessary action to resolve this issue before the Sixth IGM. The possibility of entering into a contract with SPC was identified as one option. The Secretariat was requested to report again on this Item to the Sixth IGM.

60. With the kind agreement of France, French Polynesia and New Caledonia, it was agreed to continue with the Wednesday afternoon plenary session of the IGM without interpretation services after the interpreters came to the end of their agreed working hours.

### **Item 10(f): Computer Services**

61. The Fourth IGM requested that the Secretariat identify a consultant to evaluate its computer services needs and develop a plan for addressing those needs. The Secretariat undertook to report back to the Fifth IGM on these matters. However, given the situation with SPREP's recent transfer to Apia, the Secretariat considered that more time was needed before instituting such a consultancy. The IGM agreed that the Secretariat should report on this matter to the Sixth IGM.

### **Item 10(g): Relocation Expenditure**

62. The IGM thanked the Governments of Australia, New Zealand and Western Samoa for their assistance with SPREP's relocation from Noumea to Apia. The IGM noted the relocation expenditure as outlined in **WP9(g)** and encouraged member countries to remit their relocation contributions as agreed at the Fourth IGM. The IGM also noted that, although it was not listed in the Working Paper, the Government of France had already made its contribution.

63. The IGM further noted that the Government of Australia had agreed that amounts contributed by other members to the relocation costs, which could be in the vicinity of USD100,000, could be offset against Australia's contribution of USD250,000 and be allocated to the Small Grants Scheme.

### **Item 11: Director's Annual Report for 1991-1992.**

64. The IGM noted the Director's Annual Report for 1991-1992.

## **Item 12: Member Country Initiatives.**

65. A Proposal for a **Regional Convention on the Ban of the Import into the South Pacific and the Control of Transboundary Movement and Management of Hazardous Wastes within the South Pacific Region** was originally submitted by the Government of Papua New Guinea to the Twenty-third South Pacific Forum. The Forum welcomed the proposal and agreed that it be forwarded to SPREP for technical evaluation and comment. The proposal was submitted as WP12 to the IGM for consideration and advice. Australia also tabled a discussion paper on the movement and management of hazardous waste within the South Pacific Region.

66. Delegates welcomed the proposal which they considered required careful technical evaluation. Accordingly, a Technical Working Group was established made up of Australia, France, French Polynesia, Papua New Guinea, Solomon Islands, Tonga and the United States of America. SPREP was asked to convene a meeting of the Working Group and to invite the Forum Secretariat to attend.

### **Finance - General**

67. The IGM re-constituted the Budget Subcommittee established by the previous IGM (at that time called the Finance Working Group) to consider the Revised 1992 Budget and Indicative Budget for 1993 and the draft Financial Regulations. The Budget Subcommittee members were French Polynesia (Chair), Australia, Fiji, Niue, Tuvalu and United States of America. (The Republic of the Marshall Islands was not represented at the Fifth IGM).

68. The Budget Subcommittee Chairman, in introducing the Subcommittee's report:

- noted that significant progress had been made since the Fourth IGM;
- expressed preference for the Work Programme component of the Budget to be more closely linked with Work Programme activity;
- noted with interest, and endorsed the content of, the comments made by the Secretariat in **WP10(d)** and encouraged the Secretariat to develop guidelines for internal usage in line with recognised accounting rules; and,
- expressed the view that systems would have to be developed to forecast future funding requirements of primary functions.

### **Item 10(a): Financial Regulations**

69. The Subcommittee recommended the following changes to the draft Financial Regulations:

- the words "... and expenditure .." be deleted from Regulation 7(1);
- the words "and reported to the IGM for endorsement" be added at the end of Regulation 25;
- the words "and always by 31 March of the following year" be added at the end of Regulation 29; and,
- that in relation to Regulation 22, the IGM set the limit for bank overdraft at zero until further decided by the IGM.

70. In the interests of ensuring consistency, transparency and accountability, Western Samoa submitted the following guidelines for the external auditors report. These were endorsed by the IGM to be inserted as a new Regulation between Regulations 32 and 33 of the Financial Regulations. It was agreed that the Auditors would prepare a report on the accounts certified in which they should mention:

- the extent and character of their examination and any changes in accounting practice;
- matters affecting the completeness or accuracy of the accounts;
- the accuracy or otherwise of the supplies and equipment records as determined by stocktaking and examination of the records;
- the adequacy of financial procedures of the South Pacific Regional Environment Programme including internal control matters and adherence to the financial regulations;
- the adequacy of insurance cover for the buildings, stores, furniture, equipment and other property of the South Pacific Regional Environment Programme; and,
- any other matters which should be brought to the notice of the IGM.

71. The representative of Pitcairn stated that, whilst the United Kingdom continued to regard assessed contributions as voluntary, it had paid Pitcairn's "subscription" for 1992, had contributed to the costs of the relocation of SPREP and, in addition to the assistance given to SPREP Programmes since 1987, remained willing to consider larger requests.

72. The IGM adopted the Financial Regulations for SPREP as amended which are attached as Annex 7.

#### **Item 7(e): Revised 1992 Budget and Indicative Budget for 1993.**

73. The Report of the Budget Subcommittee in respect of the 1991-1993 Consolidated Budgets was reviewed. The amended Consolidated 1991, 1992 and 1993 Budgets proposed by the Subcommittee were accepted.

74. In general discussion, the Secretariat was urged to integrate the Work Programme and Budget. It was also noted that the increased work load for SPREP in the wake of UNCED would have significant implications for the Primary Functions. This would require countries to promptly remit their voluntary contributions.

75. The IGM endorsed the Budget Subcommittee's recommendations in respect of financial reporting as follows:

- that the Secretariat report to the next IGM on the implementation of its financial systems and procedures and ways which would assist SPREP and the IGM obtain better information for budgets and forward projections of income and expenditure which should provide for:
  - ◆ compliance with the Financial Regulations
  - ◆ compliance with the Guiding Principles of Financial Management approved at the 1991 IGM;
  - ◆ systems to forecast expenditure and income for the following three years; and,
  - ◆ linkage to the Work Programme;



- that a conservative approach should be taken for Work Programme estimates of income and expenditure.

76. The IGM agreed that:

- the Secretariat should present to each IGM a report summarising cash flow for SPREP finances; and,
- the revised, indicative 1993 Consolidated SPREP Budget be adopted with the proviso that expenditure on the Small Grants Scheme during 1993 would not take place unless it was clear that funds were available.

77. The revised, indicative 1993 Consolidated SPREP Budget, as approved, is attached as Annex 8.

**Item 7(f): Audit of SPREP Accounts on Separation from South Pacific Commission and Interest on SPREP funds for 1991-92.**

78. The meeting noted the need for timely presentation of audit statements in future and the need for them to be easily reviewed and understood by all delegates.

79. **Australia** and **France** reserved the right to examine the audit of the SPREP accounts in detail and to raise matters again in future.

80. In light of these discussions, the IGM:

- noted the Audit Report;
- noted the decision of the CRGA declining SPREP's request for part or full payment of 1991 interest on SPREP funds; and,
- noted with thanks that SPC had paid SPREP the 1992 interest.

81. **French Polynesia** put forward a proposal regarding possible ways of reducing travel costs. The Secretariat was invited to consider this proposal and take appropriate action.

**Item 13: Statements by Observers**

82. Presentations were made by UNDP, IUCN, USP, Joint NGOs (a joint statement on behalf of 12 NGOs) and UNESCO. Copies of these statements, as well as written statements by the Japan Environment Protection Authority, the FAO and ASPEI, were distributed to participants.

**Item 14: Other Business**

83. The following matters were raised under this Item:

- the need for background papers to be circulated to members at least six weeks prior to the IGM, to enable adequate country preparation;
- that consideration be given to making better use of the expertise of observers at future IGMs;

- the **French and Australian delegations** referred to the need for Pacific Island countries to consider accession to the Montreal Protocol and to move quickly to ratify the Climate Change Convention; Australia offered to provide advice to Pacific Island countries on ratification procedures to both the Vienna Convention and the Montreal Protocol and on necessary legislation to implement the Protocol;
- **Pitcairn** indicated that reference to membership and in related matters should be to "United Kingdom on behalf of Pitcairn"; and,
- the **French delegation** reported that France was in the process of establishing the "Permanent de Surveillance de l'Environnement dans le Pacifique Sud" (Permanent Environmental Monitoring Observatory in the South Pacific) which would be available for regional cooperation activities and which should work in conjunction with SPREP.

#### **Item 15: Date and Venue of the Next Meeting.**

84. The delegate of **Guam** indicated that she would investigate whether Guam could host the Sixth SPREP IGM. It was agreed, if Guam could not host the Sixth IGM, that the venue would be Western Samoa. It was also agreed that a decision would be conditional on an assessment of the financial implications by the IGM chairman after consultation with members. SPREP would advise delegates of the dates for the Sixth IGM.

85. The desirability of having, at the least, alternate IGMs in Apia to minimise costs was noted.

#### **Item 16: Adoption of the Report.**

86. In the absence of a quorum during consideration of this Item, it was agreed that the final draft Report should be circulated to those Governments and Administrations which were not present (except for the three which had not attended the Meeting) with a request that they inform the Secretariat by 31 October 1992 of any proposed changes.

#### **Item 17: Close.**

87. Responding to the Chairman's closing remarks, French Polynesia, on behalf of IGM members, thanked the Chairman and Government of Western Samoa, and the Director and staff of SPREP and all those responsible for the successful organisation and conduct of the meeting. The Chairman then formally closed the Fifth SPREP Intergovernmental Meeting.

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**Mr Faamanu FONOTI**  
Driver

**Annex 2: Speech for the Official Opening of the 5th SPREP IGM by the Honourable Faasootauloa Pati, Minister of Lands, Surveys and Environment**

Honourable Ministers of State  
Excellencies Members of the Diplomatic Corps  
Distinguished Delegates  
Ladies and Gentlemen

Hosting this Fifth Intergovernmental Meeting of SPREP is an honour of the Government and the people of Western Samoa. It is therefore a privilege for me to welcome you to our shores and to extend to you the warmest greetings of the Government and the people of our country.

This Fifth IGM of SPREP is an especially important event in the History of the Organisation. It carries specific and heavy responsibilities. Firstly, this is because SPREP is at the crossroads with respect to its own development as the Region's Environmental Protection Agency. The nature of its future as that agency must, within the next few days, be finalised.

Secondly, the nature of the environmental problems facing all SPREP member island nations are now assuming centre stage. They can no longer be ignored. They must now be addressed decisively with firmness and clarity. The sustainable development of Pacific Island Nations depend on their being dealt with effectively.

The momentum for environmental action generated at the Earth Summit in Rio, must be maintained and capitalised. My Prime Minister during that Historic Conference emphasized the need for action beyond the signing of the Conventions, the Rio Declaration, the Forest Principles and Agenda 21. This should be the mission of SPREP within the foreseeable future. Therein also lies the goal this IGM must seek to achieve.

There can be no doubt that SPREP needs to be strengthened. One needs only to consider the nature of the environmental challenge confronting the region as a whole to understand that necessity. The transboundary nature of many environmental problems and their commonality amongst nations ensure that SPREP member countries can combat them effectively only as a region and with the coordination and assistance that SPREP was created to provide.

Therefore the essence of SPREP remains above question. If anything, it has only been reinforced with the increasing threat of environmental changes sweeping the world over. This IGM will thus be expected to play a decisive part in that process of institutional strengthening that we hope will set the course for SPREP for the immediate future.

The complex and diverse nature of environmental problems confronting the region, I am sure, is a matter of common knowledge to you all.

Climate Change and its accompanying adverse consequences of Sea Level Rise and severe and frequent cyclones are serious threats for all island nations. For some, the loss of complete territories renders their very existence as nations perilous.

The task ahead of you is therefore going to be challenging and difficult. SPREP needs focus on the immediate needs of the region. It needs to be flexible in its work programme and in the allocation of its resources to meet those valid urgent needs.

SPREP must also be innovative in securing and using additional and existing resources wisely to assist the region as a whole and individual nations effectively. The importance of strengthening SPREP as the region's environmental agency must therefore be also looked at in this context. The task ahead of SPREP is immense.

As host of this occasion, the importance of this IGM to Western Samoa extends beyond SPREP's development and needs or the member nations environmental concerns. The Government and The People of Western Samoa had offered to be the home of SPREP and that offer was unanimously supported by the region's governments. For us, there is no more fitting occasion than today, to express our gratitude to all representatives of Member Governments of SPREP for their support and trust. On the occasion of the opening of this Fifth IGM, I thank you and your respective governments for that support.

The pledges of resources of land and temporary facilities for SPREP that the Government of Western Samoa made in her bid, have already been fulfilled. We believe that the land and the interim facilities have been satisfactory to SPREP's administrators. We hope the delegates of this IGM will visit the land and the interim offices of SPREP in the course of this meeting, and I am sure you will find it satisfactory.

To conclude my remarks, let me wish you the very best in your deliberations today and in the days ahead. It is my fervent hope that your stay in our island country will be refreshing and enjoyable.

I also hope that our social, cultural and physical environment and, God willing, the weather, will be equally conducive to making your stay a memorable one and to getting the right tone for this Fifth SPREP Meeting.

With those brief remarks, I now officially declare this Fifth SPREP Intergovernmental Meeting open.

Thank you.

### Annex 3: Director's Opening Statement

Honourable Minister for Lands, Survey and Environment  
 Honourable Secretary for Resources and Development from the Federated States of Micronesia  
 Excellencies  
 Heads of Delegations  
 Delegates  
 Advisors, SPOCC Members  
 Observers, Friends of SPREP Family  
 Ladies and Gentlemen,

Welcome to this Fifth Intergovernmental Meeting of the South Pacific Regional Environment Programme. Although the banner above you may indicate that this is the Fifth such gathering, it is in fact the first since SPREP achieved autonomy and set up its own Headquarters in Western Samoa. It is therefore my particular - even historic - pleasure to greet you for the first time this morning as officer-in-charge of the region's newest Intergovernmental Organisation. It is always a pleasure to meet old acquaintances and meet new friends of the SPREP family. I hope that you will take time to chat with my staff, get to know your Secretariat better before you leave Apia.

To have achieved this transition in the short time since the last IGM is a tribute to the commitment of SPREP's Member Governments and Administrations. I would like at this point to make special mention of the efforts of the Government of Western Samoa in facilitating SPREP's move to Apia in the immediate aftermath of Cyclone Val - perhaps the most destructive storm to have visited these islands this century. I would also like to thank you personally, Mr Minister, for taking time out from your busy duties to be with us this morning and for your informative opening address. Additionally, please convey our thanks to your Government for the arrangements it has made so effectively for hosting this meeting, including the provision of this fine venue.

Mr. Chairman, I cannot tell you how much your Secretariat has been looking forward in anticipation to this IGM for some hard, decisive commitments and decisions to further facilitate the establishment of SPREP as a fully autonomous organisation.

Over the next three days you will be called on to make decisions on issues of considerable significance to SPREP and its Secretariat. Your Secretariat has done everything it *can think of* to put the various matters before you with transparency using the best information available to us. However, if there is anything else you need or we can do, please tell me or my staff so that it can be attended to.

The Secretariat, with assistance from you, has prepared a monumental agenda. The deliberations will not be simple or easy but *true* to the spirit of SPREP and this region, we will come out with decisions eventually.

I hope you have all had an opportunity by now to study the Agenda and Working Papers the Secretariat has put together. Although all the substantial items are of equal importance, to rephrase Orwell, some are more equally important than others.

First among those equals is the proposed Treaty Establishing SPREP as an autonomous agency. You will remember that Ministers decided at the IGM in July last year that this was the preferred option. It is now a matter of extreme concern to the Secretariat that virtually no progress has been evident since then on negotiating the terms of a Treaty, despite most member countries having indicated their readiness to do so. This has left SPREP in a very vulnerable and difficult position legally and constitutionally. Mr. Chairman, you gave your organisation an ambitious Work Program and Action Plan at the last IGM and for the sake of giving your Secretariat the means to implement them, I plead with you to ensure that satisfactory progress is at last achieved during your deliberations this week. Failure to do that will no doubt hamper the Secretariat's operation and more importantly its status, privileges and immunities in the host country. Mr. Chairman, I beg your indulgence not to leave SPREP hanging in limbo, but allow us to play our role in the development of this region.

Without diminishing the significance of other matters, I would also like to ask you to devote particular attention to three other items. These are the review of Staff Salaries and Conditions of Service, the Corporate Plan and proposals for reviewing the current system of putting together SPREP's Work Programme. Along with the Treaty, these issues are what I have referred to in my Annual Report as the organisation's building blocks. With them firmly in place, SPREP will be able to turn its full attentions to the urgent environmental considerations for which it was established by its members.

Other substantial matters for consideration are the implications for the region of the implementation of Agenda 21, the proposed South Pacific Biodiversity Conservation Programme and the proposed Work Programme and Budget for 1993. These are all important to the continued direction of your Secretariat, so we look to your guidance and wisdom to point us the way ahead.

Some agenda items by their nature should be restricted to the Secretariat and its members. These are indicated with an asterisk on your list of Working Papers. You will need to consider early in your deliberations the need for this meeting to go into closed session for those particular items.

You will see, therefore, that there is a lengthy list of substantive issues before you. Despite this, I ask for your cooperation in ensuring that the meeting is concluded by Wednesday evening because we are planning three more meetings on Thursday and Friday.

I am pleased to see so many representatives of donor organisations here this morning. Without your assistance, the commitment of SPREP's member governments and administrations would not have been translated into action. It is appropriate for me to say a few words of special welcome to you and to extend SPREP's deep appreciation for continuing to support our activities during these times of rapid and fundamental change. Some have argued that the success or failure of SPREP in attracting resources reflects the global attention to environment degradation. While I agree with that, it is also true to say that donors and international agencies invest their resources on organisations that have, among others, clear direction, good and transparent financial management systems, good and practical approaches and projects. These are the underlying factors in the development of SPREP.

A number of governments, too, are extending much needed and welcomed assistance to SPREP. Sometimes this could even be considered as going beyond the calls of duty. Please accept my grateful thanks for everything you are doing to help us, particularly in our re-establishment phase. Suffice to say that the assistance of all our friends will be crucial in the coming years when SPREP is consolidating its existence and functions.

I would like to acknowledge the presence of representatives of SPREP's four founding organisations, whom you can see at the advisors' table. Please be assured that this evidence of your continuing interest in and commitment to SPREP is much appreciated. Special mention is made of the South Pacific Commission which is making possible the interpretation and translation facilities for this meeting. I would also like to thank the Governments of Australia and New Zealand for providing the necessary funding enabling the Secretariat to convene its Fifth IGM.

At this juncture, please allow me to acknowledge the services of Mr. Robin Yarrow, who is unable to be with us today, in the last 18 months. During this period, he was a great and dedicated ally of SPREP and his guidance and understanding have seen this Secretariat through this trying time. The SPREP Secretariat wishes him all the best in his new appointment.

Last in the appreciation pecking order, but only to allow added emphasis, I wish to pay tribute to my staff. They put together the papers for this meeting; they arranged the logistics which got most of you here. For the majority of them this is their first IGM. In fact all the support staff are entirely new to SPREP and yet in six months they have shown enormous dedication and have integrated into the SPREP family. I am very proud of them and am sure you will agree that they are doing a first class job.

This week is not all work and no play. The Western Samoan Government will host a function for you this evening, while SPREP invites all participants to have a look at our Headquarters at lunchtime today. You will also be able to see the site for our proposed new Headquarters. Tomorrow night it will be my pleasure to be your host, again at SPREP Headquarters. In between times I hope that you have at least some opportunity to see a little more of this beautiful country and perhaps experience some of its renowned hospitality.

Please have a pleasant stay in Western Samoa and may you all contribute to the most productive and useful IGM yet.

Thank you.

## **Annex 4: Agenda**

1. Official Opening
2. Appointment of Chairperson
3. Adoption of Agenda and Working Procedures
4. Matters Arising from 1991 Inter-Governmental Meetings
5. SPREP: its Past, Present and Future - an Overview
6. **Institutional Issues**
  - (a) Treaty Establishing SPREP
  - (b) Corporate Plan
  - (c) IGM Provisional Rules of Procedure
  - (d) Permanent Headquarters
  - (e) Provisional Terms of Reference for Director
7. **Work Programme and Budget Issues**
  - (a) Proposed Policies and Procedures for Work Programme Formulation
  - (b) Coordination of SPREP - POL
  - (c) Evaluation of 1991/92 Work Programme and Proposed Work Programme for 1993
  - \* (d) Review of Salaries and Conditions Of Service System.
  - (e) Revised 1992 Budget and Indicative Budget for 1993
  - (f) Audit of SPREP Accounts on Separation from South Pacific Commission and Interest on SPREP Funds for 1991-92
8. **Policy Issues**
  - (a) Relationships with International, Regional, National and Non-Government Organisations
  - (b) SPREP Focal Points
  - (c) SPREP Flag
9. **Action Plan Issues**
  - (a) Agenda 21: Implications for the Pacific Environment
  - (b) South Pacific Biodiversity Conservation Programme



**10. Finance and Administration Issues**

- (a) Financial Regulations
- (b) Working Currency
- (c) IGM Travel and Per Diem
- (d) Corporate Sponsorship
- (e) Language Services Policy
- (f) Computer Services
- (g) Relocation Expenditure

11. Director's Annual Report for 1991/1992

12. Member Country Initiatives

13. Statements by Observers

14. Other Business

15. Date and Venue of Next Meeting

16. Adoption of the Report

17. Close.

## Annex 5: Terms of Reference for the Director

### The South Pacific Regional Environment Programme (hereinafter referred to as "SPREP")

#### INSTRUCTIONS TO THE DIRECTOR

To: The Director of the South Pacific Regional Environment Programme

You are hereby instructed by the Intergovernmental Meeting (hereinafter referred to as the "IGM") as follows:

#### I DEFINITIONS

1. In these instructions, unless otherwise indicated by the context, "direction" means any direction, instruction, resolution, decision, or request recorded in the Reports of the IGM, or otherwise approved by the IGM, or any instruction or observation embodied in Committee records approved by the IGM.

#### II CONSTITUTION AND FUNCTIONING OF SPREP

2. SPREP derives its authority, powers and functions from decisions of the bodies which exercise control over it, including in particular the IGM, and in due course, it is expected, from a constituent instrument.

3. As laid down therein, you are the chief executive officer to SPREP and shall carry out all directions of the IGM. You will be responsible for the functioning of the Secretariat and it is your duty:

- (a) to ensure, so far as lies within your power and authority, the due observance of the terms and provisions of any constituent instrument;
- (b) to bring to the notice of the IGM any case where those decisions or terms and provisions are not being satisfactorily observed or carried out, and where, in your opinion, action or proposed action is or would be inconsistent with any of those terms or provisions or not strictly within the authority, powers, or functions conferred on SPREP;
- (c) to safeguard at all times the interests of SPREP and to ensure that its affairs are conducted with efficiency and dignity as an international organisation created to promote the protection of the environment and conservation of the natural resources of the South Pacific region.

4. Your management role is one of broad scope including responsibility within established policies for maintaining relationships with the appropriate agencies of Governments and Administrations, the South Pacific Forum, the South Pacific Commission, other regional institutions, specialised agencies of the United Nations, other relevant international organisations, and non-governmental organisations.

5. Your administrative powers and functions are also broad. Details of administration are a matter for you and not the IGM. Nevertheless it is your duty to ensure that Governments and Administrations are kept sufficiently informed of the activities within your purview to enable them to discharge properly their functions in respect of the general policies of SPREP and the implementation of the Programme.

### III STAFF

6. As Head of the SPREP Secretariat, you are empowered, subject to such directions that may be received from the IGM, to appoint and dismiss, as necessary, all members of the staff of the Secretariat.
7. You should protect the international character of the Secretariat and maintain at all times the independence of the Secretariat and the freedom of its personnel from influences external to the Secretariat.
8. In the appointment of staff to the Secretariat, merit, technical qualifications, relevant experience and personal integrity of candidates are to be governing considerations. Wherever practicable, preference for staff appointments should be given to candidates from within the South Pacific region.
9. You are required to establish a Staff Classification and Salaries Plan and Staff Regulations for the approval of the IGM.
10. It is your duty to administer these instructions fairly and impartially and to ensure their due and proper observance; and in the exercise of your responsibilities and powers you will act in conformity with the relevant provisions of these instructions and in all respects as a good employer.

### IV PERFORMANCE OF DUTIES DURING ABSENCE

11. In the event of your absence or incapacity the Deputy Director will act as Director. You will provide for the designation, in the absence or incapacity of both yourself and the Deputy Director, of an officer of the Secretariat to act as Officer-in-Charge. Such designation will be notified in writing.
12. Should the office of the Director become vacant, the Director's functions and powers shall be exercised accordingly to the instructions of the chairperson of the IGM and in the absence of any instruction, by the Deputy Director.

### V THE WORK PROGRAMME

13. You will make yourself familiar with the approved procedure for the formulation and approval of the SPREP Work Programme and you will be responsible for the development of the draft Budget estimates for the Work Programme activities.

## VI FINANCE

14. You are to ensure that SPREP complies with accepted principles for financial accounting and expenditure and with its detailed Financial Regulations approved by the IGM. You are responsible, subject to the directions of the IGM, for the control of the funds of SPREP and for all accounting and expenditure.

15. You will make yourself familiar with the Financial Regulations and take such steps as may be necessary from time to time to ensure the strict observance of the requirements of those Regulations.

16. In exercising your management role and administrative control of SPREP activities and financial commitments, you will at all times bear in mind the importance of carrying out directions of the IGM with the utmost efficiency.

17. You should regard it as an important part of your functions to seek additional financial and technical assistance from the international donor community.

## VII RULES AND REGULATIONS

18. You are responsible for the administration of all rules and regulations made by, or under, the authorisation of the IGM, and it is your duty to ensure the full impartial observance of all such rules and regulations.

## VII RESOLUTIONS AND DIRECTIONS

19. You will take due cognizance of all resolutions and directions and requests for information, of the IGM; and will take action within your competence as may be necessary to give effect thereto or comply therewith.

## IX ORGANISATION AND SERVICING OF MEETINGS

20. You will be responsible for the organisation and servicing of all meetings of the IGM and any committees, sub-committees or subsidiary bodies that it establishes, and all conferences and meetings which may be directed or authorised by the IGM or under its auspices. Subject to the directions of the IGM, you will be responsible for making all necessary arrangements for such meetings and conferences and for the preparation and circulation at the proper time of the agenda and all other necessary documentation.

## **X REPORTS AND PUBLICATIONS**

21. You will be responsible for the preparation and submission to Governments and Administrations of annual reports on activities of SPREP covering the twelve months since the last similar report. Such reports will also be provided to the South Pacific Conference and the South Pacific Forum. Other periodical reports are called for in the various rules and regulations established by the IGM.

22. You will be responsible for the publication and distribution of SPREP periodicals, reports and other papers as may be directed by the IGM from time to time or in accordance with the established practice and procedure.

## **XI RECORDS AND CORRESPONDENCE**

23. You will be responsible for the operation of an efficient system of records and correspondence, and for the safe custody of IGM and SPREP records and archives.

## **XII CUSTODY AND CARE OF PROPERTY**

24. You will be responsible for the protection, control and safe custody of all SPREP property and will take all necessary steps within your authority to ensure the proper care, protection and maintenance of all such property, including land, buildings, furniture, equipment, goods and materials of whatsoever nature, whether owned by SPREP or held by it on loan or tenancy, and appropriate insurance arrangements where applicable.

## **XIII COMMENCEMENT AND AMENDMENT**

25. These instructions shall enter into effect from 18 September 1992, the date of their approval by the IGM, and shall remain in force until amended by the IGM.

## Annex 6: Staff Regulations

### PART I : SCOPE AND APPLICATION

#### Regulation 1

- (a) These Regulations set out the mutual obligations and rights of SPREP and its employees. They have been approved by the Intergovernmental Meeting (IGM) and are administered by the Director. They apply to all staff appointed to SPREP by the Director and where appropriate to the Director as well. They do not apply to temporary or short term contract employees, casual workers or consultants unless the contrary is specifically indicated, nor where other conditions have been agreed to in writing.
- (b) If any part of these Regulations becomes contrary to the laws of Western Samoa, or where they are silent, the laws of Western Samoa will apply.
- (c) These Regulations may be supplemented or amended by the IGM without prejudice to the existing contracts of staff members.
- (d) The Director may supplement these Regulations with Staff Instructions not inconsistent with these Regulations or with any decisions made by the IGM and further, may issue such Staff Instructions as may appear to be necessary to render these Regulations effective.

### PART II : DEFINITIONS

#### Regulation 2

- (a) In these Regulations, unless the context otherwise requires-

**"Allowances"** means remuneration other than salaries but does not include money received to meet expenses incurred by an employee in the course of duty.

**"Contract Staff"** are staff undertaking work which requires a university degree or equivalent qualification, or a lower qualification with expertise and practical experience of sufficient breadth to counter-balance the lack of formal qualifications.

**"Dependent"** means the financial dependent spouse or dependent child of an employee.

**"Dependent child"** means an employee's unmarried and financially dependent child who is:

- (i) under the age of 16 years; or
- (ii) under the age of 19 years if undertaking full-time study at a secondary school; or
- (iii) under the age of 22 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- (iv) mentally or physically incapacitated

**"Employee"** is a general term which according to the context may mean permanent staff, contract staff, temporary staff or all three.

**"Establishment"** means staff positions approved by the IGM.

**"Expatriate"** means a staff member, not a citizen or permanent resident of Western Samoa, who resides in Western Samoa only by virtue of employment with SPREP.

"**Greater Apia Area**" includes Letogo, Afiamalu, Ululoloa and Faleula.

"**IGM**" means Intergovernmental Meeting.

"**Local**" means a staff member who is a citizen or permanent resident of Western Samoa.

"**Remuneration Policy**" means the basis for remuneration approved by the IGM.

"**Salary**" means the basic annual rate of pay for the job which is specified in SPREP's salary scale.

"**Seconded**" means an officer attached to SPREP whose salary is paid by another organisation, but who is responsible to the Director during his or her period of attachment.

"**SPREP**" means the South Pacific Regional Environment Programme.

"**Staff**" or "**Staff Member**" means a salaried employee appointed to an established position either permanently or for a set period.

"**Permanent Staff**" are staff whose work does not require the qualifications and/or experience required of contract staff and includes accounts, administration, clerical, secretarial and technical employees.

- (b) Where there is difference or disagreement over the interpretation of these definitions, the decision of the Director will be final.

### **PART III : DUTIES AND OBLIGATIONS**

#### **Status as International Civil Servants Regulation 3**

The Director and all members of the staff of SPREP are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of SPREP only in view.

#### **Responsibility of SPREP Regulation 4**

The Director is responsible for the proper functioning of SPREP. Staff members are subject to the authority of the Director and shall not seek or receive in the performance of their duties any instruction from any external authority.

#### **Privileges and Immunities Regulation 5**

*(Negotiations are still taking place between the Western Samoan Government and SPREP. Appropriate wording will be submitted to a future meeting of the IGM).*

**Communication of Unpublished Information  
Regulation 6**

Staff shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person or the press any unpublished information known to them by reason of their official position, except in the course of their duties or by authorization of the Director. All rights in, and title to, the results of any work performed by staff in the course of their duties shall be the property of SPREP.

**Conduct  
Regulation 7**

Staff shall avoid any action, and in particular any kind of public pronouncement or activity, which may adversely reflect on their positions as international civil servants. They are not expected to give up their national sentiments or their political and religious convictions; but they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

**Outside Activities  
Regulation 8**

No staff may accept, hold or engage in any office or occupation which, in the opinion of the Director, is incompatible with the proper discharge of their duties with SPREP. To the extent considered reasonable by the Director, the time of staff shall be at the disposal of SPREP.

**Candidacy for Public Office  
Regulation 9**

Any staff member who becomes a candidate for a public office of a political character shall resign from SPREP

**Acceptance of Honours, Decorations, Favours, Gifts or Fees.  
Regulation 10**

No staff shall accept in respect of their work for SPREP any honour or decoration from any government or organization or, except with the approval of the Director, any favour, gift or fee from any government, organization or person during the period of their appointment.

**PART IV : APPOINTMENT AND PROMOTION**

**Appointment of Director and Staff  
Regulation 11**

**Director**

(a) The Director is appointed under such terms and conditions as the IGM determines.



### **Director - Exercise of Powers**

- (b) When the position of Director is vacant, the Director's functions and powers shall be exercised according to the instruction of the Chairperson of the IGM and in the absence of any instruction by the Deputy Director.
- (c) When the Director is absent from Headquarters, the Deputy Director shall be designated to act as Director; in the event that both are absent, an officer of the Director's choice shall be designated Officer-in-Charge.

### **Power of Appointment**

- (d) The power of appointment rests with the Director subject to the establishment and remuneration policy approved by the IGM.

### **Appointment policy Regulation 12**

- (a) In selecting staff for appointment to SPREP the dominant considerations shall be:
  - (i) the required qualifications and experience
  - (ii) competence
  - (iii) personal integrity
- (b) Subject to Regulation 12(a) above, the Director shall, in selecting contract staff, give due consideration to the nationals of SPREP island member states and to the desirability of obtaining equitable national representation.
- (c) When a permanent vacancy occurs, SPREP will give first consideration to employees at the same level being rotated into the position. If no suitable employee is available then the vacancy will be advertised in the press.
- (d) When two applicants for a permanent position are rated equally suitable, and one is a SPREP employee, preference shall be given to the existing staff member.
- (e) Men and women are equally eligible for all posts in SPREP.

### **Appointment Procedure Regulation 13**

- (a) No appointment is valid which is not the subject of a written offer of employment signed by the Director or an authorized representative, and a written acceptance signed by the appointee. Every offer of employment shall contain a statement of duties, all the terms and conditions of employment and a copy of the Staff Regulations.
- (b) An appointment is permanent, temporary or on a fixed or short term contract. The length of appointment of a temporary or contract staff member is set by the Director according to the requirements of the work programme.

- (c) A temporary appointment may not exceed a period of more than six months. A temporary appointment is usually made to replace a permanent staff member who has resigned at short notice or is on leave.
- (d) A fixed term of appointment is of not less than three years. A short term appointment is for any period less than three years and is subject to such terms and conditions as the Director determines, but within the salary scales applicable to SPREP.
- (e) A fixed term appointment of three years is renewable, based on the needs of SPREP, and the merit and performance of the employee, for a further period of three years. Further extensions beyond two contract terms should receive prior approval of the IGM.
- (f) The length, terms and conditions of appointment may be varied in exceptional circumstances by the mutual agreement in writing of the Director and employee.
- (g) Appointment is provisional until confirmed. Appointment is subject to a satisfactory medical examination by a designated medical practitioner and a probationary period of six months' service which may be extended or reduced by the Director. At the end of the probationary period the Director shall in writing:
  - (i) confirm the appointment; or
  - (ii) extend the probationary period; or
  - (iii) terminate the appointment.
- (h) The appointment of:
  - (i) an expatriate runs from the date of leaving home to take up appointment with SPREP;
  - (ii) a local employee from the date of appointment;
  - (i) Salary is earned from the date of appointment.

**Promotion  
Regulation 14**

- (a) A permanent staff member is promoted when appointed to a position higher than his or her current position.
- (b) A promotion is a variation to the terms of an appointment and is subject to Regulation 13(f)

## Termination Regulation 15

### Ways of Termination

- (a) An appointment is terminated -
  - (i) when being a fixed term appointment it reaches the end of its term; or
  - (ii) by either SPREP or the staff member giving the other one month's notice in writing; or
  - (iii) without notice by either SPREP or the employee paying to the other one month's salary in lieu of notice; or
- (iv) as a disciplinary measure by dismissal with or without notice under Regulation 30(b).

### Suspended Staff

- (b) Before dismissing or giving notice to a staff member who is a permanent employee of a member government's Public Service, the Director shall inform the government in question.

### Certificate of Service

- (c) A staff member shall, on leaving the service of SPREP, be given a certificate relating to the nature of his or her duties, the length of service, the amount of emoluments, and other relevant information.

### Final Pay

- (d) Upon leaving the service, any indebtedness of a staff member to SPREP shall be deducted from any money due to the staff member from SPREP.

## PART V: ENTITLEMENTS ON APPOINTMENT AND TERMINATION

### Regulation 16

#### Entitlements

- (a) SPREP shall meet the following appointment and termination expenses of contract staff recruited from outside the Greater Apia Area. The entitlements cover the transport and accommodation enroute for the staff member and accompanying dependents between home and Apia, and back, by the shortest and most economical route. The Director has discretion, after taking family circumstances into account, to include dependents who arrive within six months of the start of appointment or leave within one month of termination.

#### Fares

- (i) Director: Business class  
Other staff: Economy class

### **Removal Expenses**

- (ii) The reasonable cost of packing, insuring, shipping and unpacking furniture, household and personal effects as follows-
  - (a) 12 m<sup>3</sup> in respect of the staff member
  - 4 m<sup>3</sup> in respect of a dependent spouse
  - 2 m<sup>3</sup> in respect of each dependent child
- (b) up to 20 kilos of excess baggage per person for all contract staff recruited overseas.

### **Establishment Grant**

- (c) To offset incidental expenses and compensate for the upheaval of removal an establishment grant on appointment only at the rate prescribed in Schedule 1 to these Regulations.

### **Temporary Accommodation**

- (d) Accommodation at a suitable hotel or other fully furnished accommodation for up to five working days or such other period as the Director considers reasonable in the circumstances. Expatriate contract staff will not be paid a housing subsidy for the period when temporary accommodation costs are met.

### **SPREP Assistance**

- (e) An appointee will be assisted to settle into Apia. This assistance could include help to find suitable rented accommodation and advice on suitable terms.

### **Ineligibility**

- (f) the entitlements prescribed in Regulation 16(a) do not apply and, at the Director's discretion, may be withheld in whole or in part if:
  - (i) all or part of the expenses are met from some other source; or
  - (ii) within 12 months of appointment the staff member resigns appointment under Regulation 15(a) (ii) or (iii) or is dismissed under Regulation 30(b) (iv) or (v).

## **PART VI : HOURS OF WORK**

### **Normal Hours Regulation 17**

- (a) The Director has the right to call upon the services of staff to the extent considered reasonable.
- (b) Normal office hours are 8 am to 12 noon and 1 pm to 4.30 pm Monday to Friday, making a total of 37 hours 30 minutes per week.

- (c) The driver/messenger, gardener, handyman and tea attendant/cleaner will be required to work hours as directed by the Director. They will have to work either 40 hours per week or 8 hours a day before overtime rates become applicable.
- (d) The watchman will be required to work from 6 pm to 6 am Monday to Friday as well as any additional hours required by the Director.

### **Overtime Regulation 18**

#### **Eligibility**

- (a) Permanent and temporary staff at Level 4 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours.

#### **Overtime Rates of Pay**

- (b) The rates of pay for overtime are:
  - (i) for days other than public holidays and Sundays, one and a half times the normal hourly rate.
  - (ii) for Sundays or public holidays, double the normal hourly rate.

#### **Meal Allowance**

- (c) Staff required to work overtime for more than 6 hours on a Saturday, Sunday or public holiday, or beyond 6-30 pm on a full working day, shall be paid lunch and dinner allowances as appropriate at rates approved by the Director.

#### **Transport Assistance**

- (d) Staff required to work more than one hour's overtime on a normal working day shall be taken home by SPREP transport, if it is available, and if not, by taxi at SPREP expense.
- (e) Staff required to work overtime on weekends or public holidays shall be;
  - (i) taken to and from work by SPREP transport, if it is available, and if not, by taxi at SPREP expense; or
  - (ii) entitled to claim mileage allowance under Regulation 29(d).

## PART VII : REMUNERATION

### Regulation 19

#### Determination and Adjustments

(a) The remuneration policy and conditions of service of SPREP employees are determined by the IGM.

#### Currency of Remuneration

(b) The remuneration of all SPREP staff shall be expressed and paid in Western Samoan tala.

#### Adjustments

(c) Contract salaries and expatriate allowances are expressed in International Monetary Fund Special Drawing Rights (SDRs) and adjusted annually or whenever a movement of 5% or more is measured in the value of the Western Samoan tala relative to SDRs.

(d) The salaries of permanent staff are adjusted every six months in accordance with movements in the Western Samoan Consumer Price Index.

### Salaries Regulation 20

#### General

(a) The current salaries are set out in Schedule 2 to these Regulations.

#### Salary on Appointment

(b) Appointments of permanent staff shall be to the bottom step of the grade for the position except that the Director shall have discretion, in particular cases, to appoint to a higher step if the circumstances justify it. The Director shall appoint contract staff at a level within the designated salary band which is competitive with salaries being paid for similar experience and qualifications within the South Pacific Region.

#### Salary on Promotion

(c) Appointment on promotion is at the minimum of the salary range for the higher position or, if the salaries for the two positions overlap, to the level of the higher salary range which affords an immediate salary increase equal to one incremental step.

#### Increments

(d) The Director may authorize an increment to an employee at the completion of each year's service where that employee's work performance has been highly satisfactory and where he or she has not reached the maximum of the salary range for his or her position. Where the employee's performance has not been considered highly satisfactory during the year, the Director will explain to the employee why he or she will not receive an increment or, in cases of poor performance, why his or her salary will be reduced by an increment.

## PART VIII : ALLOWANCES AND RELATED BENEFITS.

### Higher and Extra Duties Allowances Regulation 21

- (a) Any staff member may at any time be required by the Director to undertake the duties of a senior or other position whether or not the circumstances justify increased pay.
- (b) A staff member who is required by the Director to carry out and does carry out the full duties of a higher graded position for a continuous period of not less than ten working days will be paid a higher allowance amounting to the difference between his or her salary at the time and the minimum salary for the higher graded position.

### Representational Allowance Regulation 22

The Director and Deputy Director shall receive a non-accountable representational allowance of 5% and 1% of basic salary respectively.

### Expatriate Allowances Regulation 23

In addition to salary, expatriate staff are entitled to receive the following allowances and benefits-

- (a) A **spouse allowance** of 5% of salary, if a dependent spouse is living in Apia. A staff member will be eligible to claim for one spouse only.
- (b) A **location allowance** of 5% of salary.
- (c) A **child allowance** for each dependent child normally resident in Western Samoa. The rate for the time being is set out in Schedule 1.
- (d) An **education allowance** to reimburse expenses actually incurred on the following items for each dependent child up to the maximum set out in Schedule 1:
  - (i) in Western Samoa - tuition fees and compulsory school excursions;
  - (ii) outside Western Samoa - tuition and boarding fees, compulsory school excursions, regulation school uniforms and purchase or hire of text books.

Any external financial assistance (such as a bursary) received by an expatriate contract employee towards the above items is to be deducted from actual expenses when determining the amount to be reimbursed.

The education allowance is to be paid instead of, and not in addition to, the child allowance in (c) above for those dependents being educated outside Western Samoa.

- (e) **School holiday travel.** The entitlement of one return economy class flight each year between place of education and Apia by:
- (i) each dependent child being educated outside Western Samoa; or
  - (ii) the staff member or spouse, providing the journey is not made within the final six months of the contract.
- (f) **Home leave travel** for every completed year of service except for the terminal year. The entitlement is for the reimbursement of one economy class return flight between Apia and home for the staff member, spouse and dependent children. The normal home of the staff member will be agreed between him or her and SPREP at the time of appointment.
- (g) A **relocation allowance** for staff who have completed their contracts and are not returning. The entitlement is for a payment equivalent to three weeks' salary after a three year contract or six weeks' salary for any period exceeding six years.

### **Director's Entitlements Regulation 24**

In addition to any other allowances provided for elsewhere in these Regulations the Director shall be entitled to the following:

- (a) rent-free accommodation up to a rental limit specified in Schedule 1;
- (b) electricity charges for accommodation; and,
- (c) a domestic assistance allowance. The allowance is linked to the Western Samoan Consumer Price Index and the rate for the time being is set out in Schedule 1.

### **PART IX : LEAVE**

#### **Annual Leave Regulation 25**

- (a) The annual leave entitlement is:-

Contract staff	:	30 working days
Permanent staff	:	15 working days

- (b) For each staff member the leave year runs from the date of appointment to its anniversary and thereafter from anniversary to anniversary. Leave accumulates with the passing of the leave year with the full entitlement, minus any leave taken, falling due on the anniversary of appointment.
- (c) If a Western Samoan public holiday is observed on a normal working day while a staff member is on annual leave that day shall be added to his or her entitlement.
- (d) Applications for leave should be in the hands of the Director 30 days before the leave applied for begins.



- (e) Annual leave does not carry over from one leave year to the next without written approval from the Director, and shall not exceed 50% of the entitlement. In considering applications to carry over annual leave, the Director will have regard both to the requirements of SPREP and the situation of the staff member.
- (f) SPREP will only pay salary in lieu of unexpended leave at the end of a contract. Cases involving dismissal under Regulation 30(b) will not receive salary in lieu of unexpended leave.

### **Sick Leave Regulation 26**

- (a) Each staff member is entitled to 30 days' paid sick leave per year. Sick leave not taken accumulates up to a maximum of 90 days.
- (b) To qualify for sick leave a staff member is required:
  - (i) to notify his or her immediate superior as early as practicable on the first day of absence; and,
  - (ii) as soon as practicable, apply for sick leave in writing.
- (c) All applications for sick leave shall be supported by a certificate from a qualified medical practitioner justifying the absence on medical grounds unless:
  - (i) the application is for two days or less; and,
  - (ii) the applicant has not already taken six days of uncertified sick leave in the last 12 months.
- (d) The Director may at any time withdraw the dispensation from the requirement to furnish a medical certificate, or require a staff member to undergo a medical examination from a designated medical practitioner, when certified sick leave appears to be excessive.
- (e) If a staff member is taken sick or is injured while on annual leave and produces a medical certificate to that effect, the period of sickness shall be recorded as sick, not annual, leave.

### **Other Leave Regulation 27**

#### **Maternity Leave**

- (a) A staff member with at least one year's continuous service at the expected date of confinement is entitled to 60 working days' maternity leave on full pay. The period of leave begins on a date decided by the Director in consultation with the mother but not more than 30 days before the expected confinement. The balance of the leave, but in any case not less than 30 working days, shall be taken immediately after confinement.

### **Compassionate Leave**

- (b) Applications for compassionate leave will be considered by the Director on an individual basis, but will not exceed four working days plus minimal travelling time for all staff members whether they have to travel outside or within Western Samoa. Sick leave (Regulation 26(a)) may not be used by a staff member to meet his or her extended family responsibilities.

### **Special Leave Without Pay**

- (c) Requests for special leave without pay shall be submitted in advance and require approval in writing from the Director. Special leave may be granted for cases of extended illness or other exceptional or urgent reasons.
- (d) Special leave without pay shall be granted only after accrued annual leave has been expended. No leave accruals or other financial allowances of any kind shall be earned or granted during periods of special leave without pay.

## **PART X : HOUSING**

### **Regulation 28**

#### **Eligibility**

- (a) Expatriate contract staff shall be eligible to receive a housing subsidy.

#### **Housing Subsidy**

- (b) The rate of housing subsidy shall be the difference between 10% of the officer's salary and 90% of the rent of a house over that amount up to the maximum rental limit set out in Schedule 1.
- (c) The maximum rental limit shall be adjusted annually in accordance with the change (up or down) in housing rentals paid by organisations in Apia with senior expatriate staff, particularly the United Nations agencies and private companies.

## **PART XI : EXPENSES**

### **Regulation 29**

#### **Duty Travel**

- (a) SPREP meets the travelling expenses necessarily incurred by staff required to travel away from Apia on official business.
- (b) The Director is entitled to travel business class. All other staff will travel economy class except that the Director shall have the discretion, where particularly arduous combinations of duty and travel have to be undertaken on behalf of SPREP, to authorize business or executive class travel.

## Per Diem Allowance

- (c) Staff travelling on business and spending the night away from Western Samoa will receive:
- (i) reimbursement of actual and reasonable expenses. Such expenses will include the cost of hotel and other non private accommodation and meals. A daily incidental allowance is also payable at a rate set by the Western Samoan Public Service; or
  - (ii) a subsistence allowance at the appropriate per diem rate. Rates will be equivalent to those used by UNDP and will be updated regularly in line with changes promulgated by UNDP. The current rates are set out in Schedule 3 to these Regulations.

The subsistence allowance will be adjusted downward where the staff member is accommodated privately or accommodation and/or meals are provided for by a sponsoring government or organisation.

## Mileage Allowance

- (d) A mileage allowance at the rates prevailing in the Western Samoan Public Service may be claimed by a staff member who uses his or her personal vehicle with the prior approval of the Director in the following circumstances;
- (i) to travel on official business in and around Apia when SPREP transport is not available; or
  - (ii) when working overtime as set out in Regulation 18(d) and (e)

## Official Entertainment

- (e) Providing the Director's approval in writing has been obtained prior to the offer of official entertainment, a Head of Division may be reimbursed the expenses of entertainment extended on behalf of SPREP. The Director shall not authorize any reimbursement under this provision unless reasonable evidence of the official nature of the entertainment is provided and the claim is supported by receipts.

## PART XII : DISCIPLINE

### Regulation 30

#### Offences

- (a) An employee commits an offence who:
- (i) wilfully disobeys a lawful order of the Director or of any other officer to whom the employee is formally responsible;
  - (ii) wilfully disregards the Regulations;
  - (iii) is negligent, inefficient or incompetent in the exercise of his or her duties;
  - (iv) wilfully acts without regard to SPREP's interests;
  - (v) behaves disgracefully or improperly either in an official capacity or otherwise, or
  - (vi) steals or misappropriates the funds or property of SPREP.

## Penalties

- (b) The Director may discipline an employee found guilty of an offence by:
- (i) an official reprimand;
  - (ii) a fine not exceeding 14 days' salary;
  - (iii) demotion to a lower step in the grade of the offender's position;
  - (iv) dismissal with notice under Regulation 15(a) (ii); or
  - (v) if the offence is theft or misappropriation of SPREP's funds or property, by summary dismissal without notice.

## Procedures

- (c) No employee suspected of committing an offence shall be penalized under Regulation 30(b) unless guilt is confirmed by:
- (i) the employee's own admission; or
  - (ii) the outcome of criminal proceedings; or
  - (iii) the findings of an internal inquiry conducted as soon as practicable by the Director (or in his or her absence by the Deputy Director) and two other staff members, one of whom may be nominated by the suspected employee.

## Suspension

- (d) An employee may be suspended without pay if suspected of theft or misappropriation of SPREP's property and on pay in all other cases. If the suspicion cannot be sustained the employee will be fully reinstated with effect from the date of suspension.

## PART XIII : STAFF CONSULTATIONS

### Regulation 31

Regular meetings will be held between SPREP management and staff to discuss general matters relating to the work programme, staff administration and staff welfare.

## PART XIV : GENERAL

### Regulation 32

#### Personal Accident Insurance

- (a) All employees who are required by SPREP to travel away from Apia by any form of transport on official business are insured under SPREP's blanket cover for personal accidents.

- (b) All contract staff are covered 24 hours per day by SPREP's Personal Accident Insurance Policy.
- (c) Permanent staff are covered by SPREP's Personal Accident Insurance Policy during working hours only. Working hours for this purpose include overtime and direct travel between home and the office.

### **Medical Insurance**

- (d) All employees and their dependents will have all reasonable medical, dental and optical expenses, as determined by the Director, met by SPREP direct or, where appropriate, by SPREP's medical scheme.

### **Superannuation**

- (e) An expatriate contract staff member will contribute 6% of his or her total salary (basic salary and location allowance) to any recognized fund approved by the Director.
- (f) Locally-recruited staff will contribute to the Western Samoa National Provident Fund.
- (g) SPREP will make a contribution to the staff member's Provident Fund equal to 6% of the staff member's total salary (basic salary plus location allowance where applicable).

### **Protective Clothing**

- (h) On confirmation of their appointment, permanent staff regularly employed on labouring work shall be issued with two sets of overalls and two pairs of safety boots, at a charge of eight tala for a set of overalls or a pair of safety boots.
- (i) Overalls and safety boots issued to staff will be replaced on a fair wear and tear basis but not more than once a year.

### **Training**

- (j) The Director shall, where deemed necessary in the interests of SPREP, provide for the training of staff members in areas directly related to their duties and advancement. Priority should be given to permanent staff.

### **Documentation**

- (k) The Director shall maintain up-to-date documents detailing the establishment, grading system, salary scales and conditions of service of SPREP as approved by the IGM.

### **Review**

- (l) These salaries and conditions of service should be subject to periodic review.

## SCHEDULE 1

The following expatriate allowances are adjusted annually or whenever a movement of 5% or more is measured in the value of the Western Samoan tala relative to SDRs (Regulation 19(c)):

Establishment Grant (Regulation 16(a) (iii))

Director	WST 2,528
Other	WST 1,896

Child Allowance (Regulations 23(c) & 23(d))

WST 2,191 per annum for each dependent child

Education Allowance (Regulation 23(d))

WST 9,201 per annum for each dependent child

The following allowance is adjusted every six months in accordance with movements in the Western Samoan Consumer Price Index (Regulation 24(c)):

Domestic Assistance Allowance for Director

WST 3,640 per annum

The following housing rental limits are adjusted annually in accordance with changes in the housing rental market in Apia (Regulation 28):

Rental Limits

WST 3,500 for the Director

WST 3,000 for the Deputy Director

WST 2,600 for staff below Deputy Director level

## SCHEDULE 2A

<b>PROPOSED SALARY SCALES FOR SPREP CONTRACT STAFF FROM 3 AUGUST 1992</b>
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	Step	Total SDR	Basic Salary SDR	Location Allow. SDR	Total WST	Basic Salary WST	Location Allow. WST
Grade 6 Assistant Proj. Officer	1	8,793	8,374	419	29,912	28,487	1,425
	2	9,321	8,877	444	31,708	30,198	1,510
	3	9,879	9,409	470	33,607	32,008	1,599
	4	10,473	9,974	499	35,627	33,930	1,697
	5	11,101	10,572	529	37,764	35,964	1,800
	6	11,766	11,206	560	40,026	38,121	1,905
Grade 5 Project Officer	1	18,078	17,217	861	61,498	58,569	2,929
	2	19,060	18,152	908	64,838	61,749	3,089
	3	20,105	19,148	957	68,393	65,138	3,255
	4	21,222	20,211	1,011	72,193	68,754	3,439
	5	22,410	21,343	1,067	76,234	72,605	3,629
	6	23,676	22,549	1,127	80,541	76,707	3,834
Grade 4 Adviser	1	21,652	20,621	1,031	73,656	70,149	3,507
	2	22,898	21,808	1,090	77,894	74,186	3,708
	3	24,222	23,069	1,153	82,398	78,476	3,922
	4	25,631	24,410	1,221	87,192	83,038	4,154
	5	27,125	25,833	1,292	92,274	87,879	4,395
	6	28,713	27,346	1,367	97,676	93,026	4,650
Grade 3 Senior Adviser	1	28,298	26,950	1,348	96,264	91,678	4,586
	2	30,049	28,618	1,431	102,221	97,353	4,868
	3	31,602	30,097	1,505	107,504	102,384	5,120
	4	33,545	31,948	1,597	114,113	108,681	5,432
	5	35,602	33,907	1,695	121,111	115,345	5,766
	6	37,779	35,980	1,799	128,517	122,397	6,120
Grade 2 D/Director*	1	38,030	36,219	1,811	129,371	123,210	6,161
	2	41,977	39,978	1,999	142,797	135,997	6,800
Grade 1 Director*	1	43,831	41,744	2,087	149,104	142,005	7,099
	2	48,005	45,719	2,286	163,303	155,527	7,776

\* Salary level remains constant for the period of three year contract.

SDR rate is WST1.00 = SDR 0.2940

**SCHEDULE 2B**  
**SPREP Salary Scales for Permanent Staff**

SALARY IN WST PER ANNUM								
LEVEL	1	2	3	4	5	6	7	JOB DESCRIPTION
4	18,158	19,300	20,442	21,584				Senior Administrative Officer Executive Assistant
3	12,574	13,529	14,484	15,439	16,394	17,347		Administrative Officer Personal Assistant Office Supervisor
2	7,337	8,074	8,811	9,548	10,285	11,022	11,760	Typist/Clerk Clerk
1	3,550	4,054	4,558	5,062	5,566	6,070	6,571	Tea Attendant/Cleaner Driver/Messenger Watchman Gardener Handyman Clerical Assistant



OFFICIAL UNDP PER DIEM RATES (Revised DSA with effect as from 1st October 1992.)	Daily Rate US\$	Daily Rate US\$
China, People's Republic		
Beijing	95	
Shanghai	99	
Guanzhou	70	
India		
Calcutta	107	
New Delhi	107	
Bombay	107	
Madras	107	
Baranasi, Bangalore, Lucknow,	83	
Undaipur, Jaipur, & Agra	83	
Sprinagar, Shimla, & Hyderabad	51	
Ahmedabad, Aurangabad, Pune,	51	
& Dehraadun	51	
Elsewhere	51	
Indonesia		
Jakarta	150	
Bali	154	
Indonesia - elsewhere	56	
Japan		
Tokyo	359	
Yokohama	312	
Osaka	253	
Kyoto	253	
Kobe	253	
Okinawa	208	
Nagoya - Elsewhere	198	
Malaysia		
Peninsula Malaysia (elsewhere)	98	
Kuala Lumpur	150	
Kota, Kinabalu, & Penang	131	
Kuching (Sarawak)	117	
Langkawi	91	
Saban (elsewhere)	73	
Sarawak (elsewhere)	63	
Elsewhere	45	
Maldives		
Male	106	
Elsewhere (resort)	77	
Elsewhere (island)	19	
Philippines		
Manila	149	
Philippines - elsewhere	47	
Davao, Baguio, Cebu, Calatagan	88	
Laoag, Tacloban, & Banaue	88	
Republic of Korea		
Seoul	196	
Kyungju	172	
Cheju Is	172	
Pusan	181	
Korea - elsewhere	92	
Yousong And Cangwon	115	
Singapore		
Singapore		
Thailand		
Bangkok	142	
Pattaya	99	
Phuget	99	
Rayong	99	
Chaing Mai	79	
FSM		
Ponape		80
Fiji		
Suva		133
Nadi		113
Elsewhere where Comm Hotel exist		66
Elsewhere where Comm Hotel doesnt exist		29
Guam		
Guam all areas		120
Kiribati		
Tarawa		78
Christmas Island		129
Outer islands		25
All other areas		78
Marshall Islands		
Majuro		105
Marshall Islands		105
Nauru		
Nauru		83
New Caledonia		
Noumea		192
New Zealand		
Auckland		144
Wellington		144
New Zealand		144
Niue		
Niue Hotel		65
Niue Elsewhere		44
Northern Marianas		
Northern Marianas		219
Saipan		219
Palau		
Koror		106
Palau		106
PNG		
Port Moresby (hotels islander & t/lodge)		244
Lae, Kiunga, Rabaul, Wewak, Kavieng		183
PNG - elsewhere comm hotels exist		84
PNG - elsewhere comm hotels do not exist		74
Port Moresby (elsewhere)		155
Kundiawa & Mt hagen		176
Popondetta, Goroka, Daru, Kimbe		150
Alotau, Mendi, Madang, Kainantu		122
Solomon Islands		
Mendana Hotel		93
Munda		82
Honiara Hotel		93
Honiara elsewhere		47
Gizo		71
Auki & elsewhere where comm.hotel exist		35
Elsewhere where comm hotels dont exist		16

## Annex 6

OFFICIAL UNDP PER DIEM RATES (Revised DSA with effect as from 1st October 1992.)	Daily Rate US\$	Daily Rate US\$	
Nakorn Ratchasima	68	Tahiti	233
Chaing Rai & Ranong	58	Tonga	
Elsewhere	32	Vavau elsewhere & elsewhere	39
EUROPE		Nuku'alofa	103
Belgium		Vava'u (Paradise)	100
Belgium (all areas)	280	Tonga - elsewhere	39
France		Tuvalu	
Paris	228	Funafuti	56
France - elsewhere	199	Tuvalu - elsewhere	32
Netherlands		Vanuatu	
Netherlands	241	Vila	143
Switzerland		Santo	126
Switzerland	91	Tanna Is	113
United Kingdom		Vanuatu - elsewhere	32
London	259	Wallis & Futuna	
United Kingdom - elsewhere	213	Wallis & Futuna	173
PACIFIC		Western Samoa	
American Samoa		Apia	116
All Areas	99	Upolu elsewhere	77
Australia		Vaisala Hotel, Safua Hotel/Bayview	72
Adelaide	160	Savaii Elsewhere	45
Brisbane	160	Elsewhere	26
Canberra	160	AMERICAS	
Melbourne	160	Canada	
Sydney	160	Toronto	192
Darwin	160	Vancouver	144
Perth	160	Ottawa	131
Hobart	160	Montreal	135
Australia - elsewhere	105	Canada - elsewhere	101
Cook Islands		USA	
Rarotonga Hotel Rarot	98	New York first 30 days	207
Rarotonga - Elsewhere	67	New York next 30 days	176
Aitutaki	78	Boston	173
Atiu	70	Los Angeles	160
Elsewhere	51	San Francisco	160
		Washington	173
		Honolulu	160
		USA - elsewhere	98

## Per diem policy :

Under 8 hours = no per diem

8 hours or more = half per diem

Over 16 hours = full per diem

## Per Diem rates :

Staff = 100 % of total per diem

Spouse = 50 % of total per diem

Children of 12 years or over = 50 % of total per diem

Children under 12 years = 25 % of total per diem

## Please note the following :

Where an officers spouse travel with the children then full per diem is given to him/her, or when the children travel by themselves then the eldest will be given the full amount. For more details please refer to the SPC Administrative Directive No.3/2 1-8.

## Annex 7: Financial Regulations

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*Adopted at the Fifth IGM,  
Apia, Western Samoa*

### PURPOSE

#### Regulation 1

These Regulations shall govern the financial administration of the South Pacific Regional Environment Programme.

### DEFINITIONS

#### Regulation 2

In these Regulations, unless the contrary intention appears-

**'Budget'** means a consolidation of statements of income and expenditure for the primary, project management and project implementation functions.

**'Capital Fund'** means a general purpose fund, the proceeds of which will be applied from time to time to partially finance the activities of the South Pacific Regional Environment Programme.

**'Operating Fund'** means a fund for processing all receipts and payments.

**'Primary functions'** means core functions including servicing the Intergovernmental Meeting, seeking funds, co-ordinating activities and providing information to members.

**'Project management functions'** means the management of donor funded projects on behalf of members and donors.

**'Project implementation functions'** means the implementation of donor funded projects on behalf of members and donors excluding the project management function.

**'Secretariat'** means the South Pacific Regional Environment Programme's personnel and financial resources associated with undertaking primary, project management and project implementation functions.

## THE BUDGET

### Regulation 3

The annual Budget estimates shall cover income and expenditure of the South Pacific Regional Environment Programme and its auxiliary and subsidiary bodies for the fiscal year to which they relate and shall be presented in US dollars. The fiscal year of the South Pacific Regional Environment Programme shall be the calendar year. The annual Budget estimates will incorporate income and expenditure proposals for the primary, project management and project implementation functions.

### Regulation 4

The annual Budget estimates shall be arranged in such form and in such Parts, Heads and Sub-Heads as the Intergovernmental Meeting may from time to time direct.

The annual Budget estimates shall include the following documents:

- (a) A detailed statement dealing with each sub-head separately of estimated income and expenditure for the following year for the primary, project management and project implementation functions and the basis of computation.
- (b) A comparative table, dealing with each sub-head separately, of actual income and expenditure during the last completed fiscal year; of estimated income and expenditure in the approved Budget for the current year; of revised estimates (if any) of income and expenditure for the current year, based on the latest figures available, and of estimated income and expenditure for the following year;
- (c) A detailed statement showing the estimated financial position of the South Pacific Regional Environment Programme at the end of the current fiscal year;
- (d) A detailed statement dealing with extra-budgetary funds;
- (e) Any other documents which the Intergovernmental Meeting may deem necessary and useful.

### Regulation 5

The annual Budget estimates for the following year will be circulated [at least one month] prior to the opening of the annual Intergovernmental Meeting.

## APPROPRIATIONS

### Regulation 6

The adoption of the annual Budget estimates for the primary, project management and project implementation functions shall constitute an authorisation to the Director to incur commitments and make payments for the purposes for which the expenditure was approved and up to the amounts so approved.

When the Intergovernmental Meeting has not met in a particular year to consider revised Budget estimates for that current year for the primary functions, the Director may subject to regulation 9 incur additional commitments and make additional payments up to a limit of ten per cent of the total sums already approved for the primary functions.

### Regulation 7

1. Income for the primary and project management functions shall be accounted for on a cash basis except for interest income.
2. Expenditure for the primary and project management functions shall be accounted for on an accrual basis.
3. Funds provided in the Budget for primary and project management functions shall be available for commitment during the fiscal year to which they relate.
4. Funds provided in the Budget for primary functions shall remain available for twelve months following the fiscal year to which they relate to the extent to which they are required to liquidate commitments.
5. Funds shall remain available in the Budget for project management functions until they are required to liquidate commitments.
6. The Director may transfer within the Budget for primary functions anticipated savings under any Part, Head or Sub-Head to meet anticipated expenditure under any other Part, Head or Sub-Head.
7. In the event of any delay in the meetings of the Intergovernmental Meeting to adopt the annual Budget estimates for the primary functions, the Director is authorised, pending approval of the annual Budget estimates for the primary functions, to incur obligations and meet expenditure in the first three months of the current year up to a limit not exceeding twenty five per cent of the total expenditure incurred for the whole of the preceding year, subject to any reservations which have been placed on any individual item.
8. The Director may incur additional expenditure on project management functions in excess of that provided in the Budget for project management functions provided that funding is available and that such additional expenditure does not adversely impact on the capacity of the Secretariat to carry out and manage the activities detailed in the Budget approved by the Intergovernmental Meeting.

### Regulation 8

1. Income and expenditure for the project implementation functions shall be accounted for on an accrual basis except for receipts for project implementation functions which shall be accounted for on a cash basis.
2. Funds provided in the Budget for project implementation functions shall be available for commitment until such time as a specific project is either amended, cancelled or replaced.
3. Funds shall remain available in the Budget for project implementation functions until they are required to liquidate commitments.

4. The Director may transfer within the Budget for project implementation functions anticipated savings under any Part, Head or Sub-Head to meet anticipated expenditure under any other Part, Head or Sub-Head.
5. The Director may incur additional expenditure on project implementation functions in excess of that provided in the Budget for project implementation functions provided that funding is available and that such additional expenditure does not adversely impact on the capacity of the Secretariat to carry out and manage the activities detailed in the Budget approved by the Intergovernmental Meeting.

#### **Regulation 9**

The Director shall not enter into any commitment or expenditure in respect of any functions unless funds are available.

### **PROVISION OF FUNDS**

#### **Regulation 10**

The Director shall recommend to the Intergovernmental Meeting levels of Members' contributions by taking into account:

- (a) The estimated expenditure for primary functions for the current fiscal year and the succeeding fiscal year;
- (b) Any other revenue in addition to Members' contributions;
- (c) Any balance of uncommitted funds available from previous fiscal years.

#### **Regulation 11**

After the Intergovernmental Meeting has adopted the annual Budget estimates the Director shall:

- (a) Transmit the relevant documents to all members of the South Pacific Regional Environment Programme;
- (b) Inform members of the South Pacific Regional Environment Programme of their commitments in respect of member contributions and the depository into which it is desired that the contributions be paid.

#### **Regulation 12**

Contributions shall be payable in US dollars. However, the Director is empowered to accept, at his discretion, the total or partial payment of contributions by a member of the South Pacific Regional Environment Programme in currencies other than US dollars which are necessary for the functioning of the South Pacific Regional Environment Programme.

- (c) Income derived from investments of the Capital Fund shall be credited to miscellaneous income;
- (d) All income of the South Pacific Regional Environment Programme shall be credited to the Operating Fund except for contributions to the Capital Fund.
- (e) Capital fund transactions shall be reported to the Intergovernmental Meeting.

#### **Regulation 15**

The Director may establish Special Purpose Accounts and shall inform the Intergovernmental Meeting of the details.

#### **Regulation 16**

The Director may establish Trust Funds with the approval of the Intergovernmental Meeting.

#### **Regulation 17**

The purpose and limits of each Trust Fund shall be clearly defined by the Intergovernmental Meeting and unless otherwise directed by the Intergovernmental Meeting such Funds shall be administered in accordance with these Regulations and audited reports be presented annually to the Intergovernmental Meeting.

#### **Regulation 18**

The Director may accept contributions for primary, project management and project implementation functions and shall inform the next Intergovernmental Meeting of details of such contributions.

#### **Regulation 13**

The Director shall submit to each Intergovernmental Meeting a report on the receipt of member contributions.

### **FUNDS**

#### **Regulation 14**

The working funds of the South Pacific Regional Environment Programme shall be held in two principal funds:

- (i) a Capital Fund; and,
  - (ii) an Operating Fund;
- (a) Expenditure on primary functions under Regulation 7 may be financed by advances from the Capital Fund;
  - (b) Any advances made from the Capital Fund shall be reimbursed to that Fund as soon as available funds permit;

## CUSTODY OF FUNDS

### Regulation 19

The Director is authorised to open and close bank accounts and shall inform the Intergovernmental Meeting of the details.

### Regulation 20

Project implementation function banking transactions shall be conducted through a separate account to that for primary and project management function transactions.

## INVESTMENT OF FUNDS

### Regulation 21

The Director may make short-term investments in interest-bearing Bank deposits of monies not needed for immediate requirements.

## BANK OVERDRAFT

### Regulation 22

The Intergovernmental Meeting set annual limit of zero for bank overdraft until further decided by the IGM.

## INTERNAL CONTROL

### Regulation 23

The Director shall:

- (a) Establish detailed financial rules and procedures in order to ensure effective financial administration and the exercise of economy;
- (b) Cause all payments to be made on the basis of supporting vouchers and other documents which ensure that the services or goods have been received, and that payments have not previously been made;
- (c) Designate the officers who may receive monies or incur obligations on behalf of the South Pacific Regional Environment Programme and disburse South Pacific Regional Environment Programme funds;



- (d) Maintain an internal financial control which shall provide for an effective current examination and/or review of financial transactions, in order to ensure:
- (i) The regularity of the receipt, custody and disposal of all funds and other financial resources of the South Pacific Regional Environment Programme;
  - (ii) The conformity of commitments and expenditure with the appropriations or other financial provisions approved by the Intergovernmental Meeting, or with the purposes and rules relating to Trust Funds and Special Purpose Accounts;
- (e) Take all precautionary measures necessary to safeguard the property, equipment and supplies of the South Pacific Regional Environment Programme;
- (f) Arrange for the adequate protection of funds and property by insurance.

#### **Regulation 24**

The Director may, after full investigation, authorise the writing off of losses of cash and other assets, provided that the value of all such items written off shall be reported to the Intergovernmental Meeting.

#### **Regulation 25**

Rules governing quotations and tendering procedures for procurement and disposal of equipment and supplies shall be established by the Director and reported to the IGM for endorsement.

### **ACCOUNTING**

#### **Regulation 26**

The Director shall:

- (a) Adopt accounting principles which conform to generally accepted international accounting standards;
- (b) Implement in consultation with South Pacific Regional Environment Programme officers appropriate financial management policies;
- (c) Submit annual financial statements to the Intergovernmental Meeting;
- (d) Give such other information to the Intergovernmental Meeting as appropriate to indicate the current financial position of the South Pacific Regional Environment Programme.

#### **Regulation 27**

The financial statements and the accounting records of the South Pacific Regional Environment Programme shall be presented in US dollars.

### Regulation 28

Appropriate separate accounts shall be maintained for all Trust Funds and Special Purpose Accounts.

### Regulation 29

The financial statements shall be submitted by the Director to the Auditors as soon as possible following the end of each fiscal year, and always by 31 March of the following year.

### Regulation 30

All liabilities in respect of the financing of assets shall be incorporated in the annual Budget estimates and annual financial statements.

## EXTERNAL AUDIT

### Regulation 31

The Intergovernmental Meeting shall appoint annually one or more Auditors in no way connected with the South Pacific Regional Environment Programme on such terms as it sees fit.

### Regulation 32

The Auditors shall:

- (a) Conduct their audit each year in accordance with generally accepted international auditing standards;
- (b) Prepare a report expressing an opinion as to the fairness of the South Pacific Regional Environment Programme's financial statements;
- (c) Conduct, at the request of the Intergovernmental Meeting, additional specific examinations and submit separate reports on the results of their examinations.

### Regulation 33

The Auditors shall prepare a report on the accounts certified, in which they should mention:

- (a) the extent and character of their examination and any changes in accounting practice;
- (b) matters affecting the completeness or accuracy of the accounts;
- (c) the accuracy or otherwise of the supplies and equipment records as determined by stocktaking and examination of the records;
- (d) the adequacy of financial procedures of the South Pacific Regional Environment Programme including internal control matters and adherence to the financial regulations;

- (e) the adequacy of insurance cover for the buildings, stores, furniture, equipment and other property of the South Pacific Regional Environment Programme; and,
- (f) any other matters which should be brought to the notice of the IGM.

#### **Regulation 34**

The Auditors shall submit their report to the Director as soon as possible following the end of the fiscal year to which it relates. The Director shall circulate the full report of the Auditors including comments on the financial operations of the South Pacific Regional Environment Programme and accounts, together with such remarks as the Director may wish to offer to members, prior to the next Intergovernmental Meeting.

### **GENERAL PROVISIONS**

#### **Regulation 35**

The Director may enter into contracts and other agreements for the purposes of renting accommodation, office space, storage and any other requirements of the South Pacific Regional Environment Programme.

#### **Regulation 36**

These Financial Regulations are to apply to all financial activities of the South Pacific Regional Environment Programme irrespective of the source of funds.

#### **Regulation 37**

When the position of Director is vacant the Director's functions and powers shall be exercised according to the instruction of the Chairperson of the Intergovernmental Meeting and, in the absence of any instruction, by the Deputy Director.

In the absence from the South Pacific Regional Environment Programme headquarters or during the incapacity of the Director, the powers and responsibilities of the Director as provided in these Regulations shall, during such periods, devolve on the Deputy Director. In the event that the Director and Deputy Director are both absent, an officer of the Director's choice shall be designated Officer-in-Charge with such powers and responsibilities as determined by the Director.

#### **Regulation 38**

These Regulations shall enter into force immediately after their approval by the Intergovernmental Meeting.

Amendments to these Regulations will have immediate effect upon acceptance by the Intergovernmental Meeting.

## Annex 8: Report of the Financial Subcommittee

### Introduction

1. The IGM established a Financial Subcommittee on Tuesday 15 September 1992. The Subcommittee was asked to consider the paper (5IGM/WP10(d)) on the revised 1992 Budget and Indicative Budget for 1993 and the draft Financial Regulations [5IGM WPS ( a )].

### Draft Financial Regulations

2. The Subcommittee recommends that the IGM approve the draft Financial Regulations subject to:
  - (a) the words ". .and expenditure.." be deleted from Regulation 7(1); and
  - (b) the words "and reported to the IGM for endorsement" be added at the end of Regulation 25.
  - (c) the words "and always by 31 March of the following year" be added at the end of Regulation 29.

In relation to Regulation 22, we recommend that the IGM set the limit for bank overdraft at zero until further decided by the IGM.

### Importance of Prompt Payments

3. The consolidated budgets for 1992 and 1993 assume full payments of outstanding members contributions. Full and prompt payment of both the standard members contribution and the special contribution to cover the move to Western Samoa is necessary.

### Consolidated 1991 Budget

4. The Subcommittee recommends that the Project Implementation function figures in the 1991 Consolidated SPREP Budget for 1991 be amended to more accurately reflect the closing cash position adjusted for accrued expenditure. The Subcommittee estimates that the amended figures are:

Revenue	US \$ 2,419,115
Expenditure	US \$ 2,021,824

These figures have been reached using estimates of opening cash of US \$ 870,314, closing cash of US \$ 1,711,039 and accrued expenditure of US \$ 208,564. An amended spreadsheet is attached.

### Consolidated 1992 Budget

5. The Subcommittee recommends that in the Revised SPREP Budget for 1992 the US \$ 93,986 for the small projects scheme be transferred from the project management function to the project implementation function in both revenue and expenditure.

This transfer reflects the project implementation nature of the activity, and the fact that the revenue for the scheme was provided by a donor (AIDAB).

## 1993 Indicative Budget

### Project Implementation Function

6. The Subcommittee recommends that indicated expenditure and revenue figures for the project implementation function include only those listed in Section A: "Existing Funded Programmes", and Section B: "Proposed Fully Funded Programmes". These are shown in the estimates for 1993 Work Programme Expenditure set out in Tables 5,6 and 7.

The Subcommittee appreciates the Secretariat's wish to advise the IGM of the magnitude of the potential work programme. However, it considers that possible projects included in section C: "Proposed New Programmes Where Funding has not been Finalised or Secured" (Table 8) should not be included in budget figures but tabled separately. This would reduce the revenue and expenditure figures in the project implementation function from US \$ 55,990,892 to US \$ 4,568,720. Ammended tables are attached.

7. The Subcommittee notes that there is a need for clearer guidance on what is included in the annual work programme estimates of income and expenditure. The Subcommittee considers that a conservative approach should be taken.

### Primary and Project Management Functions

8. The Subcommittee noted the indicative 1993 Budget shows a deficit of US \$ 146,255 in the Primary function. At the same time a surplus of US \$ 145,827 is shown in the Project Managexnent function.

Increases in salaries and ancillary costs, operating costs and capital expenditure have led to a significant underlying increase in expenditure within the Primary Function.

9. The Project Management Function included all the salary and ancillary costs for the positions funded by New Zealand and UNDP. A proportion of these positions should be apportioned to the Primary Function, according to the Secretariat's best estimate of the time spent by these positions on Primary Functions.

These adjustments would reduce the deficit in the Primary Function to US \$47.792, and the surplus in the Project Management Function to US \$ 47,373.

10. The Subcommittee considers that the most appropriate way to reduce the deficit in the Primary Management Function is to place the small projects scheme in the Project Implementation Function, as in 1992. However, no funds could be indicated against the small projects scheme at this time. Expenditure on this activity will depend on the Director identifying a source of funds. The effect of this is a surplus against the Primary Management Function of US \$2,208.

The Subcommittee notes that the figures for the deficit in the primary function and the surplus in the project management function are uncertain, and this underlines the necessity for the Secretariat to give special attention to the collection of sound data on the Secretariat's costs. This is required in terms of the Guiding Principles of Financial Management, approved at the 1991 Ministerial Meeting of the IGM.

### Recommendation

11. The Subcommittee recommends that the revised indicative 1993 Consolidated SPREP Budget attached be adopted with the proviso that expenditure on the small grants scheme during 1993 should not take place unless it is clear that funds are available.

## Improving the Quality of Financial Information

12. The Subcommittee is aware of the uncertainties that still exist in the revised indicative budget. It is also aware of the inherent difficulties that exist in ensuring adequate revenue to cover primary functions, and the lack of historic information that would allow a more accurate assessment of costs and fair apportionment. There is also a need for systems to provide forward projections of expected costs and revenue.

### Recommendation

13. The Subcommittee recommends that the Secretariat report to the next IGM on the implementation of its financial systems and procedures, and ways which will assist SPREP and the IGM obtain better information for budgets and forward projections of income and expenditure which should provide for:

- compliance with the Financial Regulations;
- compliance with the Guiding Principles of Financial Management approved at the 1991 IGM;
- systems to forecast expenditure and income for the following three years; and,
- linkage to the work programme.

Annex 8

Table 1

SUMMARY OF CONSOLIDATED SPREP BUDGETS (US DOLLARS)					
1991		REVENUE	1992		1993
Approved	Actual		Approved	Revised	Indicative
589,500	304,778	Primary Functions:	961,600	660,000	664,928
326,500	652,340	Project Management Functions:	576,246	683,636	358,164
0	2,419,115	Project Implementation Functions:	5,480,713	3,504,096	4,568,720
15,000	0	Contracting Parties:	15,000	30,808	32,000
931,000	3,376,233	<b>TOTAL REVENUE</b>	7,033,558	4,878,539	6,623,812
<b>EXPENDITURE</b>					
588,800	353,820	Primary Functions:	949,400	647,348	662,720
326,200	368,428	Project Management Functions:	484,400	606,462	310,781
0	2,021,824	Project Implementation Functions:	5,480,713	3,504,096	4,568,720
15,000	0	Contracting Parties:	15,000	30,808	32,000
930,000	2,744,072	<b>TOTAL EXPENDITURE</b>	6,929,513	4,787,714	5,574,231
<b>SURPLUSES</b>					
700	(49,042)	Surplus (Primary Functions)	12,200	12,652	2,208
300	283,912	Surplus (Proj.Mgmt.Functions)	91,846	78,173	47,373
0	397,291	Surplus (Proj.Impl.Functions)	0	0	0
0	0	Surplus (Contracting Parties)	0	0	0
1,000	632,161	<b>OVERALL SURPLUS</b>	104,046	90,826	49,681

Table 2

## 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		
<b>REVENUE</b>							
MEMBERS' CONTRIBUTIONS	500,000	80,000		16,064		500,000	
MEMBERS' IGM CONTRIBUTIONS		130,940	93,986		14,744	110,808	
RELOCATION CONTRIBUTION	125,000	79,187	3,410,110			349,926	
DONOR PROJECT FUNDS		73,300				3,489,297	
SPC DIRECTOR SPREP SALARY FUNDING		320,208				73,300	
OTHER SPREP SALARY FUNDING	35,000					320,208	
INTEREST REVENUE						35,000	
ADVANCE RECEIPTS						0	
<b>TOTAL REVENUE</b>	<b>660,000</b>	<b>683,635</b>	<b>3,504,096</b>	<b>16,064</b>	<b>14,744</b>	<b>4,878,539</b>	
<b>EXPENDITURE</b>							
SALARIES & ANCILLARY COSTS	172,895	315,335				488,230	
OPERATING COSTS	63,813	79,187				143,000	
DUTY TRAVEL	50,000					50,000	
IGM/BIIENNIAL MTG. OF PARTIES		80,000			14,744	110,808	
LANGUAGE SERVICES	150,000					150,000	
SPC TRANSITIONAL FEE	45,640		93,986			45,640	
SMALL PROJECTS SCHEME						93,986	
RELOCATION RELATED EXPEND.	125,000	130,940				255,940	
CAPITAL EXPENDITURE	40,000					40,000	
WORK PROGRAMMES							
<b>TOTAL EXPENDITURE</b>	<b>647,348</b>	<b>605,462</b>	<b>3,504,096</b>	<b>16,064</b>	<b>14,744</b>	<b>4,787,714</b>	
<b>SURPLUS</b>	<b>12,652</b>	<b>78,173</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90,825</b>	

Table 3

## CONSOLIDATED SPREP BUDGET FOR 1991 YEAR (US DOLLARS)

1991	MEMBER CONTRIBUTIONS	DONORS			PARTIES		TOTAL
	PRIMARY FUNCTION	PROJ.MGMT FUNCTION	PROJECT IMPLEMENTATION FUNCTION	SPREP CONVENTION FUNCTION	APIA CONVENTION FUNCTION		
<b>REVENUE</b>							
MEMBERS' CONTRIBUTIONS	304,778						304,778
MEMBERS' IGM CONTRIBUTIONS		163,335					163,335
RELOCATION CONTRIBUTION		18,360					18,360
DONOR PROJECT FUNDS		53,385	2,419,115				2,472,500
SPC DIRECTOR SPREP SALARY FUNDING		73,300					73,300
OTHER SPREP SALARY FUNDING		157,772					157,772
INTEREST REVENUE							0
ADVANCE RECEIPTS		186,188					186,188
<b>TOTAL REVENUE</b>	<b>304,778</b>	<b>652,340</b>	<b>2,419,115</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,376,233</b>
<b>EXPENDITURE</b>							
SALARIES & ANCILLARY COSTS	277,873	124,882					402,755
RECRUITMENT COSTS		19,450					19,450
FINANCE CONSULTANT		18,268					18,268
OPERATING COSTS	32,676	53,385					86,061
DUTY TRAVEL	30,498	15,251					45,749
IGM/BIENNIAL MTG. OF PARTIES		127,203					127,203
LANGUAGE SERVICES							0
SPC TRANSITION FEE							0
SMALL PROJECTS SCHEME	4,529						4,529
RELOCATION RELATED EXPEND.	8,244	9,989					9,989
CAPITAL EXPENDITURE							8,244
WORK PROGRAMMES			2,021,824				2,021,824
<b>TOTAL EXPENDITURE</b>	<b>353,820</b>	<b>368,428</b>	<b>2,021,824</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,744,072</b>
<b>SURPLUS</b>	<b>(49,042)</b>	<b>283,912</b>	<b>397,291</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>632,161</b>



## CONSOLIDATED SPREP BUDGET FOR 1993 YEAR (US DOLLARS)

1993	MEMBER CONTRIBUTIONS	DONORS		PARTIES		TOTAL
	PRIMARY FUNCTION	PROJ.MGMT FUNCTION	PROJECT IMPLEMENTATION FUNCTION	SPREP CONVENTION FUNCTION	APIA CONVENTION FUNCTION	
<b>REVENUE</b>						
MEMBERS' CONTRIBUTIONS	500,000					532,000
DONOR PROJECT FUNDS		216,259	4,568,720	17,000	15,000	4,784,979
OTHER SPREP SALARY FUNDING	129,928	141,905				271,833
INTEREST REVENUE	35,000					35,000
ADVANCE RECEIPTS						0
<b>TOTAL REVENUE</b>	<b>664,928</b>	<b>358,164</b>	<b>4,568,720</b>	<b>17,000</b>	<b>15,000</b>	<b>5,623,812</b>
<b>EXPENDITURE</b>						
SALARIES & ANCILLARY COSTS	291,220	229,291				520,511
OPERATING COSTS	81,500	81,500				163,000
DUTY TRAVEL	50,000					50,000
IGM/BIENNIAL MTG. OF PARTIES	50,000			17,000	15,000	82,000
LANGUAGE SERVICES	150,000					150,000
SMALL PROJECTS SCHEME						0
CAPITAL EXPENDITURE	40,000					40,000
WORK PROGRAMMES			4,568,720			4,568,720
<b>TOTAL EXPENDITURE</b>	<b>662,720</b>	<b>310,791</b>	<b>4,568,720</b>	<b>17,000</b>	<b>15,000</b>	<b>5,574,231</b>
<b>SURPLUS</b>	<b>2,208</b>	<b>47,373</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,581</b>

Table 5

ESTIMATED SPREP WORK PROGRAMME EXPENDITURE FOR 1993 YEAR (US DOLLARS)							
A. EXISTING FUNDED PROGRAMMES							
PROGRAMMES	SALARIES & ANCILLARY COSTS	DUTY TRAVEL	CONSULTANTS	CAPITAL EXPENDITURE	MEETINGS W/SHOPS TRAINING	PROJ/IMPL/ OPERATING COSTS	TOTAL EXPENDITURE
<b>CONSERVATION OF BIOLOGICAL DIVERSITY</b>							
AIDAB - Flying Fox Study (SI)					25,787	5,000	5,000
AIDAB - RMTCP							25,787
USAID-Regional Ecosystems Classification							0
ANPWS-Turtle Expert	26,000						26,000
NATURE CONSERVANCY-Regional Ecosystems							0
ICOD-RMTCP Programme							0
UNEP-Geographical Information Systems							0
CITES-Parks Conference follow-up					13,531		13,531
UNDP - Global Environmental Facility - PA Phase							0
UNEP - Global Environmental Facility							0
UNEP - Biological Diversity Meeting-UNEP							0
UNEP - Bio-diversity Convention							0
<b>TOTAL</b>	<b>26,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,318</b>	<b>5,000</b>	<b>70,318</b>
<b>GLOBAL CHANGE</b>							
US Commerce Dept Marshall Islands Study							0
AIDAB-Climate Change Information Officer	60,000	10,000					70,000
<b>TOTAL</b>	<b>60,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,000</b>
<b>ENVIRONMENTAL MANAGEMENT &amp; PLANNING</b>							
AIDAB - NCS-Vanuatu						18,000	18,000
UNEP-EIA Funding	22,481	12,725	12,894	0	26,321	26,449	100,870
ADB - RETA	200,453	65,000	95,000	6,800	261,286	81,500	709,819
UNDP - NEMS	222,934	77,725	107,894	6,800	287,587	125,949	828,689
<b>TOTAL</b>							

Table 6

ESTIMATED SPREP WORK PROGRAMME EXPENDITURE FOR 1993 YEAR (US DOLLARS)							
PROGRAMMES	SALARIES & ANCILLARY COSTS	DUTY TRAVEL	CONSULTANTS	CAPITAL EXPENDITURE	MEETINGS W/SHOPS TRAINING	PROJ/IMPL/ OPERATING COSTS	TOTAL EXPENDITURE
<b>COASTAL MANAGEMENT &amp; PLANNING</b>							
AIDAB-Dredging Assessment Tuvalu EIA		9,207	6,374		58,000	7,350	22,931
AIDAB - Coastal Management							58,000
ICOD-Coastal Resource Management Programme							0
<b>TOTAL</b>	0	9,207	6,374	0	58,000	7,350	80,931
<b>PREVENTION &amp; MGMT OF POLLUTION</b>							
UNEP - Regional Seas			45,000			20,000	65,000
<b>TOTAL</b>	0	0	45,000	0	0	20,000	65,000
<b>PLANNING &amp; RESPONSE TO POLLUTION EMERGENCY</b>							
Pacific Regional Oil Spill Workshop							0
<b>TOTAL</b>	0	0	0	0	0	0	0
<b>ENVIRONMENTAL EDUCATION &amp; TRAINING</b>							
ICOD-Marine Environmental Education							0
AIDAB							0
UNEP-Improved Env. Education Training & Info.							0
WWF-Coral reef Handbook in Tokelau							0
WWF-Won Smolbag Theatre Group							0
ICOD-Coastal Zone Protection Kits							0
<b>TOTAL</b>	0	0	0	0	0	0	0
<b>ENVIRONMENTAL INFORMATION</b>							
AIDAB/RA - "One World"					28,000		28,000
<b>TOTAL</b>	0	0	0	0	28,000	0	28,000
<b>REGIONAL ENVIRONMENTAL CONCERNS</b>							
AIDAB - UNCED	70,000	30,000	20,000			50,000	170,000
<b>TOTAL</b>	70,000	30,000	20,000	0	0	50,000	170,000

Table 7

ESTIMATED SPREP WORK PROGRAMME EXPENDITURE FOR 1993 YEAR (US DOLLARS)								
PROGRAMMES	SALARIES & ANCILLARY COSTS	DUTY TRAVEL	CONSULTANTS	CAPITAL EXPENDITURE	MEETINGS W/SHOPS TRAINING	PROJ.Impl/ OPERATING COSTS	TOTAL EXPENDITURE	
MISCELLANEOUS								
TOTAL	0	0	0	0	0	0	0	0
TOTAL EXISTING FUNDED PROGRAMMES	378,934	126,932	179,268	6,600	412,905	208,299	1,312,938	
B. PROPOSED NEW FULLY FUNDED PROGRAMMES								
CONSERVATION OF BIOLOGICAL DIVERSITY								
UNDP - Global Environmental Facility ENVIRONMENTAL MANAGEMENT & PLANNING	277,500	50,000	150,000	48,000	100,000	1,390,000	2,015,500	
AIDAB - EIA Project ENVIRONMENTAL EDUCATION & TRAINING	44,303	25,964			402,057	50,388	522,712	
AIDAB - Environment Education REGIONAL ENVIRONMENTAL CONCERNS	46,380				28,740	92,550	167,670	
AIDAB - UNCED Follow-up UNFPA - Population and the Environment	70,000 190,600	30,000 40,000	20,000 30,000	15,000	14,000	55,000 85,300	175,000 374,900	
TOTAL PROPOSED NEW FULLY FUNDED PROGRAMMES	628,783	145,964	200,000	63,000	544,797	1,673,238	3,255,782	
GRAND TOTAL	1,007,717	272,896	379,268	69,600	957,702	1,881,537	4,568,720	

Table 8

1993 SPREP WORK PROGRAMME (US DOLLARS)

PROPOSED NEW PROGRAMMES WHERE  
FUNDING HAS NOT BEEN FINALISED AND/OR SECURED

PROGRAMMES	SALARIES & ANCILLARY COSTS	DUTY TRAVEL	CONSUL- TANTS	CAPITAL EXPEN- TURE	MEETINGS W/SHOPS TRAINING	PROJ IMPL/ OPERATING COSTS	TOTAL EXPENDITURE
Conservation of Biological Diversity						5,359,912	0
Global Change						6,889,000	5,359,912
Environment Management Planning						15,173,200	6,889,000
Coastal Management and Planning						4,356,460	15,173,200
Prevention and Management of Pollution						17,036,700	4,356,460
Planning and Response to Pollution Emergencies						330,500	17,036,700
Environmental Education and Training						2,079,400	330,500
Environment Information						117,000	2,079,400
Regional Environment Concern						80,000	117,000
<b>TOTAL UNFUNDED PROGRAMMES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51,422,172</b>	<b>51,422,172</b>

Table 9

1993 EXTRA-BUDGETARY FUNDING FOR PRIMARY AND PROJECT MANAGEMENT FUNCTIONS (US DOLLARS)		
DONOR PROJECT FUNDS	PRIMARY	PROJECT MANAGEMENT
CONSERVATION OF BIOLOGICAL DIVERSITY		
UNDP-Global Environment Facility		60,000
GLOBAL CHANGE		
AIDAB - Climate Change		20,000
ENVIRONMENTAL MANAGEMENT & PLANNING		
AIDAB - EIA project		52,267
ADB - RETA		728
UNDP - NEMS		2,500
ENVIRONMENTAL EDUCATION & TRAINING		
AIDAB - Environment Education		16,764
ENVIRONMENTAL INFORMATION		
AIDAB/RA - "One World"		3,900
REGIONAL ENVIRONMENTAL CONCERNS		
AIDAB - UNCED		10,000
UNFPA - Population and the Environment		50,100
Sub-total		216,259
OTHER SPREP SALARY FUNDING		
New Zealand	91,998	96,529
Deputy Director		
Project Officer (Conservation of Biological Diversity)		
Information and Publications Officer		
ADB - RETA		5,094
UNDP - Finance Manager	20,906	20,906
UNDP - Support Staff	17,024	19,376
Sub-total	129,928	141,905
<b>TOTAL</b>	<b>129,928</b>	<b>358,164</b>