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**FIFTIETH MEETING OF THE
COMMITTEE OF REPRESENTATIVES OF GOVERNMENTS AND ADMINISTRATIONS**
(17–19 November 2020, Virtual Meeting)

Information Paper

AGENDA ITEM No. 3: Implementation of decisions from CRGA 49, the Special Session of CRGA and out-of-session decisions

(Paper presented by the Secretariat)

Purpose

1. This paper updates CRGA on progress made in implementing the decisions of CRGA 49, the Special Session of CRGA in November 2019 and out-of-session decisions.
2. In previous years, the attached matrix was annexed to the Director-General's report. For clarity, it is now presented separately and for members' information only. It does not require discussion or decision.

Key points

3. The attached matrix outlines the implementation of:
 - i. CRGA 49 decisions (Annex A)
 - ii. Special Session decisions (Annex B)
 - iii. Out-of-session decisions (Annex C).
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Annex A

Progress on implementing CRGA 49 decisions

Context	Decision by CRGA 49	Comments on implementation
AGENDA ITEM 2: DIRECTOR-GENERAL'S REPORT		
<p>In his report to CRGA, the Director-General presented details of key activities in 2018. The Secretariat proposed moving CRGA and Conference to November each year to better align with the budget process. The Secretariat also informed CRGA that it was proposed at the March 2019 Heads of Fisheries (HOF) meeting to hold the meeting annually, on a two-year trial basis. The Secretariat undertook, on behalf of HOF, to bring this proposal to CRGA for endorsement.</p>	<p>CRGA:</p> <p>i. noted the highlights of SPC's operations and activities during 2018, and the key achievements;</p>	<p>No action required.</p>
	<p>ii. approved the change of CRGA and Conference dates to November each year;</p>	<p>CRGA 50 is being held in November 2020.</p>
	<p>iii. endorsed the Heads of Fisheries meeting to shift from a biannual to an annual meeting, on a two-year trial basis.</p>	<p>The 12th HOF meeting was held virtually 11–15 May 2020.</p>
AGENDA ITEM 3: PACIFIC COMMUNITY CENTRE FOR OCEAN SCIENCE (PCCOS)		
<p>The Secretariat provided information on the status of the Pacific Community Centre for Ocean Science (PCCOS), noting that SPC had largely completed the first phase of its establishment. The Secretariat affirmed the importance of partnering in the next phase.</p>	<p>CRGA:</p> <p>i. noted the progress made in operationalising the Pacific Community Centre for Ocean Science (PCCOS);</p>	<p>No action required.</p>
	<p>ii. acknowledged the successful completion of the first phase of the Centre's establishment;</p>	<p>No action required.</p>
	<p>iii. requested the Secretariat to further develop the PCCOS as the regional hub for multi-disciplinary, multi-sectoral, integrated and innovative programming in ocean science, to support members in their custodianship of ocean resources.</p>	<p>Since CRGA 49, PCCOS has focused on:</p> <ul style="list-style-type: none"> directly supporting the Executive Planning Group of the UN Decade of Ocean Science for Sustainable Development and the

		<p>Intergovernmental Oceanographic Commission (UNESCO- IOC) in the development of the <i>Implementation Plan</i> for the Decade to ensure the Pacific is best placed to be a leading global voice on ocean science;</p> <ul style="list-style-type: none"> • active dialogue with the Office of the Pacific Ocean Commissioner in sharing the integrated programme of ocean science for the Pacific to inform the roles and mandate within the ocean-science space; • developing the Technical Working Group, which brings together 45 staff from across SPC to ensure collaboration on, and coordination of PCCOS-related work. These conversations contributed to the monitoring, evaluation and learning plan for PCCOS.
	<p>iv. directed the Secretariat to develop a framework that clearly defines the roles of, and tracks, the partnerships that PCCOS develops and strengthens as a regional hub.</p>	<p>To date, PCCOS has prioritised internal coordination and development rather than development of external partnerships, primarily due to recruitment challenges compounded by the COVID-19 pandemic. With final interviews for the recruitment of the PCCOS Head and the Partnerships Coordinator to take place in September 2020, partnerships will be a primary focus for the remainder of 2020.</p>

AGENDA ITEM 4: STANDING AGENDA ITEMS		
AGENDA ITEM 4.1: REPORT FROM THE PACIFIC BOARD FOR EDUCATION QUALITY (PBEQ) – A CRGA SUBCOMMITTEE		
The Deputy Director-General (Suva) presented the outcomes of the fourth annual meeting of PBEQ.	CRGA: i. directed the Secretariat to build capacity, over time, within countries to collect and analyse their own data to produce their own results reports;	An update is provided in the PBEQ report to CRGA (Paper 10a).
	ii. affirmed the importance of micro-qualifications to the region, and directed that the Secretariat explore pathways from micro-qualifications to recognised qualification packages;	An update is provided in Paper 10a.
	iii. noted the interest of francophone members in PILNA, and the request that the Secretariat develop a full PILNA programme in French, adapted for francophone contexts	An update is provided in Paper 10a.
AGENDA ITEM 4.2: UPDATE ON YOUTH HIGH-LEVEL DIALOGUE OUTCOMES: PACIFIC YOUTH DEVELOPMENT FRAMEWORK (PYDF) 2014–2023		
The Secretariat updated CRGA on the implementation of PYDF.	CRGA: i. noted the progress made on implementation of the Pacific Youth Development Framework (PYDF) and the mid-term review of the PYDF to be carried out in 2019–2020;	No action required.
	ii. called on the Secretariat and partners to consider the findings and recommendations of the State of Pacific Youth Report 2017 as an important platform for strengthening the statistics required to inform policies and actions for youth;	An update is included in Paper 10b – Update on Youth High-Level Dialogue outcomes/PYDF.
	iii. reaffirmed CRGA 48's call for more resources for implementation of the PYDF and called on all members to lead resourcing for youth development, and for the Secretariat to deliver regional interventions aligned with the PYDF.	An update is included in Paper 10b.

AGENDA ITEM 5: STRATEGIC PLAN MONITORING AND RESULTS REPORTING FOR THE PACIFIC COMMUNITY

<p>The Chair of the CRGA Subcommittee on Strategic Plan Implementation outlined the process of the Subcommittee's meetings and consideration of the Secretariat's performance under the Strategic Plan and results as reported in the Pacific Community Results Report.</p>	<p>CRGA:</p> <p>i. noted the recommendations made by the Subcommittee, to assist CRGA in its annual consideration of the Secretariat's progress in implementing the Pacific Community Strategic Plan 2016–2020;</p>	<p>No action required.</p>
<p>The Secretariat discussed the proposed process for development of the post-2020 Strategic Plan, outlining a roadmap that incorporates members' involvement in shaping and supporting the vision of the organisation in the next period.</p>	<p>ii. endorsed the Pacific Community Results Report 2018, noting that the Secretariat has incorporated the improvements suggested by the Subcommittee and CRGA;</p>	<p>No action required.</p>
	<p>iii. directed the Secretariat and encouraged all development partners to work towards increasing the level of project management fees (PMF) to the target rate of 15%;</p>	<p>See 7.4 iv below.</p>
	<p>iv. directed the Secretariat to actively pursue strategic partnerships and fundraising to increase SPC's annual project portfolio;</p>	<p>See 7.4 v below.</p>
	<p>v. recommended that members pay, where possible, assessed contributions, host country grants and voluntary contributions in euro;</p>	<p>See 7.4 vi below.</p>
	<p>vi. called on all development partners to consider shifting from a project to a programme funding modality to provide greater predictability and a multi-year commitment under the Pacific Community Strategic Plan;</p>	<p>See 7.4 vii below.</p>
	<p>vii. directed the Secretariat to continue its engagement and consultations with members around the review of assessed contributions and host country grants;</p>	<p>See 7.4 ii below.</p>
	<p>viii. directed the Secretariat to continue its programming efforts, including appropriate resourcing, across both integrated and country programming, acting on the recommendations of the Mid-Term Review of the Pacific Community Strategic Plan 2016–2020 and feedback from member states;</p>	<p>An update on programming is included in Paper 3a – Director-General's report.</p>

	ix. noted the Secretariat's update on the Mid-Term Review of the Pacific Community Strategic Plan 2016–2020, including the findings of the performance analysis;	No further action required.
	x. directed the Secretariat to use the review findings and management response to inform course corrections and the roadmap for the development of the next Pacific Community strategic plan post-2020 (next strategic plan), and to brief the incoming SPC Executive;	An update is included in Paper 4 – Strategic plan and results reporting.
	xi. directed the Secretariat to provide updates on the implementation of the management response through the strategic plan roadmap;	An update is included in Paper 4.
	xii. approved the phased approach to developing the next strategic plan and adopt the key principles in the development of the next strategic plan, as recommended by the Subcommittee.	An update is included in Paper 4.
AGENDA ITEM 6: FRAMEWORK FOR PACIFIC REGIONALISM (FPR)		
AGENDA ITEM 6.1: FRAMEWORK FOR PACIFIC REGIONALISM AND CROP COHESION AND COORDINATION		
The Secretariat and the Pacific Islands Forum Secretariat (PIFS) updated CRGA on the 2018 review of the FPR and initiatives to further strengthen the cohesion and coordination of the Council of Regional Organisations in the Pacific (CROP).	CRGA: i. recognised SPC's ongoing engagement in working alongside other CROP agencies to fully implement the 2018 CROP Charter;	No action required.
	ii. noted the Secretariat's commitment to support delivery of priorities under the 2019 CROP Strategic Work Agenda, as relevant to its mandate and expertise, and to progress decisions from the 49th Pacific Islands Forum;	No action required.
	iii. acknowledged the Secretariat's ongoing engagement with the Framework for Pacific Regionalism and CROP and urged that it continue to contribute proactively to strong and effective Pacific regionalism.	The Secretariat continues to engage proactively with CROP agencies to strengthen coordination and joint action (see Paper 10c: CROP cohesion and coordination).

AGENDA ITEM 6.2: MID-TERM REVIEW OF THE SMALLER ISLAND STATES (SIS) REGIONAL STRATEGY 2016-2020		
PIFS presented an update to CRGA on the Mid-Term Review of the Smaller Island States (SIS) Regional Strategy 2016–2020, and sought the Pacific Community’s support for informing the review by providing relevant information on its contributions to implementing SIS activities.	CRGA:	No action required.
	i. noted the work on the Mid-Term Review of the SIS Regional Strategy 2016–2020 that is currently being carried out by a small Working Group and that is supported by the Pacific Islands Forum Secretariat;	No action required.
	ii. commented on areas in the SIS Regional Strategy for consideration in the Mid-Term Review;	No action required.
	iii. tasked the Secretariat with providing the necessary information on the implementation of SIS-related activities, upon request from the Forum Secretariat, in support of the mid-term review of the SIS Regional Strategy 2016-2020.	The Secretariat responded to PIFS requests for information on SIS-related issues and continues to engage with PIFS as requested.
AGENDA ITEM 7: OPERATIONS AND MANAGEMENT DIRECTORATE REPORTS		
AGENDA ITEM 7.1: AUDIT AND RISK COMMITTEE (ARC) REPORT		
The Chair of ARC presented its report to CRGA 49, and proposed that CRGA make two specific changes to the ARC Charter.	CRGA:	No action required.
	i. noted the report from the Chair of the ARC;	The Secretariat updated the <i>Pacific Community Governance Compendium</i> (third edition) with the amendments to the ARC Charter.
	ii. approved the amendment of Clause 3 of the ARC Charter to include the addition of the words “The Director-General will be invited to attend relevant parts of ARC meetings, at the committee’s discretion”;	
	iii. approved the amendment of Clause 6 of the ARC Charter by inserting in the final sentence the words “without having sought leave of absence” following the words “...two consecutive ARC meetings...”;	
iv. directed the Secretariat to include a “notice to the CRGA” provision on ARC members’ leave of absence into Clause 6 of the ARC Charter.		

AGENDA ITEM 7.3: FINANCIAL PERFORMANCE REVIEW FOR 2019 BASED ON APPROVED 2019 BUDGET

The Secretariat presented the financial performance review of the revised 2019 budget up to the 1st Quarter ended March 2019.	CRGA:	No action required.
	i. noted the positive operating financial performance for the 1st Quarter ended March 2019;	
	ii. recognised the Secretariat's effort to mobilise resources for the long-term financial sustainability of SPC, and encouraged the Secretariat to continue to seek contributions from new donors, including greater emphasis on programme funding;	The Secretariat continues conversations with potential new development partners. Paper 3a, Director-General's report, provides additional details.
	iii. acknowledged the continuing trend of improved levels of project and programme execution by SPC and encouraged the Secretariat to maintain these execution levels;	No action required.
	iv. urged members to ensure timely payment of assessed contributions.	An update on payment of assessed contributions is included in the budget papers (5.3 and 5.4).

AGENDA ITEM 7.4: FINANCIAL SUSTAINABILITY AND UPDATE ON THE REVIEW OF ASSESSED CONTRIBUTIONS AND HOST COUNTRY GRANTS

The Secretariat presented perspectives on SPC's long-term financial sustainability, including an update on the 2020 budget process, the ongoing reviews of assessed contributions and host country grants, and a summary of the Secretariat's perspective on the Narube report.	CRGA:	The Special Session of CRGA was convened in November 2019.
	i. decided that the draft 2020 budget be adopted at a special SPC session to be held back-to-back with the Forum Officials Committee budget meeting later in 2019, with out-of-session adoption of the budget as the fall-back option;	
	ii. approved the establishment of two ad hoc working groups tasked with taking forward consultations with members on the review of assessed contributions and host country grants and providing detailed recommendations on both matters to CRGA in 2020;	The working groups were established. However, discussions have been deferred as a result of COVID-19. (See circulars 20/09; 20/01; 19/22; 19/21.)

	<ul style="list-style-type: none"> iii. approved maintaining assessed contributions and host country grants at their currently agreed levels until CRGA in 2020 makes a decision on the working groups' recommendations. 	See 7.4 ii.
	<ul style="list-style-type: none"> iv. directed the Secretariat to continue working with development partners to increase the level of project management fees towards the target rate of 15%; 	The Secretariat continues conversations with development partners on working towards increasing PMF (Project Management Fees) to the target rate of 15%. An update on the current PMF rate is provided in the Paper 5.3 on the revised 2020 budget.
	<ul style="list-style-type: none"> v. recommended that the Secretariat actively pursues strategic partnerships and fundraising to increase SPC's annual project portfolio; 	An update on the annual project portfolio is provided in the budget papers (5.4).
	<ul style="list-style-type: none"> vi. recommended that members pay, where possible, assessed contributions, host country grants and voluntary contributions in euro; 	The Secretariat continues to encourage members to pay in euro where possible.
	<ul style="list-style-type: none"> vii. strongly urged that all development partners consider shifting from a project to a programme funding modality to provide greater predictability and a multi-year commitment under the Pacific Community Strategic Plan. 	The Secretariat continues conversations with development partners to encourage them to move to programme and multi-year funding.
AGENDA ITEM 7.5.A: REPORT ON HUMAN RESOURCES (HR)		
The Secretariat updated CRGA on key initiatives being undertaken by the Human Resources Department.	<p>CRGA:</p> <ul style="list-style-type: none"> i. noted progress in implementing the human resources work programme and key initiatives in alignment with the Operations and Management Directorate's business plan; 	No action required.
	<ul style="list-style-type: none"> ii. encouraged the Secretariat to continue investing in professional development across SPC; iii. directed the Secretariat to continue efforts to develop a high-performing, diverse workforce as a critical contribution to "One SPC". 	An update is provided in Paper 8a – Report on Human resources and health and safety.

AGENDA ITEM 7.5B: REPORT ON HUMAN RESOURCES – STAFF REGULATIONS UPDATE		
<p>The Secretariat updated CRGA on the review of the Staff Regulations and policies, and the progress of the Working Group, and sought nominations from other members to join the discussions.</p> <p>The Secretariat sought approval for SPC to accede to the jurisdiction of the Administrative Tribunal of the International Labour Organization (ILOAT) as part of its procedures for resolution of escalated human resources disputes.</p>	<p>CRGA:</p> <p>i. noted the progress of the SPC Staff Regulations Working Group;</p>	<p>The Staff Regulations were approved out of session (circulars 20/07;20/08).</p>
	<p>ii. noted the progress of the review and update of SPC’s human resources policies;</p>	<p>The new <i>Manual of Staff Policies</i> commenced on 1 July 2020.</p>
	<p>iii. requested additional Pacific Island country and territory members to participate in the SPC Staff Regulations Working Group to address key issues that are still outstanding;</p>	<p>No action required.</p>
	<p>iv. directed the Secretariat to take appropriate steps to accede to the jurisdiction of the Administrative Tribunal of the International Labour Organization, following appropriate staff consultation.</p>	<p>On 17 July 2020, the Secretariat formally submitted its request to accede to the jurisdiction of ILOAT. The request will be considered at the next ILO governing body meeting in November 2020.</p>
AGENDA ITEM 7.6: REMUNERATION REPORT		
<p>The Secretariat advised CRGA that to take a more holistic and strategic approach to staff remuneration, it proposed preparing salary and allowance adjustments to be submitted later in 2019, to align with the approval process for SPC’s 2020 budget by CRGA.</p> <p>To ensure SPC staff have adequate access to professional and personal development activities, the Secretariat proposed to investigate the implementation of a ‘professional development levy’ that would be centrally managed and funded.</p>	<p>CRGA:</p> <p>i. recognised the Secretariat’s attempts to engage with CROP on remuneration practices and information sharing, and endorsed its proposal to work with CROP agencies to investigate other areas of harmonisation and report on progress;</p>	<p>An update is provided in Paper 6a – Report on Human resources and health and safety.</p>
	<p>ii. proposed that, subject to affordability and adequate justification in the context of the overall 2020 SPC budget, the Secretariat submit recommendations on the following Human Resources initiatives to CRGA during the 2020 budget approval process:</p> <p>a. cost of housing and education allowance adjustment;</p> <p>b. salary scale midpoint adjustments;</p> <p>c. local salary adjustments;</p> <p>d. cost of living differential allowance (COLDA) adjustment;</p>	<p>Proposals were considered as part of the 2020 budget at the Special Session of CRGA in November 2019.</p>

The Secretariat proposed the establishment of a Remuneration Working Group made up of CRGA members to enable more in-depth understanding of the overall issues and the initiatives being put forward.	iii. noted the update on the review of the Secretariat's reference currency for the salaries of positions advertised internationally;	An update is provided in Paper 8b – Report on remuneration
	iv. noted the Secretariat's efforts to resolve the outstanding issue of permanent contracts and increased job security for local staff, and endorsed the review being undertaken;	Open-ended contracts for locally recruited (PAL) staff were implemented from 1 September 2020, subject to eligibility criteria. An update is provided in Paper 6b.
	v. noted the Secretariat's intention to implement a professional development levy, in principle, subject to submission of a detailed business case and provision being made in a balanced budget;	An update is provided in Paper 6b.
	vi. approved the establishment of a remuneration reference group, to assist the Secretariat in sense-checking its remuneration proposals.	The reference group was established (circular 19/23) and contributed to the proposals put to the Special Session.
AGENDA ITEM 8: APPLICATIONS FOR PERMANENT OBSERVER STATUS		
The Secretariat presented recommendations to CRGA relating to applications from the European Union, and the Federal Republic of Germany, for permanent observer status with SPC.	CRGA: i. warmly welcomed the interest in permanent observer status with SPC by the European Union and Germany;	No further action.
	ii. deferred decision on the applications by the European Union and Germany for permanent observer status, pending further consultations between members, the Secretariat and the applicants, with advice to be provided to members by CRGA 50 at the latest.	An update is provided in Paper 7 – Membership and permanent observer status.

AGENDA ITEM 9: CRGA 50 – VENUE, CHAIR AND VICE-CHAIR

The CRGA Rules of Procedure set out the requirements for the location of the meeting and the appointment of the Chair and Vice-Chair.

CRGA:

- i. noted that the venue for the meeting of CRGA 50 in 2020 shall be SPC Headquarters, Noumea, New Caledonia, and the Chair shall be provided by Papua New Guinea, with the Vice-Chair provided by Pitcairn;
- ii. noted that members will be advised of the meeting dates in due course.

CRGA 50 has been convened virtually.

Annex B

Progress on implementing the decisions of the Special Session of CRGA

Context	Decision by the Special Session of CRGA	Comments on implementation
AGENDA ITEM 2: 2020 SPC PROPOSED BUDGET		
CRGA considered the proposed 2020 budget.	CRGA: i. approved the proposed 2020 budget inclusive of adjustments in remuneration components;	No action required.
	ii. noted the outstanding members' dues amounted to EUR 2.18 million (assessed contributions: EUR 2.12M; and Grants: EUR 0.0587M); and encouraged payment be made in a timely manner;	An update on payment of assessed contributions is included in the budget papers (5.3 and 5.4).
	iii. noted the budgets for 2021 and 2022 are provisional and will be updated in 2020;	The draft 2021 budget is included in the budget papers (5.4).
	iv. directed the Secretariat to continue working with development partners to reach the target Project Management Fee rate of 15% and recover applicable Full Cost Recovery rates;	An update on project management fees is included in the budget papers (5.3 and 5.4).
	v. welcomed New Zealand's announcement of an enhanced multi-year partnership supporting the continued work of the Secretariat;	No action required.
	vi. acknowledged the work of the Secretariat to reduce the amount of EU ineligible expenses and to make provision in its budget; members urged the Secretariat to coordinate with CROP, and to consult widely with members on its approach.	An update on EU ineligible expenses is included in the Director-General's report (Paper 3a) and the budget papers (5.3 and 5.4).

AGENDA ITEM 3: RECRUITMENT OF THE DIRECTOR-GENERAL		
The Secretariat presented members with options for improving the process for recruitment of the SPC Director-General for their consideration.	CRGA:	The Secretariat has established the working group (circular 20/17).
	<ul style="list-style-type: none">i. considered the proposed amendments to the Director-General's recruitment process;ii. directed that the Secretariat establish a working group with members to consider feedback and suggestions to strengthen the Director-General's recruitment process and, on the basis of the current Director-General's recruitment procedure, provide a revised draft of that procedure to CRGA 50.	

Annex C

Progress on implementing out-of-session decisions

Circular number (date)	Context	Out of session decision	Comments on implementation
19/20 (3 July 2019)	The Communiqué of the 11 th Conference of the Pacific Community was circulated out of session for approval.	Members adopted the communiqué of the 11 th Conference of the Pacific Community.	No action required
20/07 (7 May 2020)	At CRGA 48, members approved the establishment of a working group to consider amendments to the SPC Staff Regulations and to refer proposed changes to CRGA members for final review and approval out of session. The Staff Regulations were circulated out of session for approval.	CRGA approved the new Staff Regulations to commence on 1 July.	The Staff Regulations commenced on 1 July.
20/10 (10 June 2020)	The Director-General and the Chair of the Audit and Risk Committee (ARC) sought CRGA's approval for the replacement of a member of the Committee.	CRGA appointed Mr Sholan Ivaiti to ARC.	Mr Ivaiti has assumed his role.
20/11 (15 June 2020)	The Secretariat requested CRGA's approval for an exceptional extension of Dr Vivili's contract as Director, Public Health Division. Dr Vivili will reach the six-year contract limit on 4 January 2021. He has had a central role in SPC's and the region's coordinated response to the COVID-19 pandemic.	CRGA approved an exceptional extension of the contract of Dr Paula Vivili as Director, Public Health Division.	Dr Paula Vivili's contract was extended for 18 months as approved.
20/12 (2 July 2020)	The CRGA Subcommittee on Strategic Plan Implementation met virtually on 28 May 2020. The Subcommittee requested out-of-session endorsement of the Pacific Community Results Report 2019 and the revised schedule for the Strategic Plan roadmap. The circular noted that that the 12-month transition plan would be provided to members at CRGA 50.	CRGA approved the Pacific Community Results Report 2019 and the revised schedule for the Strategic Plan roadmap, including the 12-month transition period	The Pacific Community Results Report 2019 was published. Paper 4 – Strategic plan and results reporting for the Pacific Community provides a further update.