



SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

Twenty-Second SPREP Meeting

Apia, Samoa

13 – 15 September 2011

**Agenda Item : 9.4****Amendment to Staff Regulations****Purpose of paper**

1. To present to the SPREP Meeting the outcomes of the inaugural Staff Regulations Working Group meeting and to seek endorsement of the proposed process for dealing with Staff Regulations review and amendments.

Background

2. The 21st SPREP Meeting in Madang last year approved the following in response to the need for a more efficient process for dealing with amendments to Staff Regulations, rather than solely at the annual SPREP Meeting:

Approved the establishment of an open-ended Working Group comprising interested Members to meet inter-sessionally in order to:

- i) Dispose of proposed amendments to the Staff Regulations that arise during the course of the year; and,
- ii) Recommend a more efficient process of dealing with Staff Regulation amendments other than solely by way of the SPREP Meeting.

3. An invitation was sent out to all the SPREP member focal points in June this year for interested members to meet.

4. The Inaugural Working Group on Staff Regulations was convened at SPREP on Thursday 7th July at the SPREP Compound and participation was facilitated via teleconference in order to ensure involvement from as wide a representation of Members as possible. Member countries represented included Samoa, Australia, USA, Tokelau with FSM joining via teleconference and members of the Secretariat. The members unanimously agreed for Samoa to chair the Working Group discussions.

5. The Secretariat provided the Working Group with background information that necessitated this process. Over the past year, the Secretariat has embarked on a change management process which included the development of a new Strategic Plan, associated programme strategic plans; current review of the organisation structure to support that Strategic Plan and review and development of a number of key strategic policies and procedures. One of these is the Staff Regulations which has been identified as dated and is becoming cumbersome and ineffective given the daily needs of the organisation. The overarching concern for the Secretariat is that the existing Staff Regulations contains some issues of a purely operational and administrative character and to effect change to some of these procedural issues, approval has to be sought from Members at the annual SPREP Meeting.

6. In addition, no systematic review of Staff Regulations has taken place to date, and problems with the current system of regulations have been identified on an *ad hoc* basis as issues arise. For example, the current Regulations contain a number of references to some specific issues and terminology which are no longer relevant. **Attachment 1** provides a summary of examples of some of these issues.

7. After discussion of the Working Group, it was agreed that a proposal will be submitted to the SPREP Meeting for the following:

- 7.1 That an independent consultant be engaged to work with the Secretariat in reviewing the existing Staff Regulations. A draft Terms of Reference is attached as **Attachment 2**. The key considerations for this review would be the separation of the day-to-day administrative actions from those of a policy nature which requires the endorsement of the SPREP Meeting.
- 7.2 That Working Group will continue to meet inter-sessionally with the Secretariat and the Consultant to endorse proposed amendments to the Staff Regulations and submit a final draft of the amended Staff Regulations to the next SPREP Meeting.

Recommendations

8. The Meeting is invited to:

- **approve** the engagement of an independent consultant to work with the Secretariat in reviewing the existing Staff Regulations;
- **approve** the draft Terms of Reference attached for the reviews; and
- **agree** to the Working Group continuing to meet inter-sessionally with the Secretariat and the Consultant and submit a final draft of the amended Staff Regulations to the next SPREP Meeting.

23 August 2011