Annex 3: Description of SPREP Organisational Programmes and Functions

Programme		Functions/Purpose
Strategic Planning, Coordination and Operations		
Strategic Planning and Coordination		
Strategic Planning and Coordination	Strategic Planning, Performance Monitoring and Reporting	▪ Organisation level strategic planning (SP/PIP) and policy development. ▪ Monitoring organisational performance on all strategic goals including work programmes and budgets, as well as adherence to policies and guidelines. ▪ Reporting on performance to Members and donors ▪ Project portfolio monitoring (including monthly and bi-annual health checks). ▪ Project Review and Monitoring Group coordination ▪ PIP monitoring and data management. ▪ 2 yearly Performance Implementation Plan Reporting and updates. ▪ Strategic Plan Mid-Term End of Term Evaluation. ▪ Learning and outcomes framework.
	Project Coordination	▪ Oversight of strategic and most effective and efficient use of resources across projects and work units. ▪ Ensuring that projects and programmes meet strategic goals and Member priorities. ▪ Project design and management support. ▪ Project pipeline development and portfolio monitoring. ▪ Accredited Entity oversight functions.
	Resource Mobilisation and Partnership Engagement	▪ Guide and prioritise the development of productive partnerships and funding agreements ▪ Support Executive engagement with key and prospective partners. ▪ GEF, GCF and AF engagement and coordination.

Programme		Functions/Purpose
	Enterprise Risk Management	■ Alert the Executive and SMT to emerging organisational risks, develop appropriate risk mitigation/management strategies and advise on the management of already identified organisational risks/progress on risk strategies. ■ Risk Management Strategy.
	Communications and outreach	■ Develop and monitor implementation of high level/strategic communications strategies, ensuring coherence of messaging across the organisation. ■ Preparation of strategic communications products, including those linked to funding partnerships. ■ Media, public relations and visibility.
Strategic Operations		
Information Technology and Knowledge Management	Knowledge management	■ Records management ■ Preservation and Archiving ■ Knowledge resources and repository
	Information services	■ Registry, publications and information dissemination ■ Research and reference ■ Pacific Environment Information Network (PEIN)
	Websites, applications and systems development	■ Cutting edge information systems and applications ■ Application and database programming support ■ IT Technical advice and support ■ Training and capacity building
	ICT infrastructure	■ Cutting edge ICT infrastructure, Data Centre and services ■ ICT procurement and ICT Assets Register ■ ICT policies ■ IT technical advice and support ■ Training and capacity building
Finance and Administration	Budget monitoring	■ Capital expenditure against activity implementation forecasted monitoring

Programme		Functions/Purpose
		▪ Cash flow and resources management
	Financial management, administration and reporting	▪ General financial services ▪ Internal controls and policy compliance ▪ Financial reporting and project reporting
	Properties and asset management	▪ Properties and buildings management and administration
	Financial sustainability	▪ Funding sources security ▪ Member collections and other donor funding monitoring
Human Resources	Recruitment and retention	▪ People Strategy ▪ Talent management ▪ Remuneration
	Capacity building and performance development	▪ Capacity building and continuous professional development ▪ Performance Development and learning ▪ Staff engagement
	Culture, values and ethics	▪ Culture transformation ▪ Values and behaviours ▪ Code of Ethics
	Occupational health and safety	▪ Workplace safety and standards ▪ Work-Life balance ▪ Health and insurance
Strategic Policy and Technical Programmes		
Climate Change Resilience	Climate Change Policy	▪ Technical and policy advice to guide national decision making and planning, mainstreaming of climate change in sector plans and budgets, as well as technical support to the UNFCCC process. ▪ Supported through knowledge management and database development, and through shared information from other programmes

Programme		Functions/Purpose
	Mitigation	- Technical advice and support to develop and execute renewable energy and energy efficiency project proposals to meet Paris Agreement commitments. - Supported through capacity building for technical issues and for monitoring and evaluation
	Adaptation	- Technical advice and support to develop and execute adaptation project proposals in line with national plans and regional commitments, including through the GCF and Adaptation Fund. - Assist Members to design and implement ecosystem-based adaptation strategies and programmes. - Supported through capacity building for national adaptation planning processes and access to climate financing.
	Meteorological Services	- Providing secretariat support to the Pacific Meteorological Council, its expert panels, through the Pacific Meteorological Desk Partnership. - Technical and scientific advice on climate, meteorology, ocean and water services, climate change science, climate prediction and early warning and support to develop and execute project proposals.
Island and Ocean Ecosystems	Biodiversity and ecosystem conservation	- Work with members to build capacity and provide technical assistance to support improved ecosystem management, and implementation of conservation strategies to decrease the rate of terrestrial and marine biodiversity and habitat loss and degradation' - Support Members with implementation of the CBD, including NBSAPs, Aichi Targets, and Nagoya Protocol. - Facilitate regional implementation and monitoring of the Framework for Nature Conservation and Protected Areas 2014-2020, and Aichi Target 11

Programme		Functions/Purpose
		Country Roadmaps. ■ Develop and manage the Pacific Islands Protected Areas Portal as a data repository and planning tool, and assist Members with assessing protected areas effectiveness.
	Invasive species	■ Strengthen national institutional capacity to prevent, eradicate and control invasive species in Pacific island countries and territories, including through the Pacific Islands Learning Network and Pacific Invasives Partnership. ■ Implement eradication and control programmes and develop model approaches at national level. ■ Work with Members and partners to strengthen regional and national biosecurity measures.
	Coastal and marine ecosystems	■ Coastal and marine planning and management, and oceans policy, including integrated ocean management, biodiversity beyond national jurisdiction, marine spatial planning, marine protected areas and other management approaches. ■ Coastal habitat conservation and management, including coral reefs, seagrass, mangroves and freshwater wetlands, and including their role in climate change adaptation and mitigation. ■ Focal point for UN Regional Seas Programme and regional mechanisms such as the marine sector working group and Pacific Ocean Alliance; and convening of Noumea Convention COP meetings.
	Threatened species	Support Members in the conservation of threatened species through a variety of strategies including: ■ Establishment of sanctuaries and other protected areas. ■ Working with Members and stakeholders to mitigate

Programme		Functions/Purpose
		emerging threats to migratory and threatened marine species such as climate change and marine debris • Providing technical support and coordination for relevant research programmes involving various stakeholders throughout the region. • Encourage membership and compliance with international conventions such as CITES and CMS and providing technical support, including the listing of threatened species on the relevant Appendices to these conventions. • Working with governments, CROP and fisheries agencies and stakeholders to mitigate the by-catch of threatened species in fisheries. • Supporting development of sustainable wildlife tourism to benefit coastal communities.

Waste Management and Pollution Control	Cleaner Pacific 2025	• Implement practical and sustainable solutions for the prevention and management of waste and pollution in the Pacific that:
		  o Prevents generation of wastes and pollution
		  o Recovers resources from waste and pollutants
		  o Improves management of residuals
		  o Improves monitoring of the receiving environment

	Waste management and pollution control policy	• Strengthen institutional capacity • Promote regional and national cooperation • Improve dissemination of outcomes and experiences in waste management and pollution control
	Resource recovery and recycling	• Implement sustainable best practices in waste, chemical and pollution management • Develop human capacity

Programme		Functions/Purpose
		- Promote public-private partnerships - Monitor, analyse and report on achievements
Environmental Monitoring and Governance	Assessment and planning	- Support integrated planning including the use of EIA, SEA and spatial planning - Ensure alignment and mainstreaming of environmental priorities into national and sectoral sustainable development planning processes - Support the review and development of National Environmental Management Strategies (NEMS) and the integration of regional and international commitments including MEA and SDG targets
	Policy, law and MEA implementation	- Support the review and drafting of national environmental laws and policies - Provide advisory and technical support to PICTs to implement MEA commitments including negotiation training and support to COP engagement - Capacity building support on compliance and enforcement - Strengthen national and regional legal, policy and planning frameworks for environmental monitoring and reporting
	Monitoring and reporting	- Support the strengthening of environmental data management systems and capacity in PICTs and the region - Design and develop national and regional databases and networks to facilitate the monitoring of the state of the Pacific environment - Monitoring and reporting on environmental trends - Strengthen capacity to prepare state of environment reports to support planning and decision making