

**Record of the Meeting of the Friends of the Chair on Terms of Reference
for the Executive Board**

27 January 2017

1. The teleconference meeting was attended by representatives from Australia, Cook Islands, French Polynesia, New Zealand, Niue, Tokelau and the Secretariat with apologies received from France. New Caledonia was unable to be part of the meeting due to technical difficulties.
2. The Secretariat clarified that in line with the SPREP Meeting decision of 2016 the Troika will remain in place and the Executive Board will also include the Troika, where members serve a three year term. On the issue of decision making powers the Secretariat noted that this would be up to the Friends of the Chair to recommend to the SPREP Meeting the level of authority to be delegated to the Executive Board. It was further noted that there are safeguards in the decision making process through the agenda being provided to members in advance of the meeting. On any agenda item the Chair can defer to the next meeting if so desired.
3. The meeting discussed the draft terms of reference and suggested the following be considered in the revisions. The Secretariat to:
 - a. include a brief introduction in the terms of reference on why the Executive Board was established;
 - b. include text on the role and process of the Chair to be line with the Rules of Procedure on the SPREP Meeting;
 - c. clarify the decision making powers of the Executive Board including text on what it will and will not do and how it will manage risks;
 - d. develop a mechanism for a member to defer membership of the Executive Board similar to the GEF Council;
 - e. develop a formal process for non-Executive Board members to provide input into the meeting;
 - f. include text that limits the attendance for Executive Board members only, where other members may attend but through a formal process that is to be developed, ensuring the principles of equity and fairness are maintained. It is important for all members to have input and that there is transparency with outcomes;
 - g. revise the maximum term of Executive Board members to two years to ensure fair representation;
 - h. strengthen the language in respect of French speaking representation on the Executive Board. Must ensure that at least one French speaking member be represented either in the subgrouping rotations or be an additional member of the Executive Board rotated amongst the French speaking members in alphabetical order i.e. France, French Polynesia, New Caledonia and Wallis and Futuna;
 - i. be included as an ex-officio member of the Executive Board;
 - j. include a provision for the flexibility on membership to call in additional members if there are specific issues required;
 - k. to distinguish references of members between Executive Board members and all SPREP members;
 - l. revise the sub-heading text of "Budget" to better reflect the Secretariat providing for Smaller Island attendance costs; and
 - m. to include the Federated States of Micronesia as an official Smaller Island as officially recognised by the Pacific Islands Forum in 2016.
4. The meeting noted that the incoming Executive Board will consist of the Troika of Niue, Palau and Papua New Guinea and a representative by subgrouping in rotational alphabetical order of Australia for the Metropolitan; American Samoa for Polynesia; Fiji for Melanesia;

Commonwealth of Northern Marianas for Micronesia; and the addition of a French speaking member to include France.

5. The next meeting of the Friends of the Chair for the Executive Board Terms of Reference will convene on April 21. The Secretariat will circulate the draft record of the meeting and the revised draft terms of reference.

**Record of the Meeting of the Friends of the Chair on Terms of Reference
for the Executive Board**

(12 May 2017)

1. The teleconference meeting was attended by representatives from Australia, Cook Islands, France French Polynesia, New Caledonia, New Zealand and the Secretariat.
2. The Secretariat presented the brief history of biennial arrangements of SPREP noting the operational context of SPREP in 1996 was much different to 2017. Due to the size of the Secretariat at the time, there was a focus on establishing a sub-committee to consider and approve the Annual Work Programme and Budget. Comparatively the terms of reference for 2017 is more extensive and includes important considerations for SPREP now and into the future.
3. The reason why SPREP members reverted back to annual meetings was primarily due to the level of engagement and contact with the Secretariat and members during non-meeting years. It can only be assumed that cost savings was a consideration in the initial decision to meet biennially.
4. The meeting noted the following:
 - a. The Executive Board is subservient to the SPREP Meeting as stated in the principles in the draft terms of reference and therefore cannot over turn the decisions of the SPREP Meeting.
 - b. All SPREP Members will be informed of the Executive Board draft agenda, provided with the meeting papers prior to the meeting convening and report of the Executive Board by the Secretariat after the meeting has concluded.
 - c. In reference to Annex 3 the rotation of the Troika is in alphabetical order as are the regional sub-group representatives.
5. The meeting suggested the following be considered:
 - d. With respect to the brief history of biennial meetings of SPREP to include reference to 'meetings were held in both English and French'.
 - e. The contract of the Director General to be aligned with the biennial cycle as it is currently for three years.
 - f. A small paragraph to be inserted in the draft terms of reference which states the role of the representative of the sub-regional group will be to inform the rest of their group according to the decisions made.
 - g. The Secretariat to support the representatives for the sub-region groupings with assistance on communication and consultation required for input into the meeting process for effective sub-regional representation.

- b. Alignment of the Director General term with the new biennial arrangements noting the first term of the Director General comes to an end in December 2018 and the Executive Board cannot make a decision on the appointment of the Director General and where consensus of all SPREP Members is required.
5. The Secretariat to share the draft SPREP Meeting paper for the Terms of Reference of the Executive Board with the Friends of the Chair for further input. Appreciation was conveyed to the Friends of the Chair for their guidance on the new biennial arrangements for the SPREP Meeting.