

**Action Taken on Matters Arising  
Fourth Executive Board Meeting (4-6 September 2024)**

Agenda Items	Meeting decisions / Member requests	Key actions taken
<b>Agenda Item 6.2 : Audit Committee Report for 2023</b>	<p>The Executive Board Meeting:</p> <ol style="list-style-type: none"> <li>1) <b>Noted and approved</b> the report of the Audit Committee for the period 1 August 2023 to 31 July 2024;</li> <li>2) <b>Acknowledged</b> the significant improvement in the reserve position, from US\$1,043,972 in 2022 to US\$2,304,271 in 2023;</li> <li>3) <b>Appreciated</b> the increased support from partners and donors;</li> <li>4) <b>Emphasised</b> the importance of timely settlement of member contributions to uphold regional solidarity and ensure SPREP has the resources to fulfil its mandates;</li> <li>5) <b>Encouraged</b> the establishment of a membership profile webpage and the conduct of a membership feedback survey at least every two years to gauge members' views;</li> <li>6) <b>Urged</b> the Secretariat to prioritise and allocate resources to fully implement the ICR and MTR recommendations and ensure readiness for the 2026 review;</li> <li>7) <b>Noted</b> the progress in endorsing Country and Territory Strategic Partnership Frameworks (CTSPFs) for Palau and American Samoa and encourage continued member collaboration to finalise the remaining CTSPFs by December 2025;</li> <li>8) <b>Prioritised</b> and expedite upgrade and full operationalisation of the Project Management Information System (PMIS) to ensure effective project monitoring, tracking, and reporting capabilities;</li> <li>9) <b>Recognised</b> the progress in reviewing key policies and procedures and encourage continued efforts to ensure all policies are up-to-date and supportive of SPREP's objectives;</li> <li>10) <b>Urged</b> promptly filling the vacant Risk Officer position to strengthen risk management framework;</li> </ol>	<ol style="list-style-type: none"> <li>4) Membership Contributions –Members continued support to resourcing SPREP was validated through up to 20% increase in membership contributions effective from 1 January 2024. Status of Membership contributions is reported in detail under Agenda Item 6.3.</li> <li>5) SPRRD in process of coordinating content to highlight partnerships on website. <ol style="list-style-type: none"> <li>a. Once concept note for the Second Partner's Dialogue is approved this will be the basis for an initial landing page to be active by June at earliest.</li> <li>b. Once SPRRD has completed content for featuring partners, Communications and Outreach will package with SPRRD approval and work with ICT to feature online. This will be the next phase for the initial landing page</li> <li>c. Work is also in progress by SPRRD to develop Partnerships Strategy that will include targeted surveying of partners to be undertaken on a regular basis.</li> </ol> </li> <li>6) The Secretariat continues to prioritise efforts and allocate resources where available to address the recommendations of the ICR and MTR to ensure readiness for the 2026 review.</li> <li>8) Project Management module/application included as a component of the IEMS Project. Current PIMS is being managed by SPRRD.</li> <li>9) (a) 1 key policy entered into effect in October 2024 on 1 January 2025. (b) a major review of remaining SPREP policies will be undertaken in 2025 and guidelines developed regarding among other matters, for both current and future policies, ensuring they support SPREP's objectives and are kept up-to-date. (c) Priority policies will be drafted in 2025 the areas of Child Protection, PSEAH and OHS.</li> <li>10) Risk Officer JD has been finalised, and position to be a prioritised fill in the next round of SPREP recruitment plan.</li> </ol>

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	<p>11) <b>Urged</b> the implementation of proactive cybersecurity measures, including regular review and testing of the cybersecurity plan, staff training, and collaboration with other CROP organisations for knowledge sharing;</p> <p>12) <b>Urged</b> the expedited development and socialisation of Project Grievance Redress Mechanism (GRM), Anti-Money Laundering (AML), and Countering Financing of Terrorism (CFT) policies to strengthen governance and risk management;</p> <p>13) <b>Encouraged</b> the Secretariat to leverage its GCF and AF accreditation status to explore new strategic project opportunities;</p> <p>14) <b>Urged</b> the Secretariat to address the human resource constraints and enhance capacity-building support to the Internal Audit Unit;</p> <p>15) <b>Encouraged</b> investing in e-learning platforms and development strategies to enhance staff onboarding, integration, and professional development; and 16) <b>Recorded</b> its appreciation for the cooperation and support received from the Director General, Senior Leadership Team, and staff of SPREP over the past 12 months.</p>	<p>11) Cybersecurity measures upgraded with the rollout of ESET Endpoint and Cloud Security to complement the existing Microsoft 365 Threat monitoring and detection solution. Cybersecurity Policy in draft form for staff consultations and staff training and awareness being delivered.</p> <p>12) A major review of SPREP Policies will be undertaken in 2025 and a time-table proposed for developing policies in the 3 areas highlighted (GRM, AML, CFT) in support of SPREP's Risk Management Policy and Governance Policy.</p> <p>13) SPREP engagement through partnerships with other Accredited Entities to explore regional programmatic approach to programming of climate finance (currently underway under RPACA approach and collaboration of GCF AEs)</p> <p>14) Human resource constraints and capacity building support are issues that are not specific to the Internal Audit Unit. Dedicated institutional strengthening programme is ongoing. This includes strategic realignment, phased restructuring and prioritisation of needs across the Secretariat to enhance delivery of our regional goals, improve organisational and operational efficiency and effectiveness and to strategically position us for future challenges and opportunities and in preparation for the next Strategic Plan. The capacity needs of the Internal Audit Unit are considered within these continuous improvement initiatives.</p> <p>15) e-learning platform developed and currently hosting PacWaste Plus courses as well as IT courses. Further course development for external and internal focus identified and planned.</p>

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<p><b>Agenda Item 6.4:</b> Report of the SPREP Working Group on the 2021 Staff Remuneration Review and the Core Funding Review and Sustainable Financing and Resourcing Strategy.</p> <p><b>SPREP Finance and Resource Sustainability Strategy</b></p>	<p>The Executive Board Meeting:</p> <ol style="list-style-type: none"> <li>1) <b>Acknowledged</b> the completion of the independent consultant Review of the Core Funding Structure of SPREP and development of SPREP's Finance &amp; Resource Sustainability Strategy;</li> <li>2) <b>Endorsed</b> the: <ul style="list-style-type: none"> <li>o Final Report on the SPREP Finance and Resource Sustainability Strategy with twenty-four (24) Recommendations and</li> <li>o Policy Brief Highlighting Eight (8) Key/Priority Recommendations and Implementation Considerations.</li> <li>o Inclusion of Recommendation 11 of the Final Report as an additional priority recommendation to address.</li> </ul> </li> <li>3) <b>Noted</b> the Working Group position and recommendations outlined in the table in Para 13 above;</li> <li>4) <b>Adopted</b> the Finance and Resource Sustainability Strategy set out in section 6 of the Final Report;</li> <li>5) <b>Endorsed</b> that the Working Group continue to work closely with the Secretariat to provide guidance and oversight of the implementation of the rest of the report recommendations, in particular where there are funding implications; and</li> <li>6) <b>Invited</b> the Secretariat to report on progress on implementation of these recommendations at subsequent SPREP Meetings.</li> </ol>	<ol style="list-style-type: none"> <li>1) As per the approved Policy Brief which outlines the Finance &amp; Resource Sustainability Strategy adopted for the Secretariat which is based on the Nine (9) Priority Recommendations for implementation, the Secretariat had completed three (3) of the Priority Recommendations by end of Quarter 1, 2025 while one (1) was commenced in 2024 and currently ongoing together with another recommendation also ongoing and continuing work for SPREP.</li> <li>2) More specifically, recommendations 1 on the 20% Membership Contribution increase; Recommendation 3 on updating the Programme management charge to be a fixed 15% rate and Recommendation 7 on the recruitment of a fundraising position at SPREP has been completed. Recommendation 8 on improvement of SPREP's Financial and HR management systems was started in 2024 and currently ongoing. The final recommendation on close cooperation and consultation with other CROP agencies consistent with a CROP wide approach is already continuing work from prior years and thus ongoing work for the Secretariat.</li> <li>3) SPREP shall continue to address other key/priority recommendations noting funding/resourcing implications as well, to ensure successful implementation and thus expected improvement over time.</li> <li>4) PERMS review and the proposed Partnerships and Engagement Strategy will ensure clear linkages to the Finance and Resource Sustainability Strategy particularly the progress of recommendations that involve strategic engagement of partners</li> </ol>
<p><b>SPREP 2021 Remuneration Review</b></p>	<p>The Executive Board Meeting:</p> <ol style="list-style-type: none"> <li>1) <b>Noted</b> that a consultancy has been engaged to carry out an independent review of remuneration and employment conditions, and a report is expected to be prepared by mid-October 2024; and</li> <li>2) <b>Indicated</b> the Meeting's preference for a mechanism to decide on recommendations, through either: <ol style="list-style-type: none"> <li>i. an out of session decision, with papers circulated to Members for a decision by email; or</li> <li>ii. calling a Special Meeting of the Members.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1) Strategic Pay of New Zealand was engaged in August 2024 to carry out the independent review of the Secretariat's staff remuneration and employment conditions with completion expected at end of October 2024.</li> <li>2) The contract has been extended three times with the final end date set for 2 May 2025. This has been mainly to allow more time for Members to provide feedback into the review.</li> <li>3) The Members Working Group will meet to consider the report and its recommendations, including next steps for seeking Members decision, once the final report is received at the end of the project.</li> </ol>

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<b>Agenda Item 6.5:</b> Review of the Staff Regulations	<p>The Executive Board Meeting:</p> <ol style="list-style-type: none"> <li>1) <b>Noted</b> that the substantive overarching principles that govern staff terms and conditions remain outstanding pending the outcomes of the Remuneration Review.</li> <li>2) <b>Noted</b> that the Members Working Group will provide a report on the Remuneration Review under Agenda Item 6.4; and</li> <li>3) <b>Approved</b> that a Report on the Staff Regulations Review and Update be presented to the 32<sup>nd</sup> SPREP Meeting, subject to the completion of the Remuneration Review.</li> </ol>	<ol style="list-style-type: none"> <li>1) Update on the Remuneration Review is provided under Key Actions Taken for Agenda Item 6.4 (above).</li> <li>2) The Members Working Group will provide a report on the Remuneration Review and next steps at the end of the project on 2 May 2025.</li> <li>3) An update on the Staff Regulations Review will be provided to the 32<sup>nd</sup> SPREP Meeting, subject to the completion of the Remuneration Review.</li> </ol>
<b>Agenda Item 7.2:</b> Financing climate change priorities, sustainable development and resilient prosperity in Pacific SIDS	<p>The Executive Board Meeting:</p> <ol style="list-style-type: none"> <li>1) <b>Noted</b> and <b>endorsed</b> the strategic programmatic one-SPREP approach to address the risks, barriers, and challenges to sustaining the regional implementing entity roles;</li> <li>2) <b>Acknowledged</b> and <b>thanked</b> New Zealand for the continued financial support towards strengthening of SPREP's capacity to enable it to deliver effective and efficient services to Members; and</li> <li>3) <b>Invited</b> and <b>encouraged</b> donor partners to invest and contribute funding to realise SPREP's planned project investment ratio of 1:45 by 2027 and the ongoing SPREP-operations to assist Members in accelerating access to and scaling up of finance for climate change priorities, sustainable development, and resilient prosperity in the region.</li> </ol>	<ol style="list-style-type: none"> <li>1) The World Bank PROP is implementing the strategic programmatic one-SPREP approach to increase efficiency in accessing finance.</li> </ol>

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<p><b>Agenda Item 8.2:</b> Preparations for CBD COP16</p>	<p>The Executive Board Meeting:</p> <ol style="list-style-type: none"><li>1) <b>Encouraged</b> Members to strengthen their national coordination for COP 16 including with their respective missions to the UN in Cali, Colombia;</li><li>2) <b>Agreed</b> to ensure country delegations attending CBD COP16 are actively engaged and participate fully in the CBD COP 16 process and negotiations; and</li><li>3) <b>Noted</b> that SPREP is liaising closely with PSIDS Chair and will coordinate One CROP and PIRT support to Pacific delegations to CBD COP 16.</li></ol>	<ol style="list-style-type: none"><li>1) The Pacific Regional Preparatory Meeting for the Sixteenth Conference of the Parties to the Convention on Biological Diversity (CBD COP16) was hosted at Pacific Climate Change Centre, Apia, Samoa from 9–14 September 2024. The meeting was attended by SPREP Members in-person from Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, New Zealand, Niue, Palau, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu. Partners including Members from the Pacific Islands Roundtable for Nature Conservation (PIRT) and UN agencies also participated.</li></ol> <p>The Meeting addressed the following objectives:</p> <ol style="list-style-type: none"><li>a. The Pacific island countries coordinate a collaborative approach and united voice at CBD COP16.</li><li>b. Pacific island delegates empowered to intervene regarding regional priorities during negotiations.</li><li>c. Facilitation of technical backstopping by regional partners including a One-CROP approach.</li></ol> <ol style="list-style-type: none"><li>2) Agenda items included a cross-sectoral approach through participation and input from agriculture, forestry and fisheries representatives.</li><li>3) Pacific priority topics and draft decisions expected for COP16 were discussed during the preparatory meeting, as well as mock negotiation sessions, and confirming coordination mechanisms for ensuring strong Pacific engagement during COP.</li><li>4) Pacific engagement during negotiations at CBD COP16, and the resumed COP16.2 (March 2025) were very strong and encouraging to see this level of participation and confidence by many delegations in the biodiversity fora. All 14 PICs who are parties to the CBD attended COP16.</li></ol>

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<p><b>Agenda Item 8.4:</b> UNEA6 Strategic Outcomes</p>	<p><b>The Executive Board Meeting:</b></p> <ol style="list-style-type: none"> <li>1) <b>Noted</b> the outcomes of the UNEA6; and</li> <li>2) <b>Requested</b> the Secretariat to assist and support Members towards achieving the commitments made at UNEA6.</li> </ol>	<ol style="list-style-type: none"> <li>1) The Secretariat continued its support to Members to achieve the commitments made at UNEA6 particularly with regards to addressing high hazardous pesticides in the development of the hazardous waste code of practice (currently in progress) in collaboration with the Pacific Community agricultural programme. The Secretariat also continues to support Members in the global plastics negotiations towards INC5.2 in Geneva in August 2025 as well as in the 3<sup>rd</sup> UN Oceans Conference in Nice France and in the ratification of the BBNJ to strengthen ocean efforts to tackle climate change, marine biodiversity loss and pollution.</li> </ol>
<p><b>Agenda Item 8.5:</b> Intergovernmental Negotiating Committee to negotiate an International Legally Binding Instrument to address plastic pollution including from the marine environment</p>	<p>The Executive Board Meeting:</p> <ol style="list-style-type: none"> <li>1) <b>Noted</b> the outcomes of the INC-3 and INC-4 sessions as well as the preparatory meetings;</li> <li>2) <b>Acknowledged</b> with appreciation the support for our Pacific Islands Members led by the Secretariat, with funding support from the Government of Australia, Government of New Zealand and the United Nations as well as partners;</li> <li>3) <b>Acknowledged</b> the leadership of the Government of Vanuatu as the Pacific SIDS Chair and <b>requested</b> the Secretariat to continue to lead coordination and support from all interested Pacific agencies including the CROP for effective, unified support to our Pacific Island Members negotiating in the INC process;</li> <li>4) <b>Encouraged</b> financial support from other donor partners to assist with the negotiations process as is currently undertaken by the Government of Australia and the United Nations; and</li> <li>5) <b>Supported</b> the recommendation by Pacific Islands Leaders at their 53<sup>rd</sup> Meeting for all Members to endorse the Bridge to Busan Declaration.</li> </ol>	<ol style="list-style-type: none"> <li>1) The Secretariat provided support to PSIDS for the INC-5 in Busan Korea in November 2024. The Secretariat is also providing support to PSIDS through the PSIDS Chair Tuvalu in preparation for the INC-5.2 session in August in Geneva Switzerland in partnership with One CROP with funding support from the Government of Australia.</li> </ol>

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<b>Agenda Item 9.4.1:</b> Establishing a Regional Coordination Mechanism for Sustainable Development in the Region	The Executive Board Meeting: 1) <b>Supported</b> the need and rationale for a regional coordination mechanism on Sustainable Development; 2) <b>Endorsed</b> the establishment of a Pacific Island Roundtable for Sustainable Development (PIRSD) before the end of 2025 as a SPREP-led regional coordination mechanism; and 3) <b>Directed</b> the Secretariat to facilitate and coordinate discussions with donors and key partners in mobilising financial contributions and technical assistance towards establishing the PIRSD and its operations.	1) EG Programme developing draft ToR on Pacific Roundtable for PIRSD and securing funds to holds first PIRSD Roundtable. Frist meeting is planned to be held in Apia in 2025.
<b>Agenda Item 10.1:</b> Updated PIP4 and Country and Territory Strategic Partnership Framework (CTSPF)	The Executive Board Meeting: 1) <b>Endorsed</b> the updated PIP 4 (2024 – 2025) activities; and 2) <b>Encouraged</b> remaining Pacific Island Members to initiate and finalise their CTSPFs.	1) CTSPFs finalised and signed with Nauru and Vanuatu. Ongoing CTSPF discussions with RMI, in collaboration with SPREP's North Pacific Office. Missions undertaken to French Polynesia, Niue and Tuvalu to initiate and consult on their CTSPFs, and draft CTSPFs prepared. Invitations extended to other Members to commence the CTSPF process. 2) Plans to assess effectiveness and efficiency of CTSPFs for Palau and American Samoa.