



CIRCULAR

FILE: SPREP 2/23 **TO:** SPREP National Focal Points

DATE: 1 March 2022

CIRCULAR: 22/18

SUBJECT: First Meeting of the SPREP Member Working Group to Assess Recommendations of the 3rd Independent Corporate Review and Mid-Term Review of the SPREP Strategic Plan 2017-2026 Proposed for 16 March, 2022

Dear Members,

Further to Circulars [21/108](#) and [21/149](#) on matters regarding the 3rd Independent Corporate Review of SPREP and Mid-Term Review of the SPREP Strategic Plan 2017-2026, the Secretariat wishes to propose for due consideration, the **first meeting of the Working Group convene on Tuesday 16 March 2022 at 1.00pm to 2.00pm Samoa date and time.**

As Members will recall from the Special SPREP Meeting held on 15 October 2021:

- **noted** the Working Group shall consist of **Australia, Cook Islands, New Zealand, Republic of Marshall Islands, Samoa and other Members who may wish to volunteer** by informing the Secretariat before the end of 2021.
- **noted** that the Secretariat will develop a draft Terms of Reference to be provided to Members before the end of 2021.
- **agreed** for the Working Group to meet in the first quarter of 2022 to consider timelines and resourcing including consideration of an external facilitator and identification of three key focus areas for Member endorsement.

The Secretariat disseminated the draft Terms of Reference (ToR) under Circular [21/149](#) in December 2021. The draft ToR will be discussed in the proposed meeting, along with the: draft agenda; and key recommendations of the Review. The list of recommendations includes the key recommendations on governance, structure and management, which are highlighted in blue. The referenced documents are also attached herewith.

For ease of reference the [Final Report](#) and [annexes](#) disseminated on 21 September 2021 are available on the SPREP website, through the noted hyperlinks.

Confirmation of the availability of Members of the Working Group and volunteers who may wish to participate, should be sent to the executivesupport@sprep.org by 11 March 2022.

Your support is greatly appreciated by the Secretariat.

Kind regards

Kosi Latu
Director General



**SPREP Member Working Group
To Assess Recommendations of the
3rd Independent Corporate Review and
Mid-Term Review of the SPREP Strategic Plan 2017-2026**

Tuesday 16 March 2022

**1.00pm to 2.00pm
(Samoa/ New Zealand time)**

Draft Agenda

- 1.** To review and consider the draft Terms of Reference
- 2.** To discuss and consider the approach to addressing the Review:
 - i.** External Facilitator
 - ii.** ICR Governance, Structure and Management recommendations
 - iii.** Other recommendations
 - iv.** Resource implications
 - v.** Timelines
- 3.** Any other business

Draft Terms of Reference

SPREP Member Working Group to Assess Recommendations of

3rd Independent Corporate Review and Mid-Term Review of the SPREP Strategic Plan 2017-2026

1. Background

In 2020 the 2nd SPREP Executive Board Meeting approved a proposal by the Secretariat to combine the Independent Corporate Review (ICR) of SPREP with the Mid-Term Review (MTR) of the SPREP Strategic Plan 2017-2026 and be undertaken in 2021. The last ICR review of SPREP was conducted in 2014. The Executive Board:

- approved the draft Terms of reference and timeline for the Review noting the intention to establish a Reference Group to guide the review; and
- directed the Secretariat to ensure the outcomes of the combined review were considered by the 2021 SPREP Meeting.

Funding to support the combined reviews was generously provided by the governments of Australia and New Zealand. The call for tenders for consultants to undertake the reviews was first advertised on 8 March 2021. However, only two tenders were received, of which one was considered unsuitable. To attract a wider pool of applicants the tender was re-advertised on 7 April 2021, closing on 21 April. Only one additional tenderer applied in the second round and given the time constraints in meeting the SPREP Meeting deadlines the tender review panel selected the best tender from the three submissions received with the contract awarded to Natural Solutions Pacific.

During the course of the review consultations it became clear that the deadline to deliver the report to the SPREP Meeting was not going to be met. With endorsement of the Member Reference Group established to assist with the review the Secretariat, with support of the consultants, presented an update to the meeting with a recommendation that a Special Meeting be convened in October 2021 to consider the full reports of the ICR and MTR. The meeting also endorsed a working group be convened to discuss governance and programmatic issues presented in the ICR and MTR.

At the Special Meeting the presentation of the reports by the consultants was followed by a response from the Secretariat, with subsequent discussion by Members and endorsement of the following recommendations:

1. **noted** the update and feedback from the Secretariat on the Third Independent Corporate Review and Mid-Term Review of the SPREP Strategic Plan 2017-2026
2. **noted** the consultant presentation on the Joint Reviews that includes the methodology, background, and consultations
3. **considered** the full report of the Third Independent Corporate Review and Mid-Term Review of the SPREP Strategic Plan 2017-2026 and recommendations

4. **noted** the Working Group shall consist of Australia, Cook Islands, New Zealand, Republic of Marshall Islands, Samoa and other Members who may wish to volunteer by informing the Secretariat before the end of 2021.
5. **noted** that the Secretariat will develop a draft Terms of Reference to be provided to Members before the end of 2021
6. **agreed** for the Working Group to meet in the first quarter of 2022 to consider timelines and resourcing including consideration of an external facilitator and identification of three key focus areas for Member endorsement.

2. Draft Terms of Reference of the Working Group

The following terms of reference are proposed for the ICR-MTR Working Group:

- i. Establish key milestones and timelines for the Working Group with the aim of producing agreed priority recommendations to be presented to the Executive Board meeting in September 2022.
- ii. Identify and agree on three key focus areas for Member endorsement.
- iii. Identify and agree on an external facilitator, and a process to guide the work including the identification and confirmation of any external technical assistance and financial resources that may be required to support the work of the WG.
- iv. With assistance of the Secretariat, sort and analyse high priority/high impact programmatic and governance issues identified in the review and associated recommendations.
- v. Consider both the consultant recommendations and Secretariat analysis of the recommendations including financial, structural, People Strategy and SPREP Agreement implications.
- vi. Review the ICR-MTR recommendations including financial implications in the context of SPREP Meeting decisions on governance and structure since 2017 and commitments to delivering outcomes to Members defined in the 2017-2026 Strategic Plan.
- vii. Agree on priority ICR-MTR recommendations to accept for implementation and the means to achieve them.
- viii. With Secretariat support prepare a report on Working Group recommendations for submission to the Executive Board.