

CIRCULAR

FILE: HR 2 **TO:** SPREP National Focal Points
DATE: 25 October 2023
CIRCULAR: 23/91

SUBJECT: MEMBERS WORKING GROUP
1. REMUNERATION REVIEW
2. INDEPENDENT REVIEW OF THE CORE FUNDING STRUCTURE AND THE FINANCE AND RESOURCE SUSTAINABLE STRATEGY

Dear SPREP Members,

To implement the decisions of the 30th and the 31st SPREP Meetings outlined below, the Secretariat wishes to propose for due consideration, a meeting of the Members Working Group to convene virtually on **Tuesday, 14 November 2023 at 1pm – 3pm (Samoa date and time)**.

1. At the 30th SPREP Meeting in September 2021 and after the Special SPREP Meeting in October 2021, the SPREP Members agreed for the Members Working Group tasked with consideration of recommendations from the reports of the Independent Corporate Review of the Secretariat (ICR) and the Mid-Term Review (MTR) of the SPREP Strategic Plan 2017-2026 to also consider the report and recommendations of the completed SPREP Remuneration Review.
2. At the 31st SPREP Meeting in September 2023, the SPREP Members further agreed as follows:
 - a) **Endorsed** the Working Group to work closely with the Secretariat to facilitate engagement of an independent consultant, proficient in supporting the **Remuneration review**, and to develop a timeline for the completion of the Review for an out of session consideration by Members in the first quarter of 2024; and,
 - b) **Endorsed** the existing SPREP Member Working Group assessing the recommendations of the 3rd Independent Corporate Review and Mid-Term Review of the SPREP Strategic Plan 2017-2026 to be the mechanism for assessing and reviewing the consultant's report and draft **Finance & Resource Sustainability Strategy** for SPREP.
3. The Members Working Group is comprised of Australia, Cook Islands, New Zealand, Republic of the Marshall Islands, Samoa and Tokelau. It is also open to any Member who wishes to participate.

4. The focus of the proposed Meeting is for the Working Group to consider the attached draft Terms of Reference, timelines for the two key work streams outlined above and financial resources to engage an independent consultant to assist the Working Group with the Remuneration Review.

For confirmation of the availability of Members of the Working Group and other Members who may wish to participate, please contact Ms Apiseta Eti on email apiseta@sprep.org by close of business on **Wednesday, 8th November 2023.**

For further information relating to the Working Group and relevant decisions of the SPREP Meeting, please contact the Deputy Director General, Ms. Easter Chu Shing on email easterc@sprep.org.

On matters concerning the Remuneration Review, contact the Director, Human Resources, Ms Simeamativa Vaai on email simeamativav@sprep.org and on matters concerning the review of the Finance and Resource Sustainability Strategy, contact the Director, Finance and Administration, Ms. Petra Chan Tung on email petrac@sprep.org

Your sincerely,



Sefanaia Nawadra
Director General

Att.

SN/SV/sv