

TERMS OF REFERENCE

SPREP Member Working Group to consider:

1. **REMUNERATION REVIEW**
2. **INDEPENDENT REVIEW OF THE CORE FUNDING STRUCTURE AND THE FINANCE AND RESOURCE SUSTAINABLE STRATEGY**

Background

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 Working Group will consider the Remuneration Review and the Core Fund Structure Review and Finance & Resource Sustainability Strategy in light of the the SPREP Agreement, the SPREP Strategic Plan 2017-2026, financial and organisational capacities, the People Strategy and key institutional reviews.

Updated Terms of Reference of the Working Group

The objectives of the Working Group are twofold:

I. REMUNERATION REVIEW

4. Draft and agree to a workplan and timelines for the completion of the Remuneration review for an out of session consideration by Members by the end of the first quarter 2024.

5. Consider and confirm the need for an independent consultant for the Remuneration Review; draft a TOR for the consultant; and assist the Secretariat in facilitating the engagement of an independent consultant, including funding to support the review and the costs of the consultant.
6. Review and consider the consultant's report and recommendations.
7. With support from the Secretariat, prepare a report with clear recommendations for an out of session consideration of SPREP Members by end of the first quarter of 2024.

II. REVIEW THE DRAFT FINANCE AND RESOURCE SUSTAINABILITY AND PLAN

8. Assess and review the Core Fund Structure Review report and the draft Finance & Resource Sustainability Strategy and Plan.
9. With the support of the Secretariat, prepare a report with clear recommendations to the Fourth Executive Board meeting in September 2024.

In line with the timeframe for submitting papers to the Executive Board, it is envisaged that the Working Group Update and Report will be completed by the end of May 2024.

Meeting arrangements

- a) The Working Group will elect a Chair and Vice Chair from amongst its membership to facilitate the discussions of the Working Group.
- b) The Secretariat will provide secretariat and logistical support to the Working Group.