

First Executive Board Meeting

Apia, Samoa
10-11 September 2018

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Agenda Item 5.4: Performance Implementation Plan

Purpose:

1. To provide an update on implementation of the 2018-19 Performance Implementation Plan

Background:

2. SM 28 endorsed SPREP's first two-year Performance Implementation Plan (PIP) 2018-19 (refer Att.1).
3. The PIP sets two-year outcome targets for each Strategic Plan (SP) objective, establishing the first of five two-year steps towards the 10-year SP goals. Each two-year PIP outcome has indicators for monitoring progress. These indicators will provide the basis for the 2019 PMER.

Implementation steps

4. Development of key strategies to underpin PIP implementation (all strategies scheduled for draft completion by December 2018):
 - Partnership Engagement and Resource Mobilisation Strategy
 - Partnerships Coordination Group established and TOR developed
 - Partner Survey distributed
 - FoC development of sustainable financing strategy (refer Agenda Item and paper 9.2)
 - People Strategy
 - Staff retreat held
 - Staff satisfaction survey completed
 - Staff dropbox operating
 - Risk Policy
 - Policy adopted
 - Risk Register completed
 - Risk Committee established (2 meetings to date)
 - Risk management process from project to enterprise risks established
 - Science and Traditional Knowledge Policy – contributing on-going work from:
 - Pacific Met Desk/COSPACC
 - ABS and BBNJ
 - Climate Change and Waste Management research strategies
 - Learning and Outcomes Framework – contributing on-going work from:
 - PMIS
 - Staff seminars
 - portals
 - Country and Territory Action Plans – in consultation.

5. PIP refinement – (all tasks scheduled for completion by December 2018):
- the Secretariat's Monitoring and Evaluation Adviser was recruited in 2017 to begin work to:
 - refine the PIP indicators to ensure their optimum effectiveness and linkage to the Strategic Plan goals and objectives;
 - develop a PIP logframe;
 - develop a Results Framework for the sequence of 5 PIP steps necessary to achieve the Strategic Plan's 10-year goals and objectives; and
 - develop SPREP's M&E Policy and guidance notes.
 - A first full assessment of the PIP using the Results Framework is scheduled for December 2018.
 - M&E policy and guidelines are due for completion in 2019 for presentation to SM29 for endorsement. (see Next Steps below).
 - The Secretariat has structured the 2018-19 Work Plan and Budget to meet PIP strategic outcomes. This is reflected in each Secretariat staff member's workplan and Performance Development Plan.
6. Organisational structure progress:
- PCU establishment – The PCU is established and resourced, staffing nearly complete.
 - SM27 directed the Secretariat to assess its capacity to achieve strategic goals of the PIP. A new organisational structure was endorsed by SM28 and initiated in January 2017. It has been further refined to align positions with the PIP and SPREP Strategic Plan objectives.
 - An internal review of positions and job descriptions, provided the basis of a job classification exercise undertaken by *Strategic Pay* of New Zealand. The outcome of that exercise has been endorsed by the Executive.

Next Steps

Target Dates (2018)

- | | |
|--|-----------|
| a. Parallel Review of the PIP 2018/2019 indicators by Goals (Regional and Organisational), Strategic Plan 2017-2026, (Programme Implementation structure and outcomes), and PMER 2017 continuing activities).
Development of Programme Logframe by hierarchy of objectives and results level (Impact-Outcome-Outputs) | 30 Aug |
| b. Development of Results Framework by outcome indicators and targets: | |
| • 1 st Draft | 28Sept |
| • Internal consultation and review Results Framework | 26 Oct |
| • Final Draft Results Framework 2017-2026 | 30 Nov |
| • First assessment of progress on the 2018-19 PIP by Results Framework | 14 Dec |
| c. Progress Report to SM29 of PIP 2018/2019 against Outcomes using the SPREP Results Framework | July 2019 |
| d. Draft SPREP M&E Policy | Aug 2019 |

Recommendations

7. The Executive Board is invited to:
- **note** the Secretariat's progress in PIP implementation.