**MINUTES OF THE INAUGURAL MEETING OF THE STEERING COMMITTEE OF THE PACIFIC CENTRE FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY**

**SUMMARY OF THE KEY MEETING OUTCOMES**

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| --- |
| The meeting:   1. endorsed Tonga to be the chairperson of the steering committee and the Pacific Power Association to be the vice chairperson for the next two years, 2017 – 2019. 2. noted with appreciation the progress with the establishment of the PCREEE. It was pleased to note the efficient manner in which the decisions of the Energy Ministers have been actioned and acknowledged the support and the kind assistance of all the partners and member countries. 3. agreed that one representative each of the Francophone and the host country (Tonga) be added to the membership in the PCREEE Steering Committee. 4. agreed that the sub-regions sort out among themselves their respective representatives to the Steering Committee and to advise the Secretariat as soon as possible. 5. agreed that the membership in the PCREEE Steering Committee be open-ended but sponsorship will only be restricted to the 5 nominated country / sub-regional representatives. 6. endorsed the Rules and Procedures of its meetings, as presented by the Secretariat, and this is attached as **Annex 4**. 7. called on the country representatives that have not submitted their National Focal Institutions nomination to do so as soon as possible. 8. noted the need to have the umbrella MoUs with Thematic Hubs signed first, providing a sound basis for specific LoAs and subsidiary agreements on the PCREEE to be formalized and signed. 9. reaffirmed that the PCREEE shall use SPC’s policies and procedures, such as the procurement, travel, gender and the grants and sub-delegation policies presented to the meeting. 10. noted that the PCREEE will be coordinated through the coordination mechanisms of the regional framework on energy security and its direct link to the regional framework for resilient development in the Pacific. 11. noted that the PCREEE would be part of the Global Network of Sustainable Energy Centres (GN-SEC) and looked forward for the benefits of the collaborations among the regional centres. 12. endorsed the general structure of the PCREEE Business Plan, noted that it would be integrated with SPC’s Energy Programme and directed the Secretariat to present a complete business plan to be adopted at its next meeting. 13. endorsed the PCREEE work plan and budget for 2017 / 2018, attached as **Annex 6** and the reporting format to be used for the PCREEE progress reports. 14. reaffirmed the importance of a successful resource mobilization strategy for the PCREEE and encouraged all the PCREEE partners to work together to secure resources for PCREEE and its Thematic Hubs. 15. noted the status of the PCREEE staff recruitment, welcomed the THs and NFIs to place sponsored interns, trainees, researchers and experts at the PCREEE and endorsed Solomone Fifita to be the interim head of the PCREEE. 16. agreed to have its second meeting within the next 12 months. |

**DETAILED MINUTES**

The inaugural meeting of the Steering Committee (SC) of the Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE) was held on 25th April 2017 during the Third Pacific Regional Energy and Transport Ministers’ Meeting at the Tanoa International Dateline Hotel, Nuku’alofa, Tonga.

The opening formality was led with a prayer by Solomone Fifita.

1. **WELCOME**

The participants were all welcomed to the meeting by Dr. Tevita Tukunga, Director of Energy in Tonga, Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC).

1. **KEY PARTNERS STATEMENTS**

The meeting heard short statements from the PCREEE partners:

1. Dr. Audrey Aumua, Deputy Director General, SPC
2. Mr. Stein Hansen, UNIDO Regional Director on behalf of the Director General, LI Young
3. Mr. Martin Ledolter, Managing Director of the Austrian Development Agency (ADA)
4. Mr. Sione Foliaki, Vice-Chair of the SIDS DOCK Executive Council

The statements are attached as **Annex 1**.

1. **ELECTION OF A CHAIR AND DEPUTY CHAIR**

The meeting unanimously selected the CEO of MEIDECC in Tonga, Mr Paula Ma’u to be the Chair of the SC. It also unanimously selected Andrew Daka, Executive Director of PPA to be the Deputy Chair. According to proposed rules and procedures, the terms of the chair and deputy chair will be for the next two years [2017 – 2019].

The meeting endorsed Tonga to chair the steering committee and the Pacific Power Association to be the vice chair for the next two years 2017 – 2019.

1. **ADOPTION OF THE AGENDA**

The meeting adopted the agenda, as presented by the Secretariat and the final agenda is attached as **Annex 2**.

1. **INTRODUCTION OF THE STEERING COMMITTEE MEMBERS**

Participants at the meeting introduced themselves. The Participants’ List is attached as **Annex 3.**

1. **REPORT ON THE PROGRESS WITH THE ESTABLISHMENT OF THE PCREEE**

The Secretariat provided an update on the progress with the PCREEE. These are summarised in 4 mile-stones as follows:

6.1 PCREEE Mile-Stones 1 is about the origin of the PCREEE:

* UNIDO-SPC having discussions under a near completed project known as the “Strategic Programme for Scaling-Up RE Markets in PICTs” funded by Austria
* The Centre was mentioned as a possible next phase. The Centre was understood to be a part of a wider initiative to establish a global network of regional centre for SIDS in Africa, Caribbean, Pacific and Indian Ocean
* MOU between Austria, UNIDO and SIDS DOCK was signed
* UNIDO concept presented at the 4th meeting of the Pacific Energy Advisory Group (PEAG) meeting, 3 to 4 Dec. 2013
* Gap analysis, Needs assessment and project document developed by SPC/UNIDO
* Regional validation workshop, 12 to 13 March 2014, in Fiji, Nadi
* Support to the establishment of the Centre by the Energy Ministers’ Meeting, 31 March to 04 April 2014
* Network of centres included in the implementation matrix of the SAMOA Pathway – side event organized in September 2014

6.2 PCREEE Milestone 2 is about the host organization selection process

* Competitive host selection process facilitated by PIFS and UNIDO
* Bidding criteria and evaluation framework established
* PIFs launched the bidding process in November 2014 (circular: 157/14) - submission deadline: 30 January 2015
* One joint submission of CROP members was received - consortia led by SPC, including PPA, SPREP, USP and PIFS
* SPC would be the host and consortia partners act as thematic hubs
* A hired consultant evaluated the bid with a score of 75.5% of 100%.
* Selection panel comprising SIDS DOCK, UNIDO, EU, Palau and Tonga recommended SPC bid for approval and gave directions
* Approval by Energy Ministers in September 2015

6.3 PCREEE Mile-Stones 3 is about hosting the Centre in Tonga

* Tonga expressed strong interest to host PCREEE in Nuku’alofa
* MOU between SPC and Tonga which includes support for the placement of the SPC-hosted Centre in Tonga signed 2015
* Finalisation of co-funding arrangements and the PCREEE project document
* Pacific Energy Oversight Group and Pacific Energy Advisory Group agreed on the way forward in November 2015
* Signing of PCREEE Austria-UNIDO funding agreement at the margins of the UNIDO 50th Anniversary 2016
* PCREEE Office opened on 1 November 2016
* Tonga government is providing 2 Tongan experts to work for the Centre
* 2 SPC Project coordinators - the Pacific Appliance and Labelling and Standards (PALS) and the The European Union Pacific Technical and Vocational Educational and Training in Sustainable Energy (SE) and Climate Change Adaptation (CCA) project or EU PacTVET – are now housed at the Centre

6.4 PCREEE Mile-Stones 4 is about the current status

* SPC-UNIDO funding agreement signed on 21 April
* Inauguration of PCREEE on 26 April 2017
* SPC and Tonga are still working on an addendum to their MoU signed in 2015.

The meeting noted with appreciation the progress with the establishment of the PCREEE. It was pleased to note the efficient manner in which the decisions of the Energy Ministers have been actioned and acknowledged the support and the kind assistance of all the partners and member countries.

1. **INSTITUTIONAL ASPECTS OF THE PCREEE**

The secretariat presented the institutional aspects of the PCREEE in terms of the composition and rules and procedures of the Steering Committee.

**7.1 Composition of the Steering Committee**

The initial members according to the approved PCREEE Project Document are the following:

* A total of three representatives from each of the following regions: Micronesia/Melanesia/Polynesia (on a rotating basis) and ensuring there is a balanced mix of government, industry and NGO/community and consumer representatives.
* A total of one representative from each of the following CROP agencies: SPC, SPREP, USP, PPA and PIF (on a rotating basis)
* One representative from regional industry associations and networks, like SEAPI, the association of Development Banks in the Pacific, etc
* One from each core donor partner (UNIDO, Austria, SIDS DOCK ) and others)
* PCREEE Director
* Non-voting: staff of PCREEE and invited observer

The secretariat suggested that the membership be amended by including one representative from the Francophone and one from the host country (Tonga). The secretariat felt that the buy-in from all the SPC regions and groupings and that of the host country are crucial so there should be a representative each from the Francophone and Tonga.

The secretariat reminded the meeting that most sectoral regional meetings in the Pacific resolve issues by consensus rather than through voting. It also suggested that the membership be open ended but sponsorship will only be restricted to the nominated country / sub-regional representatives, which is now 5 with the inclusion of Tonga and the Francophone.

The meeting agreed that one representative each of the Francophone and the host country (Tonga) be added to the membership in the PCREEE Steering Committee.

The meeting agreed that the sub-regions sort out among themselves their respective representatives to the SC and to advise the Secretariat as soon as possible.

The meeting also agreed that the membership in the PCREEE Steering Committee be open-ended but sponsorship will only be restricted to the 5 nominated country / sub-regional representatives.

**7.2 Rules and Procedures of the Steering Committee**

The Secretariat presented the draft rules and procedures for the meeting of the PCREEE steering committee.

The meeting endorsed its Rules and Procedures, as presented by the Secretariat, and this is attached as **Annex 4**.

**7.3 Nomination of National Focal Institutions (NFIs) and Thematic Hubs (THs)**

The Secretariat reminded the meeting that according to the endorsed PCREEE Project Document (ProDoc), activities of the Centre are to be delivered through and by National Focal Institutions and Thematic Hubs. The committee was informed that nominations for the National Focal Institutions and Contacts as well as the Thematic Hubs were made in early April and the nominations for the thematic hubs were received from all the nominated organisations. The list of nominated NFIs and THs is attached as **Annex 5**.

The meeting called on the country representatives that have not submitted their NFI nomination to do so as soon as possible.

**7.4 Status of MoUs with THs**

The Secretariat reported that SPC currently has umbrella MoUs with the Pacific Islands Forum Secretariat, the Pacific Power Association, the Secretariat of the Pacific Regional Environment Programme and the University of the South Pacific. It was the Secretariat’s understanding that the MoUs with PPA, SPREP and USP have expired. The revised MoU with SPREP is now awaiting signing by CEOs of both organisations. The Secretariat and the CEO of the PPA have agreed on the revision of their MoU.

The meeting noted the need to have the umbrella MoUs with THs signed first, providing a sound basis for specific LoAs and subsidiary agreements on the PCREEE to be formalized and signed.

**7.5 PCREEE policies and procedures (e.g. procurement, financial, recruitment)**

The secretariat reminded the meeting that according to the approved PCREEE Project Document and given that the PCREEE will be a part of SPC, it naturally follows that the policies and procedure of SPC shall be applied and used. The Secretariat presented SPC’s procurement, financial and recruitment policies and noted that SPC is currently reviewing its policies.

The meeting reaffirmed that the PCREEE shall use SPC’s policies and procedures, such as the procurement, travel, gender and the grants and sub-delegation policies presented to the meeting.

1. **TECHNICAL ASPECTS**

**8.1 PCREEE as part of the Pacific Energy and Climate Change architecture**

The Secretariat presented the PCREEE as part and parcel of the regional energy and climate change architecture. In this respect, given that the PCREEE will operate under the Framework for Action on Energy Security in the Pacific (FAESP), the PCREEE and the meetings of its steering committee will be coordinated through the two coordinating mechanisms of the FAESP – the PEOG and the PEAG. The FAESP is linked to the Framework for Resilient Development in the Pacific thereby providing the linkage of the PCREEE to the FRDP.

The meeting noted that the PCREEE will be coordinated through the coordination mechanisms of the FAESP and its direct link to the FRDP.

**8.2 PCREEE as part of the Global Network of Regional Sustainable Energy Centers**

The meeting was reminded that the PCREEE is part of the GN-SEC, coordinated by UNIDO together with Centres in the Caribbean, West Africa, Middle East and other that are at different levels of being established.

The meeting noted that the PCREEE would be part of the GN-SEC and looked forward for the benefits of the collaborations among the regional Centres.

**8.3 PCREEE Business Plan Development**

The Secretariat presented the draft PCREEE Business Plan with a draft layout being:

1. The Regional Energy Scene [SPC’s, Thematic hubs and the National Focal Institutions]
2. Development Context
3. SPC Energy Programme
4. Contribution to SPC Organizational Objectives and Results
5. Integrated Energy Programme and PCREEE Results Framework
6. Key implementing partners
7. Risk Management
8. Energy Budget Summary 2018-2020
9. Monitoring, Evaluation and Learning
10. Annex - Annual Work Plans and Budgets

The Secretariat emphasized that the PCREEE’s Business Plan will be part and parcel of the SPC’s Energy Programme’s Business Plan.

The meeting endorsed the general structure of the PCREEE Business Plan, noted that it would be integrated with SPC’s Energy Programme and directed the Secretariat to present a complete plan to be adopted at its next meeting.

**8.4 Review of 1st Annual Work Plan and Budget**

The secretariat presented its work plan and budget for 2017 – 2018 which was based on the Result Based Management Framework on the First Operational Phase of PCREEE and the Terms of Reference agreed to in the funding agreement between SPC and UNIDO.

The meeting endorsed the PCREEE work plan and budget for 2017 / 2018, attached as Annex 6 and the reporting format to be used for the PCREEE progress reports.

1. **FINANCE AND RESOURCE MOBILISATION**

The Secretariat presented the current financing of the PCREEE, noting that more than 60% of the PCREEE’s budget of 6.12 million for its First Operational Phase [2017 – 2021] is still unsecured and encouraged development partners to support the Centre’s resource mobilization effort.

The Secretariat presented its planned resource mobilisation effort which included the following:

1. Tonga’s and SPC’s discussions with bilateral donor partners [on-going]
2. Tonga GCF Readiness Proposal in cooperation with CTCN [awaiting approval by the GCF]
3. Development on GCF Proposal on Energy Efficiency with UNEP [4 PICs have endorsed through their letters of no objection, awaiting the letters from other PICs]
4. Development of GCF Proposal on Renewable Energy and Energy Efficient Transport with UNIDO [a first draft was developed with UNDP. Seeking endorsement from the Ministers to develop such a proposal.]
5. Common fund mobilisation under the Global Network of Regional Sustainable Energy Platform (GN-SEC) – nothing confirmed yet
6. SIDS-SIDS project proposals developed by the regional centers – nothing confirmed yet
7. GEF-7 Regional Proposals – nothing confirmed yet

The meeting reaffirmed the importance of a successful resource mobilization strategy for the PCREEE and encouraged all the PCREEE partners to work together to secure resources for PCREEE and its THs.

1. **STATUS OF RECRUITMENTS:**

The secretariat provided an update on the staff recruitment effort of the PCREEE as follows:

1. Director

This is currently considered by SPC in light of its prioritization process and a merger of its Geoscience and Economic Development Divisions.

1. Private Sector Expert (update on the selection process)

This expert is recruited by UNIDO in consultation with SPC. It has been advertised and shortlisted and will soon go into the interview process.

1. EE Expert

This position will be recruited at a late date when the PCREEE’s financial position is much stronger.

1. Staff provided by the Tonga government (2)

Tonga has indicated Kakau Foliaki will be one of their experts plus a second one to be decided

1. SPC Project-based staff

The PacTVET in-country coordinator has been recruited as a consultant by SPC. The PALS coordinator was recruited by MEIDECC. The incumbent’s contract will end in June and an Energy Officer will be recruited and contracted by SPC.

The meeting noted the status of the PCREEE staff recruitment, welcomed the THs and NFIs to place sponsored interns, trainees, researchers and experts at the PCREEE and endorsed Solomone Fifita to be the interim head of the PCREEE.

1. **OTHER BUSINESS AND DATE OF THE NEXT SC MEETING**

The meeting agreed to have its second meeting within the next 12 months.

There was no other business and the chair closed the meeting by around 12.00 pm.

**Annex 1 Statements delivered at the Opening Ceremony**

**Annex 1.1 Welcome remarks by Dr Tevita Tukunga, Director of Energy, MEIDECCC**

* H.E. Mr. Bernhard Zimburg, Ambassador Extraoridnary and Plenipotentiary of Austria to Australia and Tonga.
* Dr. Audrey Aumua, Deputy Director General, SPC
* Ambassador
* Mr. Martin Ledolter, Managing Director of the Austrian Development Agency (ADA)
* Mr. Stein Hansen, UNIDO Regional Director
* Mr. Sione Foliaki, Vice-Chair of the SIDS DOCK Executive Council
* Representatives of National Focal Institutions
* Representatives of Thematic Hub
* Ladies and gentlemen

It is with much pleasure that I welcome you to this first meeting of the PCREEE Steering Committee. As you all know, the PCREEE opened its doors for business on 1 November 2016 and though its inauguration will be tomorrow, today as a public holiday may be the only opportunity to have this first meeting of the Steering Committee.

As has been said yesterday, Tonga is greatly honoured to host the PCREEE and we are committed and look forward to supporting the PCREEE to ensure it becomes a successful set up that would make a difference to the lives of people in the Pacific Islands.

I think it is UNIDO and ADA that have travelled the furthest to be in this week’s meeting and events. They are all key parts in the setup of the PCREEE so I welcome you all to make use of this meeting to getting things clarified directly from them.

I wish you all a good meeting.

**ANNEX 1.2 Statements delivered at the Opening Ceremony**

**Remarks by SPC Deputy Director General, Dr Audrey Aumua**

* H.E. Ambassador Mr. Bernhard Zimburg, Ambassador Extraoridnary and Plenipotentiary of Austria to Australia and Tonga.
* Mr. Martin Ledolter, Managing Director of the Austrian Development Agency (ADA)
* Mr. Stein Hansen, UNIDO Regional Director
* Mr. Sione Foliaki, Vice-Chair of the SIDS DOCK Executive Council
* Representatives of National Focal Institutions
* Representatives of Thematic Hub
* Ladies and gentlemen

1. Please to be here and to witness this first meeting – historical and something to look back upon in years to come
2. SPC is happy to host and be the hub but recognize the role of the others, particularly our sister CROP agencies which are thematic hubs of the PCREEE
3. Importance of the role of the steering committee in not only guiding the PCREEE Secretariat but also the SPC Executive
4. Not an easy thing to do to accept and run with a Centre or programme when about half of the funding is not yet secured
5. There are reputational and institutional risks
6. But we see this is a critical sector in the future of the PICTs – not only in terms of economic development but in environmental sustainability too
7. Believe in Genuine and Durable partnerships and hope partners will not away after the first operational phase
8. SPC is repositioning itself but will ensure PCREEE is well placed to serve it mission

**ANNEX 1.3 Statements delivered at the Opening Ceremony**

**HIS EXCELLENCY DR. VINCE HENDERSON, LPD**

**AMBASSADOR OF THE COMMONWEALTH OF DOMINICA TO THE UNITED STATES OF AMERICA AND**

**THE PERMANENT REPRESENTATIVE TO THE ORGANISATION OF AMERICAN STATES (OAS)**

**CHAIR OF THE SIDS DOCK EXECUTIVE COUNCIL**

**DELIVERED BY SIONE FOLIAKI, SIDS FOCK COUNCIL MEMBER - SAMOA**

**NUKU’ALOFA, KINGDOM OF TONGA**

**25 APRIL 2017**

All protocols observed (appropriate names to be listed by rank)

I extend sincerest apologies for not being able to join you today, but my spirit and thoughts tell me that this is going to be another history-making and critically important meeting with concrete outcomes and goals, a meeting that will consolidate the regional coordination and implementation of all things energy in the Pacific Islands, a meeting that demonstrates the “Pacific magic” of building and maintaining genuine partnerships, a meeting that will show Island Nations and the world, a perfect celebratory example of 70 years of institutional resilience of the Secretariat of the Pacific Community (SPC), that bodes well for the future of the Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE).

When our brothers and sisters, in Tonga, agreed to support the formation of SIDS DOCK, eight years ago, it was with the knowledge that we would have to build this organization from nothing. Today, SIDS DOCK is the only SIDS Sustainable Energy and Climate Resilience organisation which has transitioned to a United Nations (UN)-recognized international platform with all the rights and privileges for addressing climate change, resilience, and energy security in SIDS. This, without a doubt, points to the outstanding leadership quality that exists in Small Island Developing States (SIDS).

When colleagues at the Caribbean Community Climate Change Centre (5Cs/CCCCC) and the Secretariat of the Pacific Regional Environment Programme (SPREP) conceptualized SIDS DOCK as an international SIDS partnership, there was no question about whether the SIDS Leaders and Heads of Government would provide the leadership for the development of the organization because the global climate change narrative was the SIDS reality, articulated in 2007 Intergovernmental Panel on Climate Change (IPCC) report, which noted that the projected impacts of global climate change are expected to be serious, threatening the very existence of SIDS. SIDS would be the first to feel the severe impacts, reinforced due to the limited adaptive capacity of small island states. SIDS were warned of more hostile climate change and sea level rise with associated coastal erosion and salt water intrusion, an escalation in the intensity of tropical storms and hurricanes, and disruptions in local weather and rainfall patterns and causing limitation to freshwater supply in small islands.

In this global context, SIDS have considerable cause to be concerned as the threats posed to our development prospects are severe, and adaptation will require sizeable and sustained investment of technology and financial resources that our governments will find very difficult to provide on its own. We are endowed with significant renewable energy resources, and taking a collective approach, we intend to develop these resources by investment in the implementation of the more than five billion-dollar SIDS DOCK Indicative Project Pipeline, through public-private-partnerships.

Significantly, under the SIDS DOCK Statute, Member Countries are not asked to provide any financial resources to support administration of the SIDS DOCK. And, there is only one agenda in SIDS DOCK, and that is the SIDS peoples’ energy vision of *Island Energy For Island Life*. The relentless long-term dynamics of the greenhouse gases already in the atmosphere inevitably make adaptation to climate change an imperative to all societies. The fact that past emissions of carbon dioxide and other gases reside in the atmosphere for a long time, creates an unavoidable momentum, which implies that despite future emissions reductions, the physical impacts of anthropogenic climate change that we already observe, will continue, and likely become more severe, for decades to come.

We have an increasing number of dramatic examples of the serious disruptions that the impacts of climate change are having on small island states’ populations, as well as how we are trying to cope with them. Climate adaptation constitutes a key pillar of the dual long-term objectives of creating low carbon, climate resilient societies, which are critical to our survival as island communities and societies.

As Chair of the Executive Council, I have the honour of representing a group of most eminent and qualified professionals in SIDS, who are totally dedicated to the cause of SIDS. It is a great honour to work with such colleagues. The Executive Council is responsible for the overall direction, operation, and functioning of the SIDS DOCK and its Secretariat, including its activities, work programmes and projects and discharges its responsibilities in a fair, equitable and transparent manner as fiduciaries. In my absence, the responsibility of representing the Council falls to our Vice Chairs, and in this regard, it is an honour to have our Pacific colleague from Samoa, Mr. Sione Foliaki, Assistant Chief Executive Officer for Energy Policy Coordination in the Ministry of Finance, and Vice Chair of the Executive Council, address this most august meeting, on my behalf. I can assure you, the Executive Council does not suffer from a paucity of leadership, nor does the Assembly.

In 2015, my Prime Minister, His Excellency Mr. Roosevelt Skerrit, of the Commonwealth of Dominica, was appointed President of the first SIDS DOCK Assembly. In 2016, His Excellency Mr. Enele Sosene Sopoaga, OBE, Prime Minister and Minister for Public Utilities of Tuvalu, was appointed President of the second Assembly. We understand the challenges our leaders face, as no other group of leaders are responsible for governing drowning islands – our President currently governs a country that is only one metre above sea level! In Tonga, a way of life, and this land we now celebrate on, is disappearing, land we know Tongons have called their own since the 9th Century BC. I recall a press report during the Paris meeting in 2015, quoting Mr. Sione Fulivai, Principal Climate Finance Analyst of Tonga’s Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC), who noted that, *“A lot of countries and governments are in Paris negotiating their economies – we’re just asking for survival.”*

The challenge for SIDS is, how do you plan for survival when each hydro-meteorological event brings more death and destruction, and knowing that the global society continues to increase greenhouse gases annually, to the collective detriment of SIDS? We know we cannot halt the inevitable, but we have a small window of opportunity to take action now, to give our critical ecosystems a chance of survival to the benefit of our future generation and, maybe, maybe, those to come Two years ago, in Dominica, we experienced one of the worst events that wiped an entire mountainside community and some of its population off the Dominican map. A Minister, no longer had constituents to serve, and there is no constituency, a location never to be trod on, never to do anything with. This was an event that wiped out 90% of Dominica’s GDP, destroying almost 20 years of development.

The governance structure of SIDS DOCK - the Assembly, the Executive Council, and the Secretariat - is an example of the leadership, intellectual and technical capability of SIDS, an example of gender balance and gender equity, a structure that has its foundation in partnerships - public and private. The SIDS DOCK Statute is our *de facto* “SIDS Energy Constitution,” that provides the mandate of the work of the Executive Council – and we have much work ahead. This work has been developed into a Work Programme, that was approved by the second Assembly, in September 2016.

The SIDS DOCK Work Programme charts the work of the organization over the next five years. Our major focus is, of course, mobilizing resources to build the service capacity of the organization. With the selection of the Secretary General, we have completed the major task of registration and now have an organization to help us find a new path of development based on our natural resources and managing the process of adapting to a changing climate. Our major focus will be on:

**Ocean Energy Technology Transfer -** Oceans is in the blood of all SIDS and ocean energy is the largest single solar collector on the planet that can provide a sustainable future for all SIDS, providing an uninterrupted source of energy and freshwater, food for our survival and reduced dependence on rainfall. SIDS control greater than 20 percent of all the oceans and when taken together, the Exclusive Economic Zone (EEZ) and extended continental shelf make SIDS more than 15 times the size of the European Union.

**Managing Waste** is critical to protection of our coastal ecosystems and our food security, as well as protecting the foundation of tourism - the core of the economy in many islands. Our work in this area is being coordinated through the PCREEE and the CCREEE, where in partnership with UNIDO, we are developing regional proposals to establish a strong waste-to-energy sub-sector in SIDS.

**Project Risk Facility -** As noted earlier significant investment in new renewable energy capacity and energy efficiency is needs. Critical component of this investment is upfront capital expenditure, which many national utilities and governments cannot afford to make. Involvement of the private sector is therefore crucial but, with few exceptions, there has been relatively little local private sector investment to date, in the renewable energy sector in SIDS. This facility is intended to change this situation and promote investment by both local and foreign entities.

**Improving Energy Efficiency** is one of the three energy goals for the organization. Pilot projects now under implementation with partners such as the Global Environment Facility (GEF) and the 5Cs, will provide the basis for projects across the membership, for example, in the Pacific, Tuvalu has implemented the first energy efficiency project.

**Development of Substitute Transportation Fuel and Systems** is another of the energy goals calling for the development of programmes and pilot projects in SIDS to replace imported liquid fuels such as gasoline, diesel and heavy fuels oil.

**Climate Change Adaptation Insurance Mechanism** is being developed to help governments address natural disasters such as which occurred with Dominica, and many other islands.

**Institutional development** will focus on putting in place a communication and information exchange system to provide effective exchange of ideas and information, and linking SIDS DOCK to the regional centres, the PCREEE, the CCREEE, and the ECREEE. The first couple of years will be active for the organization while we focus on recruiting staff and partnership building. Simultaneously, the two regional centres will be going through the same process and sharing experiences and planning joint resource mobilization activities. We expect that within year three of our work programme, we will be delivering to our members.

I look forward to working with all the Pacific colleagues in the implementation of the SIDS DOCK Work Programme and to building the capacity of the regional centres to serve our members.

The Executive Council is now preparing for the third Assembly of SIDS DOCK, where the Presidency of the Assembly will pass to the AIMS Region, and where the Council will welcome the first Secretary-General of the organization. The operationalization of the regional centres, the implementation of the work programme and the transition of the SIDS DOCK Secretariat from its Interim position, are not coincidence, but an indication of the collective and coordinated actions of SIDS – the intention of the function of SIDS DOCK.

I wish you a most productive meeting and close with that well-known Tongan proverb, *“Si’i pe kae hā - We are a small island, we are still great!”*

Thank you.

**ANNEX 2 - Agenda**

| **AGENDA ITEM #** | | **AGENDA ITEM** | **PRESENTER** |
| --- | --- | --- | --- |
|  | Welcome | | Tonga |
|  | Short remarks (5 min each) | | Dr. Audrey Aumua, Deputy Director General, SPC Mr. Stein Hansen, UNIDO Regional Director on behalf of the Director General, LI Young  Mr. Martin Ledolter, Managing Director of the Austrian Development Agency (ADA)  Mr. Sione Foliaki, Vice-Chair of the SIDS DOCK Executive Council |
|  | Selection of Chair and the Deputy Chair and adoption of the agenda | | All |
|  | Introduction of the steering committee members | | All |
|  | Report on PCREEE Progress | | Mr. Solomone Fifita, SPC |
|  | Institutional aspects:   * Composition and rules and procedures of the Steering Committee * Nomination of NFIs and THs * Status of MoUs with THs * Update on PCREEE policies and procedures (e.g. procurement, financial, recruitment) | | Mr. Solomone Fifita, SPC  Mr. Martin Lugmayr, UNIDO |
|  | Technical aspects:   * PCREEE as part of the Pacific energy and climate architecture * PCREEE as part of the Global Network of Regional Sustainable Energy Centers * PCREEE Business Plan Development * Review of 1st Annual Work Plan and Budget | | Mr. Solomone Fifita, SPC  Mr. Martin Lugmayr, UNIDO |
|  | Status of recruitments:   * Director * Private Sector Expert (update on the selection process) * EE Expert * Staff provided by the Tonga government * SPC Project-based staff | | Mr. Solomone Fifita, SPC |
|  | Finance and Resource Mobilization (bilateral donors, GEF, GCF, fee-for-service, sponsorships) | | Mr. Solomone Fifita, SPC and Mr. Martin Lugmayr, UNIDO |
|  | Other Business and date of the next SC meeting | |  |

**ANNEX 3 – PARTICIPANT LIST**

**INAUGURAL MEETING OF THE PCREEE STEERING COMMITTEE**

**NUKU’ALOFA, TONGA: 25TH APRIL 2017**

**ENERGY OFFICIALS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **COUNTRY** | **ENERGY DELEGATE** | |
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|  | **COOK ISLANDS** | **Mr. Tangitamaiti Tereapii**  Director  Renewable Energy Development Division  Office of the Prime Minister  Private Bag, Avarua  Rarotinga  Cook Islands  TEL: 682 25494  E-MAIL: [tangi.tereapii@cookislands.gov.ck](mailto:tangi.tereapii@cookislands.gov.ck) | |
|  | **FEDERATED STATES OF MICRONESIA** | | **Mr. Hubert Yamada**  Assistant Secretary for Energy  Department of Resources and Development  P.O. Box PS-12  Pohnpei 96941  Federated States of Micronesia  TEL : 691 320-5133/2620  E-MAIL : huberty08@yahoo.com |
|  | **FIJI** | **Mr. Paula Katirewa**  Director  Department of Energy  Ministry of Infrastructure and Trasnsport  PO Box 2943, Government Building  Suva  Fiji  TEL: 679 3389730  E-MAIL: paula.r.katrirewa@moit.gov.fj | |
|  | **FRANCE** | Mr.Nicolas Udrea  Chargé de mission Affaires Internationales  Mission de la Flotte de Commerce  Direction des Affaires Maritimes  Direction Générale des Infrastructures, des Transports et de la Mer  France  E-MAIL : [nicolas.udrea@developpement-durable.gouv.fr](mailto:nicolas.udrea@developpement-durable.gouv.fr) | |
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|  | **NAURU** | | **Mr. Abraham Simpson**  Chief Executive OIfficer  Ministry of Commerce, Industry and Environment  Nauru |
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|  | **NEW ZEALAND** | | **Mr. Stuart Calman**  Unit Manager, Energy  Sustainable Economic Development Division  Pacific and Development Group  New Zealand Ministry of Foreign Affairs & Trade  Manatū Aorere  TEL: +64 4 439 8618   M +64 21 662 62  E-MAIL:  [stuart.calman@mfat.govt.nz](mailto:stuart.calman@mfat.govt.nz) |
|  | **NIUE** | **Mr. Andre Siohane**  Director General  Ministry of Infrastructure  Alofi  Niue  TEL: (683) 4018  E-MAIL: [andre.Siohane@mail.gov.nu](mailto:andre.Siohane@mail.gov.nu) | |
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|  | **TUVALU** | **Mr. Avafoa Irata**  CEO for Public Utilities & Infrastructure | |
|  | **VANUATU** | Mr. Terry Samson Mael  Petroleum Officer  Department of Energy  PO Box 9067  Port Vila  Vanuatu  TEL: 677 7495998  E-MAIL: [tmael@vanuatu.gov.vu](mailto:tmael@vanuatu.gov.vu); [smael67@gmail.com](mailto:smael67@gmail.com) | |
|  | **WALLIS & FUTUNA** | Mr. Atoloto MALAU  Deputy Director  Environment Department  BP 294 MATA UTU – 98600 UVEA  WALLIS & FUTUNA  TEL: 681 72 05 97  E-MAIL: senvmail.wf | |

**LIST OF FOREIGN OFFICIALS AND DEVELOPMENT PARTNER AGENCIES**

|  |  |  |
| --- | --- | --- |
|  | **LIST OF FOREIGN OFFICIALS** | **ACTIONS** |
|  | **UNIDO Thailand** | **Mr Stein Hansen**  Director  Regional Office – UNIDO Thailand,  United Nations Industrial Development Organisation |
|  | **ADA**  **(**Austrian Development Agency) | Mr. Martin Ledolter,  Managing Director,  Austrian Development Agency, Vienna |
|  | **EU** | **Mr Christoph Wagner**  Head of EU Delegation  Delegation of the European Union for the Pacific |
|  | **UNIDO, China** | **Prof. XI Wenhua**,  Director  UNIDO International Solar Energy Center |
|  | **EUROPEAN INVESTMENT BANK** | Mr. Adam Frederick Bruun  Head of Pacific Regional Office  European Investment Bank  Level 25, 88 Philip street  Sydney NSW 2000  Australia  Tel: (612) 8211 0536  Email: [a.bruun@eib.org](mailto:a.bruun@eib.org) |
|  | **EUROPEAN UNION** | Mr Antonio Jesus Hernandez  Project Manager Delegation of the European Union for the Pacific  Private Mail Bag  GPO  Suva  FIJI |
|  | **GSES / SEIAPI** | Mr. Geoff Stapleton  PO Box 57  Ulladulla  2539  AUSTRALIA  E-MAIL: gses@bigpond.com |
|  | **IUCN** | Mr. Ifereimi Dau  Energy Programme Officer / Acting Energy Programme Coordinator  IUCN  Private Mail Bag  Suva  Fiji  TEL: 679 3100392  E-MAIL: [ifereimi.dau@iucn.org](mailto:ifereimi.dau@iucn.org) |
|  | **PACIFIC ISLANDS DEVELOPMENT FORUM SECRETARIAT** | Dr. Tristan Smith  Research / Reader in Energy Transport  3, Clare Street  Cambridge  CB4 3BY  United Kingdom  TEL: 0044276792000  E-MAIL: tristan.smith@ucl.ac.uk |
|  | **PACIFIC ISLANDS FORUM SECRETARIAT** | Mr Scott Hook  Economic Infrastructure Adviser  Pacific Islands Forum Secretariat  Private Mail Bag  Suva,  Fiji Islands  Tel: (679) 331 2600 / Extn. 2251 |
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|  | **PACIFIC REGION INFRASTRUCTURE FACILITY (PRIF)** | Mr. Jack Whelan  Secretariat Manager  Pacific region infrastructure facility  ADB, Level 20, 45 Clarence Street,  Sydney NSW 2000,  Australia  TEL: +61 2 8270 9421  Mob: +61 406 584846  E-MAIL: [jwhelan@theprif.org](mailto:jwhelan@theprif.org) |
|  | **PACIFIC REGION INFRASTRUCTURE FACILITY (PRIF)** | Mr. Michel Dorval  Senior Technical Manager  Pacific region infrastructure facility  ADB Level 20  45 Clarence street, Sydney NSW 2000  Australia  TEL: +61 2 8270 9421  E-MAIL: [mdorval@theprif.org](mailto:mdorval@theprif.org) |
|  | **UNIVERSITY OF THE SOUTH PACIFIC** | Mr. Atul Raturi  Associate Professor  School of Engineering and Physics  University of the South Pacific  PMB, Suva  Fiji  TEL: 679 3232430  E-MAIL: [atul.raturi@usp.ac.fj](mailto:atul.raturi@usp.ac.fj) |
|  | **WORLD BANK** | Ms Isabel Neto  Deputy Chair  World Bank  Australia |

**PRIVATE SECTORS**

|  |  |  |
| --- | --- | --- |
|  | **ORGANISATION** | **PRIVATE SECTORS** |
|  | **CBS POWER SOLUTIONS** | Mr. Amit Singh  General Manager / Director  CBS POWER SOLUTIONS  17 Dabea Lane, Valelevu  Nasinu  Fiji  TEL: 679 3342428  E-MAIL: [amit@cbspowersolution.com](mailto:amit@cbspowersolution.com) |
|  | **GEOGAS** | Mr. Ashoka Gore  General Manager  Pacific Gas Power Generation Division  Geogas Trading SA  TEL : +61 400 802057, +61 452 455884  email : [ashoka.geogas@gmail.com](mailto:ashoka.geogas@gmail.com); [gore@geogas.com](file:///C:\Users\bernedinem\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\1UWGL2I3\gore@geogas.com) |
|  | **GEOGAS** | Mr. Francois Raickman  Pacific Gas Power Generation Division  Geogas Trading SA |
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|  | **PLATTS** | Mr. Jack Shih  Business Development Manager  S&P Global (Platts)  12 Marina Boulevard, 23rd Floor MBFC Tower 3, SINGAPORE 018982  TEL : +65 6216 1175 / +65 98523211  E-MAIL: jack.shih@platts.com |
|  | **PLATTS** | Mr. Tuck Leong Wu  Manager, Commodity Risk Solutions, Asia  S&P Global Platts  12 Marina Boulevard,  Level 23 Marina Bay Financial Centre Tower 3  SINGAPORE 018982  TEL: +65 6530 6575  E-MAIL: tuckleong.wu@spglobal.com |
|  | **SUNTROPE/ SYNERGIE** | Mr. Thierry Bertrand Neuville  Chief Executive Officer  Suntrope SAS/Coord Synergie  Coordinator of Synergie & Director of Suntrope SAS (Development of Renewable Energies)  BP368198809 Nont Dore  New Caledonia  Tel: (687) 325 987 594  Email: [suntrope@lagoon.nc;](mailto:suntrope@lagoon.nc;) coordinateur@synergie.nc |
|  | **URBAN NETWORKS** | Mr. Frank Jean Chormat  Chairman  Urban Networks  12 Harcourt Road  HONG KONG  TEL: 852 2587 6168  E-MAIL: [info@urban-networks.com](mailto:info@urban-networks.com)  [FC@URBAN-NETWORKS.COM](mailto:FC@URBAN-NETWORKS.COM) |

**The Pacific Community (SPC)**

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|  |  | Mrs Audrey Aumua  Deputy Director General  The Pacifc Community  Suva  Email : [audreya@spc.int](mailto:audreya@spc.int) | |
|  |  | Mr Solomone Fifita  Deputy Director Energy  Economic Development Division  The Pacifc Community  Suva  Email : [solomonef@spc.int](mailto:solomonef@spc.int) | |
|  |  | Mr Rupeni Mario  Renewable Energy Adviser  Economic Development Division  The Pacifc Community  Suva  Email : [rupenim@spc.int](mailto:rupenim@spc.int) | |
|  |  | Ms Makereta Lomaloma  Energy Efficiency Adviser  Economic Development Division  The Pacifc Community  Suva  Email : [makeretal@spc.int](mailto:makeretal@spc.int) | |
|  |  | Mr Frank Vukikomoala  Energy Database Officer  Economic Development Division  The Pacifc Community  Suva  Email : [frankv@spc.int](mailto:frankv@spc.int) | |
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|  |  | Ms Atishma Lal  Project Information Assistant  Economic Development Division  The Pacifc Community  Suva  Email : [atishmal@spc.int](mailto:atishmal@spc.int) | |
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|  | **Communications** | Ms Fononga Mangisi  Acting Director  Communications Public Information  The Pacifc Community  Suva  Email : fonongam@spc.int | |
|  |  | Mr Kelepi Koroi  Camera Man  Communications Public Information  The Pacifc Community  Suva  Email : kelepik@spc.int | |
| **TONGA DELEGATIONS** | |  |  |
| **MEIDECC (MINISTRY OF ENVIRONMENT, INFORMATION, DISASTER MANAGEMENT, ENERGY, CLIMATE CHANGE, COMMUNICATION)** | | | |
|  | **TONGA** | Mr. Paula Ma’u  CEO for MEIDECC | |
|  | **TONGA** | Dr. Tevita Tukunga  Energy Department  MEIDECC | |
|  | **TONGA** | Mr. ‘Inoke Vala  Director for TERM  Energy Department  MEIDECC | |
|  | **TONGA** | Mr. ‘Ofa Sefana  Energy Planning Specialist  Energy Department  MEIDECC | |
|  | **TONGA** | Mr. Kakau Foliaki  Principal Energy Planner  Energy Department  MEIDECC | |
|  | **TONGA** | Mrs. Feauini Laumanu  Principal Energy Planner  Energy Department  MEIDECC | |
| **TONGA POWER LIMITED** | | | |
|  | **TONGA** | Ms. Andrea Talia’uli  Tonga Power Limited  [ataliauli@tongapower.to](mailto:ataliauli@tongapower.to) | |
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|  | **TONGA** | Ms. Telusa Fotu Tu’i’onetoa  Program Manager                Department of Foreign Affairs and Trade  Skils Development, Infrastructure & Climate Change   DFAT  Nuku’alofa  [Telusa.Fotu@ausaid.gov.au](mailto:Telusa.Fotu@ausaid.gov.au) | |
|  | **TONGA** | Mr. Alfred Vaka  JICA  [alfredvaka.to@jica.go.jp](mailto:alfredvaka.to@jica.go.jp)  [+676-23072](tel:%2B676-23072)(Office) | |

**ANNEX 4**

# **RULES OF PROCEDURE OF THE PCREEE STEERING COMMITTEE**

# ***PACIFIC CENTRE FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY (PCREEE)***

**ARTICLE I**

**COMPOSITION, FUNCTIONS AND MEETINGS OF THE COMMITTEE**

**General Introduction:**

The following rules of procedures for the meetings of the PCREEE Steering Committee, hereinafter referred to as the ‘Committee”, were derived from the approved PCREEE Project Document. The Project Document is the basis for the support of the core partners to the PCREEE during its first operational phase. The project document will be complemented by the PCREEE Business Plan at a later stage. In line with **Section** **D. Institutional and Governance Structure of the Centre** on pages 57 – 61 of the Project Document, the PCREEE will operate under the rules and procedures of the SPC, including its gender policy, unless there are special agreements entered into with SPC where these rules and procedures are relaxed and special exemptions apply.

***Rule 1: Composition of the Committee***

1. The operation of the PCREEE is guided by a Committee which will make recommendations for the final approval of the SPC Executives and, as necessary, approval of the SPC governing council (the Committee of Representative of Governments and Administrations or CRGA).
2. The Committee shall consist of the following core group of 16:
3. A total of four representatives from the National Focal Institutions in each of the Pacific sub-regions and the Francophones: Micronesia/ Melanesia/ Polynesia/ Francophones (on a rotating basis) and ensuring there is a balanced mix of government, industry and NGO/community and consumer representatives – total of 4
4. A total of one representative from each of the Thematic Hubs – PIFS, PPA, SPC, SPREP, USP, SEIAPI, SIDS DOCK (incl. IWON) and ADB – total of 8
5. One from each core donor partner (currently UNIDO and Austria) – total of 2
6. A representative of the host government (Tonga) – 1
7. PCREEE Director / Secretary - 1

Other representatives of SIDS Dock, national focal institutions, invited development partners and staff of the PCREEE can attend meetings of the Committee as observers.

1. The name and designation of each representative or nominee shall be notified to the Director, together with the name and designation of an alternate representative or nominee as the case may be.
2. A person named as an alternate representative or nominee under paragraph 3 shall be deemed to be a member of the Committee in the absence or unavailability of the primary representative or nominee.
3. Nominated representatives can request for approval by the Secretariat that they be accompanied by technical advisors in the Committee meetings.
4. Alterations to the composition of the Committee can be made based on a recommendation through the Secretariat. Based on the recommendations to the Committee, new international partners and observers may become core Committee members if they contribute with at least USD 1 million to the administrative and technical budget of the Centre. Core partners shall contribute to the administrative budget and functioning of the Centre (e.g. staff costs, running costs). International partners shall nominate spokespersons coordinate their positions upfront to the meetings.
5. The PCREEE Director will invite international or local partners which would like to contribute to concrete activities in the respective PCREEE work plan to SC meetings as observers. In general, PCREEE will act as open platform for partnerships with domestic, international and private sector partners.

***Rule 2: Functions of the Committee***

1. In line with the Project Document, the Committee will fulfill the following main functions:
2. decides by consensus and by written procedure if necessary; in case no physical meetings can be held, the Committee can decide also by electronic means (e.g. e-mail) in accordance with the non-objection principle.
3. offers strategic direction to the PCREEE secretariat to meet its objectives;
4. proposes strategic flag-ship programmes (targeting high-visibility & low-cost activities);
5. review PCREEE’s annual work plan and budgets proposed by the PCREEE Secretariat;
6. review PCREEE’s Business Plan upon recommendation of the PCREEE Secretariat;
7. monitors the progress and performance of the Secretariat and the Director (for which successful fund raising and collaborations will be an important performance criterion);
8. review the annual status reports, audited financial statements and evaluations;
9. review the appropriateness of SPC’s procurement, staff, contracting and financial rules to the PCREEE and make recommendations to the SPC Executives, as appropriate;
10. review PCREEE’s organisational chart;
11. recommend external auditors and finalise external audit reports;
12. recommend external evaluators and finalise evaluations and management responses;
13. review procurements and co-funding for projects exceeding a certain amount;
14. reviews the composition and membership of the Committee ; and
15. contribute to the PCREEE’s visibility in the Pacific and internationally.

2. The Committee shall report annually to the SPC Executives in relation to the discharge of its functions.

***Rule 3: Frequency of meetings of the Committee***

The Committee of the PCREEE shall meet at least once a year and usually back-to-back with another relevant event (e.g. annual SPC energy meetings), keeping in mind the need to get the best value for money out of the meetings. The Committee shall determine at each meeting the time and place of its next regular meeting.

***Rule 4: Notification of meetings***

No advance notice of the calling of a meeting shall be required when the date and time have been decided by the Committee at an earlier meeting. For all other in-person meetings the Director of the PCREEE in close coordination with the Chair shall notify each Committee member as far in advance as possible and in any case not less than thirty (30) days in advance, informing of date, place and expected duration, as well as of the provisional agenda and any administrative, financial and logistical considerations for consideration by members.

***Rule 5: Place of in-person meetings***

Meetings shall normally be held at the seat of the PCREEE at Nuku’alofa, Tonga unless the Committee decides otherwise. The SC will work towards cost savings through back-to-back meetings.

***Rule 6: Financial implications***

The actual additional costs directly or indirectly associated with holding a meeting away from the seat of the PCREEE shall be borne by the Government / Agency requesting to hosting the meeting.

***Rule 7: Meetings other than in-person***

As may be required in extraordinary circumstances for the fulfillment of its functions, the Committee may act by means of proxy letter, teleconference, video-conference, and other similar means of communication in which the participation, voting and interventions of each member of the Committee may be facilitated and fully recorded.

**ARTICLE II**

**AGENDA**

***Rule 8: Provisional agenda***

The Chair in collaboration with the Director shall prepare the provisional agenda for meetings of the Committee. The provisional agenda shall include:

1. A Progress Report on the performance of the PCREEE in terms of the implementation of its annual work plan and business plan, financial position, fund raising and resource mobilization, staffing, donor / partner relationships and collaborations with the host government;
2. A annual work plan (incl. budget);
3. Items suggested to the Chair and the Secretariat by Members;
4. Reports prepared by the Secretariat;
5. Agreements or arrangements with States, international organizations and international agencies on behalf of the PCREEE, prior to submission for approval by the SPC Executive;
6. Such other items as the Chair shall consider it necessary to include, after consultation with the Director and other members of the Committee, as necessary.

***Rule 9: Explanatory memoranda***

Each matter brought to the attention of the Committee shall be accompanied by such supporting documents as appropriate and necessary to support the Committees’ consideration of the issue.

***Rule 10: Circulation of supporting documents***

Supporting documents shall be sent to each Committee Member as far in advance as possible, and in any case not less than 14 (fourteen) days before the meeting.

***Rule 11: Adoption of the agenda***

The Committee shall adopt the agenda for a meeting at the beginning of that meeting.

**ARTICLE III**

**CHAIRPERSON, DEPUTY CHAIRPERSON AND OTHER OFFICERS**

***Rule 12: Election of Chair and Vice-Chair***

The Committee will elect the chair and vice chair from amongst its membership. The elected individuals will serve for a maximum of two (2) years.

***Rule 13: Secretary***

The Director or his/her representative shall act as the Secretary of the Committee.

***Rule 14: Term of office***

In line with the rotation principle, the term of representatives from the PCREEE National Focal Institutions shall serve for a period of two years unless reelected by their respective sub-regions. The representation of the Thematic Hubs, the core donors as well as the host country will be permanent for the first operational phase even though personnel may change.

***Rule 15: General powers and duties of the Chair***

The Chair shall preside at all meetings of the Committee. If the Chair is absent during a meeting or any part thereof, or whenever he or she deems that for the proper fulfillment of the responsibilities of the Chair he or she should not preside over the Committee during the consideration of a particular question, the Deputy Chairperson shall take his or her place, and shall have the same powers and duties as the Chairperson. The Chairperson and the Deputy Chairperson may at all times participate in the discussions of the Committee as representatives and may also vote in that capacity, noting that decisions of the Committee would be by consensus. Alternatively, the Chairperson or Deputy Chairperson acting as Chair may designate another member of his or her delegation to participate in the discussion and vote in his or her place. The Chairperson will maintain close communications among the members of the Committee between meetings, and will work closely with the Director as necessary to ensure the Committee’s awareness of the day-to-day business of the PCREEE.

***Rule 16: Vacancies***

A vacancy in the office of any officer shall be filled in the same manner in which the original holder of that office or position was appointed or selected. Individuals selected or appointed to fill vacant positions shall hold such positions for the unexpired term of their predecessor.

**ARTICLE IV**

**SECRETARIAT**

***Rule 17: Role of the Director***

The Director shall participate, without the right to vote, in all meetings of the Committee as the Secretary of the Committee, or he or she may designate a member of the Secretariat to represent him or her at any such sessions.

***Rule 18: Duties of the Secretariat***

The Secretariat shall provide all necessary support to the Committee in the performance of its functions. In particular it shall receive, reproduce and distribute documents of the Committee; prepare and circulate minutes of meetings, decisions adopted by the Committee and any other documentation required; maintain custody of documents of the Committee in the archives of the PCREEE; and generally perform all other work, which the Committee may require.

**ARTICLE V**

**CONDUCT OF BUSINESS AT MEETINGS OF THE Committee**

***Rule 19: Open and closed meetings of the Committee***

Meetings of the Committee shall be open, unless earlier advised by the Chair after consulting the Secretariat, that a full meeting or a particular session of the meeting shall be closed.

***Rule 20: Functions of the Chair during Committee meetings***

The Chair shall declare the opening and closing of each meeting of the Committee, direct the discussions, ensure the free flow of discussion accord the right to speak, put questions and announce decisions.

**ARTICLE VI**

**VOTING**

***Rule 21: Voting and quorum***

Decisions of the Committee shall be taken by consensus. Each member of the Committee shall have one vote, save that the Director or his / her representative who shall have no right to vote. The minimum quorum of the Committee shall be at least 10 of its core members. In the absence of a physical meeting, the Committee can also take certain decisions by e-mail and according to the non-objection principle within a specified time determined by the Chair.

**ARTICLE VII**

**REPORTS**

***Rule 22: Reports of meetings***

Reports of meetings of the Committee shall be prepared by the Secretariat who will provide the report to the Chairperson and Deputy Chairperson no later than thirty days (30) following adjournment of the Committee meeting. The Secretariat shall, immediately upon approval of the Chair, make such minutes available to all Members of the PCREEE.

***Rule 23: Publication of Committee Documents***

In the interest of openness and accountability, all official documents of the Committee will be published unless otherwise instructed by the SPC Executives.

**ARTICLE VIII**

**AMENDMENT OF THE RULES**

***Rule 24: Amendments***

These rules may be amended by a decision of the Committee.

**ANNEX 5** - **PCREEE National Focal Institutions, Thematic Hubs & Core Donor Contacts**

|  | **Country** | **National Focal Institution** | **Contact Person** | **Alternate** |
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**ANNEX 6 – PCREEE WORKPLAN AND BUDGET 2017/18**

