



**Coordinator Report for January and February 2007**  
**Tuesday 20 March 2007**

**1.0 PROGRAMME WORK: PROJECTS**

- 1.1 Website**
- Oceanic is engaged to build us a website that we can update ourselves
  - Cost is \$1,067.06
  - I will be sending the first few pages of information on 18 March
  - News and Conference pages of website will be up and running by the end of March.
- 1.2 Pacific Trade Education Programme**
- Work on first and second PTEP underway
  - Funding still not received from WCC or Oxfam
- 1.3 PTEP One Samoa Workshop**
- Working with Roina Faataueaa Vavatau CEO of SUNGO on accommodation and logistics
  - Confirmed dates are 23-25 April
  - Oxfam is a partner in PTEP and Barry will be attending
- 1.4 PTEP Two Tonga Workshop**
- Have emailed CSFT, David Uata, Ofa, Akanete and TNCC to set dates.
  - Working with dates 25-27 June.
  - David Uata is convening a meeting in Tonga to begin discussions amongst CSOs, and has made contact with TNCC.
  - Have emailed logistics details and they will get back to me with pricing.
- 1.5 PTEP Four Pacific People's Platform on Trade**
- Suggestion from Lionel Gibson at FSPI that this work with the Regional CSO Forum to be held in Tonga in August/October.
  - Discuss possibility of coordinating this with PIANGO
  - Other issue: will the PPPT be ready given the delays in PTEP – could ratify at CSO Forum 2008 instead?
- 1.6 EPA SIA**
- Claire Slatter and I worked on a proposal and handed it in on Friday 2<sup>nd</sup> March as per the requirements, as after talking to Moses Mose I realised it was important to hand on time. We put a lot of work into it, and we able to pull together a well respected research team: Claire Slatter, Lionel Gibson, Biman Prasad and Ganesh Chand.
  - Two very experienced social science researchers and two very experienced economists all from the Pacific, and all purposefully based in Suva for ease of coordination, logistics etc.
  - The countries for research are: Kiribati, RMI, PNG, Samoa, Solomon Islands, Fiji
  - The countries were chosen based on discussions with the PIFS EPA Consultants, and choice sought to be representative of the Pacific and was based on factors such as: SIS, LDC, dependency on fisheries, export to EU, gender impact, level of tariffs, level of deregulation.
  - Quite complex issues, so the compromise in selection was difficult.
  - As per Loudeen's suggestion there is a Reference Group that is formally incorporated in the methodology, with remuneration for

their feedback. I was only able to confirm a few key members of the reference group, the rest were TBC. If we win the tender then I will continue to work on this. In the meantime I am focusing on getting the PTEP started as well as other PANG work.

## **2.0 PROGRAMME WORK: NETWORKING**

- 2.1 FSPI**
- Met with Lionel Gibson and Maureen Penjueli
  - FSPI network raised trade as an area of concern they wanted to incorporate it into their work.
  - Currently FSPI works in the following areas:
    - Governance
    - Health
    - Communities and Coasts
    - Disaster Preparedness and Risk Management
    - Rural development
    - Community-based Population and Environment small grants fund
    - Media and Communications
  - Trade policy cross-sects much of this work.
  - Discussed a particular need for information on income generation and market access for rural farmers.
  - Discussed need for technical policy advice or assistance on agricultural and farming issues especially. A PANG technical trade person could facilitate his kind of liaison work between SPC technical people and Pacific communities and groups.
  - Also suggested we work in with Pacific CSO Forum
  - Suggestion that trade be addressed at PRNGO level.
  - Also met with and contacted several FSPI members, important cross-overs in our work, they are interested in incorporating trade, will continue to follow up.
- 2.2 FFONSA**
- FFONSA met and is planning to have a trade basics workshop on 29 March.
  - I supplied FFONSA with the reading materials I had prepared for PTEP1
- 2.3 PIFS**
- Have made useful contacts with Forum trade experts. They provide valuable feedback.
  - Looking at ways PANG can formally engage as a CSO representative with PIFS.
  - See training programme suggestion.
- 2.4 PIFS/NSA**
- Attended PIFS NSA Consultation.
- 2.5 PCRC**
- Any suggestions on how to better work with PCRC?
- 2.6 PRNGO**
- Suggestion from Lionel Gibson that we have a talk about trade issues at PRNGO level.
  - Any suggestions or feedback?
- 2.7 CSO Forum**
- What is the best way to raise trade issues at this forum?
  - Possibility of ratifying (?) Pacific People's Platform on Trade at this forum.
- 3.0 STAFFING**
- 3.1 Intern or Administrator**
- Have hired a 20 hours per week intern on \$50 per week.
  - Looking at the possibility of making her 30 hours 9am-3pm and paying her \$200 per week, her work would be supervised by Coordinator and checked by an Accountant who would come to PANG a few days each month.
  - See recommendations for Admin and Finance process
- 3.2 Accountant**
- Can anyone recommend an accountant?
  - Need to organise an accountant to come in and check systems

- Monthly book keeping check
  - Monthly accounts etc.
- 3.3 Communications and Research Officer**
- There will be a lot of follow up and communication work for PTEP, aim to hire CRO by mid May.
  - See attached CRO draft job description
  - Original Researcher job description attached.
- 3.4 Trade Policy Analyst**
- Lack of expertise in CSOs, we need someone (other than PIFS) we can get advice from.
  - A policy analyst would make PANG much more relevant and useful to other NGOs wanting to do work on trade.
  - Widely needed in the network, especially up on ROO, agricultural issues
  - A person with more technical expertise could also do liaison work between existing experts (ie in SPC) and community needs for their help (ie. rural farmers in FSPI networks).
  - Will investigate the possibility of AVI or UNV for this.
  - I think we should take on a CRO first, and find a Trade Policy Analyst when funding is secured.
  - See paper on division of work between CRO and Trade Policy Analyst.
- 3.5 Roshni Work Status**
- Work permit approved on 21 December 2006.
  - FNPF lodged on 23/02/2007
  - Cut and pay FNPF, PAYE and housing allowance from 1 January 2007.
  - Training Programme Due at Department of Immigration 20<sup>th</sup> April 2007 (see ideas for Training Programme below)
- 3.6 Training: HBF Summer school**
- Submitted an application for Coordinator to attend summer school training
  - 27 July to 4 August.
  - See attached info
- 3.7 Training Programme**
- Idea of an internship programme to replace the coordinator
  - Track those interested in trade work who have Coordinator experience, set up a six month internship and overlap for one coordinator leaving another coming in.
  - Informal discussions with David Primak and Francesco Rampa, investigate funding and possibility for either an internship at forum or at another CSO active on trade.
  - Written an email to Roman, Roman passed it on to PIFS executive.
  - PIFS executive wants to see costing.
  - See attached email.
- 4.0 ORGANISATIONAL**
- 4.1 Workplan**
- See attached draft work plan
  - It is still unfinished, I have not yet had time to complete it.
- 4.2 Accounts/Funding**
- PTEP – still waiting on funding from Oxfam and WCC
  - Core – still waiting to hear back from Connie, must re-contact.
  - Need more funding to get more staff on board
  - Need accountant to do costing for staff
- 4.3 Donor**
- Several emails to Connie no response yet on work plan draft, will chase up.
- 4.4 Office location**
- It was proposed that we leave 21 Marion St, following PCPI's activity endangering staff safety.
  - In process of signing lease over to PCPI
  - As office available in FWRM too small, should stay back at Marion St
  - Need to decide where we should be located in the long term.

- 4.5 Office Utilities**
- Have been having trouble with office phone static and disconnects, contact TFL daily about this.
  - TFL now under PANG's name and address.
  - FEA now under PANG's address.
  - Connect now under PANG's address
  - Email will switch over to a more reliable service run by Oceanic, negotiated price so costs the same as what we were paying Connect.
- 4.6 PANG Structure**
- Suggestion that we add a Human Resources Committee and Finance Committee to PANG Structure
  - A constitutional amendment will be required for formalise this, but we could just test it out.
  - Human Resources Committee – two board members
    - Provides alternative contacts for staff other than Coordinator if staff members have concerns
  - Finance Committee – two board members
    - Approve expenses of over \$500
    - Coordinator to source three quotes
  - PANG Reference Group
    - SC, Coordinator and other interested parties:
    - A way to link with and consult with other organisations and individuals actively working in trade, and who have expertise in various aspects of trade or globalisation.
  - See attached paper on structure.
- 4.7 PANG Steering Committee**
- I think we need to seriously think about moving to a board structure rather than the hybrid Steering Committee structure we currently have.
  - See board structure policy options from ECREA, FWRM and PCPI.
- 4.8 Internal policy**
- Travel policy
  - See policy options paper attached.