



**Minutes of the PANG Steering Committee Meeting**  
**10am Tuesday 20 March 2007**  
**PIANGO Meeting Room**

- 1.0 Welcome: Chairperson Fei Tevi welcomed all to the meeting and made an opening prayer and blessing.
- 2.0 Apologies: Virisila Buadromo, Father Kevin Barr.
- 3.0 The Coordinator presented the Coordinator's Report and the Steering Committee members gave feedback, make decisions where required.

**Programme Work: Projects**

- 1.2 **PTEP:** Roshni to chase up funds committee for PTEP from Oxfam and WCC.
- 1.3 **PTEP One:** Roshni outlined progress on PTEP One
  - 1.3.1 Suliana suggested that apart from just focusing on external trade that we also look at internal trade. Other SC members agreed.
  - 1.3.2 Claire clarified the discussions by saying that Suliana's analysis turned the trade debate on its head, and that as Suliana suggested we should be approaching trade issues through the framework of what Pacific people want and need rather than the exports focus.
  - 1.3.3 Roshni commented that part of the focus was on exporting because of farmers concerns for accessing export market with their produce in order to generate more income for their work.
- 1.5 **Pacific People's Platform on Trade:** Roshni outlined Lionel Gibson's idea that 3PT work in with the Regional Pacific CSO Forum that will precede the PIFS Leaders Meeting in October/August in Tonga.
  - 1.5.1 Cema explained that PIFLM always runs Friday-Tuesday, so PTEP4 could precede the meeting Monday-Thursday.
  - 1.5.2 SC Members said to keep PTEP4 open and flexible to try to work in with this.
- 1.6 **EPA SIA:** Roshni outlined the proposal she and Claire had submitted to PIFS that is currently short-listed.
  - 1.6.1 Cema said we should get funding to do a CSO shadow report if we don't win the tender.
  - 1.6.2 Also that we need to document the trade legislation that currently exists for each country in the region, international and local.
  - 1.6.3 Also concern from SC over the extent that Roshni would be involved in this project due to the high pressure on her from other areas of PANG work.

**Programme Work: Networking**

- 2.1 Roshni outline groups she had been in touch with particularly FSPI, who she suggests we should continue to build a partnership with as there was a call from their membership at their last AGM to incorporate trade as an issue

- area, and as a grass roots network this would be important access to rural communities.
- 2.3 PANG relationship with PIFS: Roshni explained how useful interaction with PIFS people was in terms of learning, arguing and developing skills and knowledge on trade.
- 2.3.1 **Maintain our position:** Fei commented that it is important to maintain our position. That we can engage in dialogue but don't need to agree. We must question why they are taking on neo-liberal policies and implementing them in the Pacific. We must understand the position of Pacific people.
- 2.3.2 **Fair-trade:** Suli commented that we should look at alternatives in international setting such as fair trade initiatives. Roshni commented that there would be scope to do a developing world version of global north initiatives like Oxfam's Fair-trade Fortnight, and instead showcase and promote local fair-trade initiatives. Fei commented that there are many successful examples of Fair-trade work in the Pacific such as SWIFT and WIBDI. Cema said we should What are the pacific initiatives in fair trade. Roshni said this would be a great idea for a research project, and would be excellent content for the website, and that an important role of PANG is to make these kinds of things visible.
- 2.3.3 **PANG and PIFS:** Cema opened discussion on PANG taking on position of CSO contact for PIFS on trade issues. Fei explained the role of TEAG as a forum to provide advice to regional negotiators and bring together consultancies on sectors and provide advice, that is a personal appointment rather than a sectoral appointment, so Tupou's representation did not represent the all opinions of CSOs. Fei also outlined the PRNGO accreditation policy – where the PRNGOs have discussed and finalised docs that would accredit a certain NGO to be in consultation with the forum. Providing PIFS with documentation and regional proof that the organisation has been in existence for a certain amount of time, in certain countries, then providing accredited legitimacy for organisation and thus status to be in consultation with PIFS. Regional NGOs have discussed the text for three years, now circulated with PIFS members, now in the implementation process. The conclusion being that TEAG is now a relatively irrelevant group, and that future PIFS consultation will be via the PRNGO accreditation process, so PANG should just work through that.
- 2.5 **Working with PCRC:** Roshni to state that they are part of the PTEP process.
- 2.5.1 SC members commented that there is no one attending the Trade and Sustainable Development at PCRC and suggested that Tupou be asked for regular updates and information sharing, access to the extensive library the PCRC has on trade issues.
- 2.6 **PRNGO:** discussion on where PANG is positioned with relation to PRNGOs, return to the conclusion of getting accreditation.

### Staffing

- 3.1 **Intern or Administrator:** that admin intern be given a full time contract at \$150 per week or \$7,800 per annum on six months probation. That the position be named: Admin and Accounts. This position is to work in conjunction with an accountant who will check the accounts monthly and do month end adjustments and statements.
- 3.1.1 Coordinator to draft contract, TOR and performance indicators.
- 3.2 **Accountant:** SC agreed with the structure of having monthly accounts checked and finalised by an accountant.
- 3.2.1 Coordinator to get three quotes
- 3.2.2 Viri to contact Sharon Lateef

- 3.2.3 Also a suggestion of Murray McKenzie.
- 3.3 **Communications and Research Officer:** SC agreed on the need for this position and made amendments to the job description see Annex 1.
- 3.4 **Trade Policy Analyst:** SC agreement on the future position of a trade policy analyst.
- 3.5 **Roshni's Work Status:** SC noted Roshni's work status now fully compliant.
- 3.6 **HBF Summer school:** SC agreed that if Roshni receives a funded position that she may be absent from work to attend the summer school (27 July to 4 August).
- 3.7 **Training Programme for Coordinator replacement:** SC discussed Roshni's proposal and discussions resulted in the following changes:
  - 3.7.1 The internship should be fully managed by PANG and be comprised of attachments to various other organisations for the training of the coordinator, such as: PIFS, Oxfam Pacific, ACP Forum Secretariat, ECDPM and ICTSD.
  - 3.7.2 Roshni to draft a proposal and meet with possible donors, especially the EU delegation to the Pacific.

#### **Organisational**

- 4.1 **Workplan:** Roshni explained that she is very behind on internal programme documentation. Has set aside April to get all internal programming done, and finalising liaison with donor.
- 4.2 **Accounts and funding:** Progress update
  - 4.2.1 Roshni must get a budget proposal done along with the programme documentation;
  - 4.2.2 and must chase Connie Sorio for PANG core funding.
- 4.4 **Office location:** SC support PANG moving office, and support the recommendation by Viri that PANG find its own premises, and need not necessarily share.
  - 4.4.1 Roshni to ensure lease is signed over to PCPI
  - 4.4.2 Roshni to find a premises to fit within budgeted rental of \$600 per month.
  - 4.4.3 Fei also said to check with Raju at PCC about old CCF office.
- 4.5 **Office Utilities:** Meeting ran out of time Fei and Roshni to consult on this.
- 4.6 **PANG Structure:** Meeting out of time, SC to defer discussions to next meeting.
- 4.7 **PANG SC Structure:** Roshni to prepare a paper to explain rationale to move to board structure and this is to be discussed at next SC meeting.
  - 4.7.1 NB. Roshni should only present papers with a proposed solution to problems to SC Meeting, and may append documents (such as alternative structures) to these papers, but should not present problems to the SC and expect them to develop solutions.
- 4.8 **Travel Policy:** alternatives
  - 4.8.1 Roshni to draft a Travel Policy paper for next SC meeting.
  - 4.8.2 Roshni noted how expensive lobbying was at the Tanoa International in Nadi, and queried how this should be managed in relation to the budget and per diems. Fei responded that PANG could negotiate a "dialogue and consultation fund" with donor in the future.

#### 4.0 Matters Arising

- 4.1 Roshni to take leave to attend her graduation in Auckland and visit family in May, Roshni will be absent from 10<sup>th</sup> May – 20<sup>th</sup> May.
- 4.2 The Steering Committee congratulated

#### 5.0 Date of next meeting.

- 5.1 To be decided via email.

## Terms of Reference:

### Information Education Communication Officer

#### *Accountability*

As a member of the PANG staff, you shall ensure that you will diligently and faithfully perform the duties herein. You shall be accountable to the Coordinator.

#### 1. Key Tasks

##### *Substantive*

##### *Information*

- a. Undertake original research on the impacts in the Pacific of free trade agreements such as PICTA, PACER, Cotonou, WTO Agreements such as GATS, economic reforms, and privatisation, the influence of multinational corporations (MNCs) and multilateral institutions such as the Asian Development Bank (ADB), World Bank, International Monetary Fund (IMF) and the various impacts of corporate globalisation;
- b. Gather and compile data and statistics on trade, economic, globalisation and social issues affecting the Pacific as directed by the Coordinator and Steering Committee;
- c. Provide sound analysis and critiques on free trade agreements being negotiated such as PICTA, PACER, Cotonou, WTO Agreements such as GATS, economic reforms, and privatisation, the influence of multinational corporations (MNCs) and multilateral institutions such as the Asian Development Bank (ADB), World Bank, International Monetary Fund (IMF) and other issues as directed by the Coordinator and Steering Committee.
- d. Create a comprehensive, stand-alone database of trade and globalisation education materials, policy, legislation, information, organisations, libraries and other resources for use by PANG, the general public, students and academics and other CSOs and organisations;
- e. Develop, maintain and update electronic online content (website and e-newsletter);

##### *Education*

- f. Monitor and evaluate the appropriate and timely dissemination of advocacy and communication materials to target audiences, and participate in the evaluation of their impact;
- g. Provide updated and timely information to Coordinator, Steering Committee and PANG Network on trade and globalisation developments.

##### *Communication*

- h. Develop and implement communications initiatives and strategies for PANG to strengthen advocacy and the dissemination of trade and globalization issues and policy materials;
- i. Assume responsibility for and coordinate the production of PANG publications and ensure all PANG external documentation adheres to PANG standards, style and branding requirements;
- j. Edit PANG publications (both print and electronic forms) in English, improve clarity, consistency and accuracy, and ensure publications meet the needs of target audiences and deadlines for publication;

- k. Implement the overall production process in close liaison and consultation with staff, including layout and graphic design services, quotations, printing and distribution;
- l. Act as media liaison officer, including preparing media releases, liaising with national, regional and international media representatives and identifying and coordinating the writing of feature articles/columns in local, regional, and global media;

*Administrative*

- a. Manage the communications budget and develop funding proposals to secure finance to implement activities;
- b. Provide support to PANG activities and events, as well as report writing, workshops, and fundraising;
- c. Ensure that PANG publishes and disseminates research studies and reports;
- d. Provide six monthly work reports to Coordinator and Steering Committee.