



## Coordinator Report for May 2007

### 1.0 PROGRAMME WORK: PROJECTS

- 1.1 Website
- Working on signing off on structure and layout by Wednesday
  - This leaves only content to be completed.
- 1.2 Pacific Trade Education Programme
- PTEP 1 has now finished, moving on to setting up for PTEP 2.
- 1.3 PTEP One Samoa Workshop
- Workshop 1 see attached outcomes document
  - See Annex 1.
- 1.4 PTEP Two Tonga Workshop
- Have emailed a "Roles and Responsibilities" sheet as suggested by Cema.
- 1.6 EPA SIA
- Contract to be signed on Wednesday morning 9<sup>th</sup> May 2007
  - PIFS requires an official Steering Committee resolution that Fei Tevi be able to sign on behalf of PANG for the contract.
  - Please check letter and sign resolution provided by Roshni.

### 2.0 PROGRAMME WORK: NETWORKING

- 2.1 PCRC
- PCRC made a written complain over the invitation process for PTEP.
  - See Annex 2
- PIFS
- EPA Outreach programme
  - PANG could contact Nainasa regarding the EPA outreach programme.

### 3.0 STAFFING

- 3.1 Administrator
- Rachana in place as Administrator and Accounts Assistant.
  - Contract yet to be approved by Fei.
  - Understanding that she is on trial for 6 months.
- 3.2 Accountant
- Still need accountant quotations on way from PWC, G.Lal and Ernst and Young.
  - Sharon Lateef currently out of the country, will also contact her.
- 3.3 IEC Officer
- Position has been advertised.
  - Also need to distribute through networks (have sent out email)
- 3.5 Training Programme
- Roshni still to draft proposal
  - Was due on 20 April at Department of Immigration.

### 4.0 ORGANISATIONAL

- 4.1 Workplan
- Still not done.
- 4.2 Accounts/Funding
- Have received FJD\$56,000 from Kairos.
  - Need more core funding
  - Once an accountant is in place we will do a proper analysis.

- 4.3 Donor
- Have sent email request to Kairos to top up our funding to FJD\$74,000 as it was previously.
  - Must renew efforts and call by phone as well.
  - Must source core funding from other donors
- 4.4 Office location
- Have relocated office.
- 4.5 Office Utilities
- **Phone and Internet:** Still working on hooking up phone and internet despite assurances from suppliers Telecom and Connect.
  - **Aircon:** In the summer we will need another aircon unit.
- 4.6 PANG Structure
- Suggestion that we add a Human Resources Committee and Finance Committee to PANG Structure. These two committees could assist the Coordinator and with her work and would help relieve the burden on the Chairperson.
  - A constitutional amendment will be required for formalise this, but we could just test it out, and formally amend the structure at one of the Bi-Annual meetings with a 2/3 majority of the SC.
  - 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 Annex 3**
- 4.7 PANG Steering Committee and Trustees
- It may be beneficial for PANG to move to a Board structure rather than the hybrid Steering Committee structure we currently have.
  - The current structure is ‘hybrid’ in that some members are on the Steering Committee through being the head of their organisations, whereas others have been invited independently, and others still were previously head of their organisation though now stay on due to interest.
  - Under the constitution PANG has two governing groups. 1) Trustees whose responsibility largely rests with the financial security of PANG, appointed and discharged by the Steering Committee; and 2) The Steering Committee “the supreme governing body of PANG.” Made up of representatives from: PIANGO, WCC, PCC, ECREA, PCRC and DAWN Pacific.
  - Current board members are:  
**Representatives from: ECREA, PIANGO, WCC**  
 Mika Bulavakarua (ECEA)  
 Cema Bolabola (PIANGO)  
 Feiloakitau Kaho Tevi (WCC) (Chairperson 2007)  
**As well as:**  
 Claire Slatter (Independent)  
 Fr Kevin Barr (ECEA)  
 Virisila Buadromo (FWRM)  
 Suliana Siwatibau (Independent)  
 Stanley Simpson (Independent, & previous Coordinator)
  - The Steering Committee structure based on representatives is not necessarily in the best interests of PANG as the representative may not have a personal interest and dedication to PANG’s work, and therefore their commitment may be perfunctory rather than from concern, commitment is an issue especially because the position is unpaid.
  - In comparison PCPI has a board of directors of which 1/3 are replaced every year, longest serving first, to ensure rotation. Directors are selected at an AGM. Similarly at FWRM Board Members are voted for at an AGM by the FWRM members, nominees are selected by a Board Member Search Committee. Board Members are allocated specific areas

relevant to FWRM's work. NB FWRM membership votes for Board Members.

- A Board structure seems to be defined by this purposefully determined Board membership. PANG would benefit from a governing body structured this way because it would mean more commitment from the individual board members (if membership were not predicated by organisation), and we could also look for members who would bring skills and connections that could benefit PANG's work.

#### 4.8 Internal policy

- Travel policy **see Annex 4**