

**PACIFIC ISLAND FORUM SECRETARIAT**

**EUROPEAN DEVELOPMENT  
FUND**

**EDF 10: TECHNICAL CORPERATION FACILITY (TCF)**

**DIRECT DECENTRALISED OPERATION**

**GLOBAL COMMITMENT REG/FED/22413**

**PROGRAMME ESTIMATE N°1**

**OPERATIONAL PERIOD**

**FROM 01<sup>st</sup> MARCH 2012 TO 28<sup>th</sup> FEBRUARY 2013**

**Total amount of the budget of the programme estimate in €150,000**

**Total amount of the imprest component of the budget in €150,000**

**of which**

**part to be carried out in national currency: 0.00**

The full accounting number must be quoted in all correspondence and on all financial documents.

# CONTENTS

<b>1. WORK PROGRAMME .....</b>	<b>3</b>
1.1. Summary.....	3
1.2. Context .....	3
1.3. Logical framework .....	4
1.4. Activities.....	4
1.4.1. Overall objective .....	4
1.4.2. Project purpose.....	4
1.4.3. Results.....	4
1.4.4. Activities.....	4
1.5. Implementation.....	6
1.5.1. Material and non-material means.....	6
1.5.2. Organisation.....	6
1.5.3. Special conditions .....	7
1.6. Provisional implementation timetable.....	7
<b>2. BUDGET.....</b>	<b>8</b>
<b>3. FINANCING PLAN .....</b>	<b>8</b>
<b>4. CASH FLOW FORECAST .....</b>	<b>8</b>
<b>5. TECHNICAL AND ADMINISTRATIVE IMPLEMENTING ARRANGEMENTS</b>	<b>9</b>
5.1. Steering Committee ( <i>if any</i> ).....	9
5.2. Management structure.....	9
5.3. Imprest administrator and imprest accounting officer.....	9
5.4. Period covered .....	10
5.5. Amount of the imprest component of the budget of the programme estimate .....	10
5.6. "Programme estimate" ( <i>or "project"</i> ) bank account(s).....	11
5.7. Advance/pre-financing.....	11
5.8. Supporting documents .....	11
5.9. Public contract and grant award procedures .....	11
5.10. Cash disbursement procedures .....	12
5.11. Staff management.....	12
5.12. Changes to the programme estimate during implementation .....	12
5.13. Implementation reports .....	12

5.14.	Closure of the imprest component of the budget of the programme estimate .....	13
5.15.	Audit(s) <i>(if applicable)</i> .....	13
5.16.	Tax and customs arrangements .....	13
5.17.	Own resources <i>(if applicable)</i> .....	13
5.18.	Transfer of materials and equipment <i>(last programme estimate)</i> .....	13
5.19.	<i>Other matters to be specified</i> .....	14
6.	SIGNATURES .....	14
7.	ANNEXES .....	15

## **1. WORK PROGRAMME**

### **1.1. Summary**

The 10<sup>th</sup> European Development Fund (EDF) Technical Cooperation Facility (TCF) provides support to the Regional Authorising Officer for meetings, workshops, seminars and short term technical advice to facilitate the management of EDF activities under the Regional Indicative Programme (RIP). The funding available under the TCF totals €2 million, of which €1 million has been committed to support the Pacific Financial Technical Assistance Centre (PFTAC). A portion of the remaining €1 million is the subject of this Program Estimate (PE).

The overall objective of the FA is to contribute to the improvement of EU development cooperation in the Pacific ACP region. The project purpose is to contribute to the smooth and efficient implementation of the 10<sup>th</sup> EDF RIP, including support for new approaches to the delivery of development assistance. The current PE will work towards the achievement of two results foreseen in the logical framework namely:

- the timely development of projects for funding under the 10<sup>th</sup> EDF Regional Indicative Programme and improved capacity of regional organisations and other stakeholders to deliver and report on better and sustainable outcomes
- an enhanced political dialogue between Pacific ACP States, CROPs, the RAO, the EU and other development partners on future development strategy and new implementation approaches.

Four activities have been identified for prioritisation in this PE, which will be implemented by the Pacific Islands Forum Secretariat. These activities support key EU/ACP meetings, workshops, seminars etc. together with those identified in the Pacific with particular emphasis on aid effectiveness and climate change. Short Term TA assistance, which will be able to identify and formulate proposals under the 10<sup>th</sup> EDF RSP/RIP for consideration, is also another important activity that will speed up the commitment rates of the Euro 95 million allocated under the RSP/RIP 2008-2013. An update on 10<sup>th</sup> EDF projects is another activity that is foreseen to be funded under the PE.

10<sup>th</sup> EDF End of Term Review (ETR) and programming of the 11<sup>th</sup> EDF will also be taken into consideration during implementation of the programme estimate.

In accordance with the TCF Financing Agreement, the Programme Estimate will be implemented through the Partially Decentralised Management Procedure, an Imprest Administrator and Imprest Accounting Officer will take the full responsibility of the overall implementation, monitoring, evaluation and reporting. They will report to the TCF Steering Committee foreseen under the TCF Financial Agreement comprising members of PIFS, other CROPs and RAO, and is designed to meet only once a year given.

### **1.2. Context**

In various areas of the world, European Union (EU) uses a facility for the provision of short-term consultancies to assist in identifying, preparing, monitoring, evaluating and auditing of projects under the EU Programme of development cooperation as well as for the organisation of and participation to conferences/seminars/workshops in relation to EDF projects and

programme-related activities or of a broader interest but keeping with the priorities of Cotonou Agreement.

This is relevant for the Pacific ACP region where there is clear lack of capacity both in terms of human resources and financing.

The TCF will also support the regional efforts to enhance political dialogue, coordination and mainstreaming of the aid in particular in relation to climate change agenda.

The TCF has also provided €1 million funding for PFTAC to help prepare budget support in Pacific ACP States (PACPS), to assist PACPS to overcome financial crisis and economic downturn, and to support the reform of their monetary and fiscal system if requested.

### **1.3. Logical framework**

The detailed logical framework of the FA is at Annex (2) to this programme estimate.

### **1.4. Activities**

#### **1.4.1. Overall objective**

The overall objective is to contribute to the improvement of EU development cooperation in the Pacific ACP region.

#### **1.4.2. Project purpose**

The project purpose is to contribute to the smooth and efficient implementation of the 10<sup>th</sup> EDF RIP, including support for new approaches to the delivery of development assistance.

#### **1.4.3. Results**

The expected results from the activities carried out over the period covered by this PE are:

- Result 1: the timely development of projects for funding under the 10<sup>th</sup> EDF Regional Indicative Programme and improved capacity of regional organisations and other stakeholders to deliver and report on better and sustainable outcomes
- Result 2: an enhanced political dialogue between Pacific ACP States, CROPs, the RAO, the EU and other development partners on future development strategy and new implementation approaches.

#### **1.4.4. Activities**

The activities that will be carried out to help achieve each of the expected results listed in the previous section are:

##### **Activities implemented to achieve Result I**

- **Prepare Identification and Action Fiches for Outstanding 10<sup>th</sup> EDF Projects**

This activity will focus on financing short-term technical assistance for the preparation of identification and action fiches of outstanding 10<sup>th</sup> EDF Project for the 2012 and 2013 Annual Action Plans (AAPs). The short-term assistance will be procured using the single tender/direct agreement procedures if the contract value is less than 10,000 euro and in compliance with the PE guidelines.

The activity will be implemented throughout 2012. Euro 50,000 is sought to finance the costs of these short-term technical assistance. The Aid for Trade unit of the Economic Governance Programme will coordinate this activity.

➤ **Facilitate Coordination of 10<sup>th</sup> EDF Projects**

This activity will support improved coordination between stakeholders and agencies implementing projects under the 10<sup>th</sup> EDF. Should it be required, an annual meeting will be organised by the Aid for Trade unit of the Economic Governance Programme to coordinate and provide advice to 10<sup>th</sup> EDF stakeholders. Beneficiaries and stakeholders of the 10<sup>th</sup> EDF RIP will be invited to attend this meeting, including members of the Council of Regional Organisations of the Pacific (CROPs) and respective NAOs of Pacific-ACP countries (including Timor Leste).

Noting that an update of activities can be provided through written communication, the meeting will be undertaken if there is an identified need and if stakeholder demand is sufficient to warrant the event. €20,000 is budgeted for this activity, which will support information sharing, plus any costs incurred to host an update and information sharing meeting. The Aid for Trade unit within the Economic Governance Programme will coordinate this activity.

**Activities implemented to achieve Result II**

➤ **Support for the Regional Authorising Officer and CROP Attendance at EU/ACP Meetings; and Support for the EU Troika and Other Regional Political Engagement.**

This activity will support the management of and attendance at the annual EU Troika meeting. This meeting is likely to take place twice in 2012, given the deferment due to competing priorities of the meeting scheduled for 2011. This activity will assist in funding travel costs and per diems for the participants of Niue as the past chair of the Pacific ACP Leaders and Cook Islands as the incoming chair. New Zealand, as current Forum chair, will assist with the arrangements for this meeting. This activity will also support the Pacific Islands Forum Secretariat staff supporting the Regional Authorising Officer at this meeting, and the costs of the Deputy Regional Authorising Officer and staffs attendance.

Financial assistance will also be provided to representatives of the Regional Authorising Officer and Deputy Regional Authorising Officer to attend relevant EU and ACP meetings, including those organised by ACP Secretariat in Brussels or those within the Pacific ACP region. Support will be provided for travel costs and per diems. The Strategic Partnership and Coordination Programme of the Pacific Islands Forum Secretariat will coordinate this activity.

The total budget for this activity is Euro 40,000.

➤ **Facilitate Support for the Joint Climate Change Initiative**

The Joint Climate Change Initiative between the European Union and the Pacific Islands Forum was launched in December 2010 to mobilize EU Member States and international

partners to jointly support the reinforcement of Pacific countries' capacity to address the impacts of climate change. This activity will support the further development and implementation of the Joint Plan of Action through stakeholder meetings and engagement. The Strategic Partnership and Coordination Programme of the Pacific Islands Forum Secretariat will coordinate this activity.

The total budget for this activity is €40,000.

## **1.5. Implementation**

### **1.5.1. Material and non-material means**

This PE does neither include salaries for staff within PIFS nor the purchase of equipment or office material. The Aid for Trade unit of Economic Governance Programme of the Pacific Islands Forum Secretariat will provide the overall coordination, management and implementation of the PE in its capacity of providing support for the Regional Authorising Officer. It will also implement the activities under result 1, while the Strategic Partnership and Coordination Programme will implement the activities under result 2 in its role as the lead coordinator of partner relationships.

All material support in terms of technical assistance and administrative support will be provided by the Aid for Trade unit which is staffed by an Advisor and Officer, reporting to the Director of the Economic Governance Programme. Other administrative and logistical support will be provided by the appropriate divisional assistants within the Secretariat.

It is noted that all project assets of the Technical Assistance to the RAO project under EDF-9 have been transferred to the Aid for Trade unit and continuity in the support previously provided is assured. These assets include office stationary, computers, photocopy machine, furniture, workstation, binding machine, laminating machine etc. These assets will be used by the RAO to help with the implementation of the PE.

### **1.5.2. Organisation**

Under this programme estimate the contracting authority is delegated by the RAO to the Imprest Administrator.

The contracting authority is the Imprest Administrator. He/she is responsible for the overall administration and management of the PE ensuring there is consistent adherence to EU procurement guidelines. The Imprest Accounting Officer is responsible for approving all payments from the PE with the Imprest Administrator.

A TCF Steering Committee is foreseen under the FA for the overall TCF programme. The Imprest Administrator will participate in this steering committee and report on the PE achievements.

Organisation Chart of PIFS





## 2. BUDGET

### 3. FINANCING PLAN

	Activities and other costs	EDF/EU contribution Imprest commitment	EDF/EU contribution Specific commitments	Government contribution	Other contributions	Project's own resources	TOTAL
<b>1.</b>	<b>Activities</b>						
1.1	IF/AF Preparation	50,000					50,000
1.2	Coordination of 10 <sup>th</sup> EDF	20,000					20,000
1.3	Support RAO engagement & regional political dialogue	40,000					40,000
1.4	Climate Change & Effectiveness	40,000					40,000
	<b>Subtotal</b>	<b>150,000</b>					<b>150,000</b>
<b>2.</b>	<b>Investments</b>						
2.1	Equipment						
2.2	Vehicles						
2.3	Supplies						
	<b>Subtotal</b>						
<b>3.</b>	<b>Operating costs</b>						
3.1	Staff costs						
3.2	Office rental						
3.3	Office operating costs						
3.4	Vehicle operating costs						
	<b>Subtotal</b>						
<b>4.</b>	<b>Bank charges and exchange differences</b>						
<b>5.</b>	<b>Audit/expenditure verification</b>						
<b>6.</b>	<b>Contingencies</b>						
	<b>TOTAL</b>	<b>150,000</b>					<b>150,000</b>

### 4. CASH FLOW FORECAST

The cash flow forecast during the execution of the imprest component of the budget of the programme estimate is assessed as follows:

Quarterly cash flow projections estimated to be expended during the project implementation period are shown below;

Month	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Projections	30,000	30,000	50,000	40,000	150,000
Total	30,000	30,000	50,000	40,000	150,000

## 5. TECHNICAL AND ADMINISTRATIVE IMPLEMENTING ARRANGEMENTS

The technical and administrative implementing arrangements of this programme estimate must comply with the rules and procedures set out in the guide to which this document is annexed "Practical guide to procedures for programme estimates (project approach)".

This section gives more detailed and additional information on some of the arrangements for this programme estimate.

### 5.1. Steering Committee (*if any*)

No specific steering committee is required for the PE. Reporting will be done through the general steering committee of the TCF project.

### 5.2. Management structure

This PE will be implemented under the direct decentralised operations:

Under the provisions of the corresponding financing agreement the project has technical and financial autonomy in managing the resources allocated to it for the imprest component of the budget of this programme estimate.

The imprest component of the budget of this programme estimate will be implemented by the imprest administrator and imprest accounting officer named below.

For procurement of services, supplies and works, the 10<sup>th</sup> EDF rules and regulations consistent with the 10<sup>th</sup> EDF Practical Guide to Programme Estimate will be observed accordingly.

### 5.3. Imprest administrator and imprest accounting officer

For implementation of the imprest component of the budget of this programme estimate, the Regional Authorising Officer partially delegates his powers to the imprest administrator and imprest accounting officer designated below.

This partial delegation of powers is conditional upon:

- strict observance of the rules and procedures set out in the "Practical guide to procedures for programme estimates (project approach)" and in this programme estimate;
- deposit of the authorised signatures of the imprest administrator and imprest accounting officer (*and of any substitute*);
- opening of one or more bank accounts, that require(s) two signatures, that of the imprest administrator and that of the imprest accounting officer.

The designated imprest administrator is: *Dr. Chakriya Bowman, Director-Economic Governance*

The designated imprest accounting officer is: *Mr. Gibson Wekina, Team Leader-Financial Services*

The substitute imprest administrator is: *Mr. Jerry Huekwahin, Trade Policy Officer-Aid for Trade*

The substitute imprest accounting officer is: *Mr. Richard Alu, Management Accountant.*

#### **5.4. Period covered**

The period covered by this programme estimate runs from *01<sup>st</sup> March 2012 to 28th February 2013*, i.e. 12 months.

Payments under the imprest component of the budget of this programme estimate can only be made for expenditure linked to operations properly scheduled during this period.

No further expenditure may be committed after the end of this period. Only certain management transactions<sup>1</sup> relating to the closure of the imprest component of the budget of this programme estimate can be carried out after this date.

Expenditure paid and/or committed before the date on which this programme estimate is endorsed by the Head of Delegation will, on no account, be covered by the EDF.

#### **5.5 Amount of the imprest component of the budget of the programme estimate**

The total amount of the imprest component of the budget of this programme estimate is:

*(National currency).....0.00*

*If applicable:*

part to be carried out in national currency:

*(National currency)..... 0.00*

part to be carried out in EUR ....*150,000*

<sup>1</sup> Payments for expenditure incurred during the period covered by the programme estimate and in drawing up the request for closure of operations for the imprest component of the budget of the programme estimate.

## 5.6 Project bank account

The references for the "project" bank account that requires two signatures, that of the imprest administrator and that of the imprest accounting officer are:

Account in national currency

Bank: Australian and New Zealand Bank (ANZ)

Name: TCF Programme Estimate Account

Account No: 11161240

## 5.7 Advance/pre-financing

The amount of the advance/pre-financing that will be paid into the bank account in the local currency specified above is set at 80% of the imprest component of the budget of this programme estimate, i.e. €120,000

## 5.8 Supporting documents

The supporting documents will be checked by the Delegation departments/an external auditor (original receipts of invoices, quotations, copy of contracts (services, supplies, works), original bank statements, timesheets (if any), expenditure reports)

Therefore, when submitting the replenishment and closure requests to the Head of Delegation, the supporting documents will be (*technical and financial reports*) attached to the corresponding records of expenditure.

## 5.9 Public contract and grant award procedures

Decisions concerning the award of public contracts and grants must be referred for approval to the Head of Delegation, excluding decisions related to the award of public contracts worth up to the equivalent of EUR 50,000

## **5.10 Cash disbursement procedures**

Payments will be made in the name and on behalf of the Regional Authorising Officer from the "project" bank account referred to in section 4.6. These transactions do not require the intervention of the Regional Authorising Officer or the Head of Delegation.

If necessary, petty cash in national currency may be kept to pay sundry administrative expenditure. The petty cash will be managed under the responsibility of the imprest accounting officer.

## **5.11 Staff management**

No staff (permanent or temporary) will be recruited. Staff implementing this Programme Estimate will be permanent staff paid under PIF's terms and conditions.

## **5.12 Changes to the programme estimate during implementation**

Any budget reallocation needs the prior written authorisation of the Regional Authorising Officer, who must notify the Head of Delegation immediately.

Any use of the contingency reserve needs the prior written authorisation of the Regional Authorising Officer and of the Head of Delegation.

Any other change to this programme estimate will have to be drawn up in writing and be the subject of an addendum to be beforehand approved and signed by Regional Authorising Officer and by the Head of Delegation. If this is not done, no expenditure arising from the change will be covered by the EDF.

## **5.13 Implementation reports**

The imprest administrator and imprest accounting officer must draw up one (1) summary interim implementation reports and a full final implementation report. The final report must be submitted at the latest 30 days after the end of the period covered by this programme estimate

One (1) original copy of the reports must be submitted to the Regional Authorising Officer and one (1) copy to the Head of Delegation.

## **5.14 Closure of the imprest component of the budget of the programme estimate**

Closure of the imprest component of the budget of this programme estimate must take place as soon as possible after the end of the period it covers. The closure request, including the final statement of expenditure of the imprest component of the budget of the programme estimate, must be drawn up and submitted not later than three months after the end of the period covered by this programme estimate. It must be closed no later than six months after the end of the period it covers.

The amounts corresponding to ineligible expenditure must be refunded without delay by the imprest administrator and the imprest accounting officer. If they fail to do so, and if a financial

guarantee was not obtained before payment of the advance/pre-financing, the Regional Authorising Officer will become responsible for the debt and the amounts due will have to be refunded to the EDF by the beneficiary country within 45 days of receiving a request from the Head of Delegation.

Should the Regional Authorising Officer fail to make repayment within the above-mentioned deadline, the amounts due will be increased by adding interest:

- at the rediscount rate applied by the Central Bank of the beneficiary country, where payments were in national currency,
- at the rate applied by the European Central Bank to its principal refinancing operations, where payments were in EUR,

in force on the first day of the month in which the deadline expired, plus three and a half percentage points.

The default interest shall be incurred over the time which elapses between the date of the payment deadline (exclusive) and the date on which the amounts due are repaid in full (inclusive). Any partial payments shall first cover the interest thus determined.

#### **5.15 Audit(s) (if applicable)**

Expenditure verification by an external auditor will be carried out once every year. It is EU Delegation's responsibility to recruit external auditors. The most preferred procurement procedures will be through the Framework Contract approach.

The project accountant of PIFS will undertake internal audit and expenditure verification in preparation of the external audit to be commissioned by EU.

The external auditor may carry out any accounting, technical, administrative and legal verification he deems useful or necessary. For this purpose he has a right to see any document relating to the project and the implementation of this programme estimate.

#### **5.16 Tax and customs arrangements**

*For the EDF only:*

The tax and customs arrangements are those set out in Article 31 of Annex IV to the Cotonou Agreement as well as in the general conditions of the financing agreement.

#### **5.17 Own resources (if applicable)**

PIFS will provide all the necessary resources (personnel, equipment, computers, printers etc) for the successful implementation of the Programme Estimate (PE)

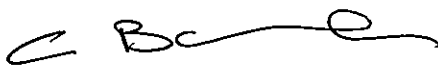
#### **5.18 Transfer of materials and equipment (last programme estimate)**

*Not applicable.*

5.19 Other matters to be specified

6. SIGNATURES

The imprest administrator  
for agreement



01/03/12


*Dr. Chakriya Bowman*  
*Director-Economic Governance Programme*  
*(date and signature)*



*Substitute imprest Administrator*  
*Mr. Jerry Huekwahin*  
*Trade Policy Officer-AfT*

07/03/2012  
*date and signature*

The imprest accounting officer  
for agreement



01/03/12

*Mr. Gibson Wekina,*  
*Team Leader-Financial Services*  
*(date and signature)*



*Substitute imprest accounting officer*  
*Mr. Richard Alu*  
*Management Accountant*

01/03/2012  
*(date and signature)*

9  
The Regional Authorising Officer  
for approval



ANDIE SONG TO...  
DEPUTY SECRETARY GENERAL  
AND DEPUTY REGIONAL AUTHORIZING  
*(name and position)* OFFICER  
*(date and signature)*

The Head of Delegation  
for endorsement



**ANNICK VILLAROSA**  
**Chargé d'Affaires a.i.** 1/3 / 2012  
*(name)*  
*(date and signature)*

**Annex 2: Logical Framework.**

	INTERVENTION LOGIC	OBJECTIVELY VERIFIABLE INDICATORS	VERIFICATION SOURCES	ASSUMPTIONS
VE	To contribute to the improvement of European Union (EU) development cooperation in the Pacific ACP Region.			
TE	The project purpose is to contribute to the smooth and efficient implementation of the 10 <sup>th</sup> EDF RIP, including support for new approaches to the delivery of development assistance.	<ul style="list-style-type: none"> <li>CROPS and PACP countries implement aid in a more efficient way</li> <li>At least 5 PACP countries move from project approach to budget support (under the 11<sup>th</sup> EDF )</li> </ul>	<ul style="list-style-type: none"> <li>Rom Reports</li> <li>NAO/RAO/EC records</li> <li>Midterm evaluation</li> </ul>	<p>EC committed to supporting Pacific-ACP States;</p> <p>PIFS continues to operate effectively and Secretary General remains mandated as RAO.</p>
3	<p><b>Result 1.</b></p> <p>1.1. Request for identification, formulation, evaluation an auditing, of programmes and projects financed by EDF for short to medium term experts to undertake studies and technical assistance missions provided.</p> <p>1.2. Studies, programme related training activities, in relation to 10<sup>th</sup> EDF RIP focal sectors (Economic Integration and Sustainable Management of Natural Resources and Environment) and Non Focal Sector (NSA Programme) Provided.</p> <p>1.3. Participation/organisation to/of seminars, workshops Regional matters relating to aid effectiveness, best practice in financial management and procurement procedure, including capacity in the field of evaluation and reporting according to best practice and sustainability of programmes and projects designed and capacitated</p> <p>1.4 Capacities of CROPs in setting appropriate performance indicators, quantified baseline targets and sustainable collection of data systems by Short to Medium Term experts built.</p> <p>1.5 Short to medium term experts to help regional statistics improved</p> <p><b>Result 2</b></p> <p>2.1 Participation/organisation to/of regional workshops/seminars aimed at cooperation between the Pacific ACP States, CROPS, NSAs and other development partners' strengthened.</p>	<ul style="list-style-type: none"> <li>RIP is 100% committed by year 2011</li> <li>Standard guidelines for evaluation reporting and sustainability programs/projects are in place in implementing agencies/bodies.</li> <li>Improved statistics available</li> <li>A protocol on pool funding programming approach is agreed by stakeholders</li> <li>All crop agencies harmonise their way of working and approach donors in coordinated manner.</li> </ul>	<ul style="list-style-type: none"> <li>NAO/RAO/EC Records</li> <li>CRIS</li> <li>Mid Term Review Evaluation</li> </ul>	<p>Timely processing of project proposal and release of funding support implementation of EI projects.</p> <p>NAOs remain committed a continue to develop and strengthen their capacities; eligible applicant to implement regional project continue to operate effectively.</p>



:S	<p>2.2. Short to medium term assistance with regard to aid effectiveness principles in view of the potential 11<sup>th</sup> EDF programming and within the context of EU-Pacific Joint Climate Change Initiative provided</p>			
	<p><b>Activities to implement to achieve R1</b></p> <p>1.1 Prepare Identification and Action Fiches for 10<sup>th</sup> EDF Projects</p> <p>1.2 Organise seminars, workshops, regional meetings for 10<sup>th</sup> EDF Projects updates.</p> <p><b>Activities to implement to achieve R2</b></p> <p>2.1. Organise meetings/regional workshop for PACP Leaders, RAO/NAO with EU ACP and EU TRO/KA including other bilateral meeting</p> <p>2.2. Facilitate and organise for Joint Climate Change initiative and Aid effectiveness meetings/workshops/seminars.</p>	<p><b>Means</b></p> <p>1.Short Term &amp; Medium Term TA</p> <p>2.Training, workshop, seminars conferences,</p> <p>3. Audit</p> <p>4.Operational cost</p> <p>5.Communication &amp; visibility</p> <p>4.Contingencies</p> <p>5.Total</p>	<p><b>Costs (FJD)</b></p> <p>50,000</p> <p>100,000</p> <p>0.00</p> <p>100</p> <p>0.00</p> <p>0.00</p> <p><b>150,000</b></p>	



# FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

[http://ec.europa.eu/budget/library/execution/privacy\\_statement\\_en.pdf](http://ec.europa.eu/budget/library/execution/privacy_statement_en.pdf)

ACCOUNT NAME (3)	
ACCOUNT NAME (1)	TCF Programme Estimate Account 1
ADDRESS	C/Pacific Islands Forum Secretariat Ratu Sukuna Road
TOWN/CITY	Suva
POSTCODE	
COUNTRY	Fiji Islands

(1) The name or title under which the account has been opened and not the name of the authorized agent

CONTACT	Gibson Wekina	
TELEPHONE	3220 306	FAX 3220 257
E - MAIL	gibsonw@forumsec.org.fj	

BANK	
BANK NAME	ANZ Bank
BRANCH ADDRESS	ANZ House Victoria Parade Branch
TOWN/CITY	Suva
POSTCODE	
COUNTRY	Fiji Islands
ACCOUNT NUMBER	11161240
IBAN (2)	

(2) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated

REMARKS :

<b>BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE</b> (Both obligatory)(3)

<b>DATE + SIGNATURE OF ACCOUNT HOLDER</b> (Obligatory)

(3) It is preferable to attach a copy of recent bank statement. Please note that the bank statement has to provide all the information listed above under 'ACCOUNT NAME' and 'BANK'. In this case, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.

# Annex V

**Pacific Island Forum Secretariat  
Per Diem Rates As At 01 February 2012**

Country	State/Capitals	Code	Local Currency					INDICATIVE
			unit	Total	Room	M& I	Room %	FJD
<b>A Samoa</b>		USD	Dollar	238	145	93	61	436
<b>Australia</b>	Canberra, Melbourne, Sydney	AUD	Dollar	347	194	153	56	658
	Darwin			335	181	154	54	635
	Elsewhere			332	169	163	51	630
<b>Austria</b>	All Areas	Euro	Dollar	226	104	122	46	556
<b>Belgium</b>	All Areas	Euro	Dollar	309	192	117	62	760
<b>Canada</b>	Ottawa	CAD	Dollar	339	186	153	55	612
	Calgary			358	197	161	55	646
	Montreal			349	199	150	57	630
	Toronto			343	175	168	51	619
	Vancouver			415	224	191	54	749
	Elsewhere			238	136	102	57	430
<b>China</b>	Beijing	CNY	Yuan	1,770	850	920	48	518
	Guangzhou			1,630	766	864	47	477
	Nanjing			1,450	754	696	52	425
	Shanghai			2,360	1416	944	60	691
<b>Cook Is</b>	Rarotonga	NZD	Dollar	252	176	76	70	363
	Aitutaki			174	127	47	73	251
<b>Fiji</b>	Suva	FJD	Dollar	350	203	147	58	350
	Coral Coast(Sigatoka)			352	222	130	63	352
	Nadi			322	184	138	57	322
	Elsewhere			184	99	85	54	184
<b>France</b>	Paris	Euro	Dollar	283	153	130	54	696
	Elsewhere			249	137	112	55	612
<b>FSM</b>	Kosrae	USD	Dollar	201	127	74	63	368
	Pohnpei			172	96	76	56	315
	Truk			190	118	72	62	348
	Yap			297	214	83	72	544
	Elsewhere			25	22	3	86	46
<b>Guam</b>	All Areas	USD	Dollar	315	211	104	67	577
<b>Hawaii</b>	Honolulu	USD	Dollar	261	177	84	68	478
<b>Hong Kong</b>	Hong Kong	HKD	Dollar	3,050	1586	1464	52	716
<b>India</b>	New Delhi	INR	Rupee	13,400	8710	4690	65	469
	Calcutta			13,200	8316	4884	63	462
	Madras/Chennai			12,400	8804	3596	71	434
	Mumbai/Bombay			9,650	6852	2798	71	338
<b>Indonesia</b>	Jakarta	IDR	Rupiah	1,510,000	890,900	619,100	59	309
	Bali			2,026,000	1,235,860	790,140	61	414
<b>Japan</b>	Tokyo	JPY	Yen	31,200	17784	13416	57	754
	Osaka			23,600	11328	12272	48	570
	Yokohama			23,500	11280	12220	48	568
	Elsewhere			18,600	10416	8184	56	449
<b>Kiribati</b>	Christmas Is	AUD	Dollar	291	166	125	57	552
	All other areas			167	115	52	69	317
	Outer Islands			86	65	21	76	163
<b>Malaysia</b>	Kuala Lumpur	MYR	Ringgit	720	403	317	56	422

Pacific Island Forum Secretariat  
Per Diem Rates As At 01 February 2012

Country	State/Capitals	Code	Local Currency					INDICATIVE
			unit	Total	Room	M& I	Room %	FJD
Marshall Is	Majuro	USD	Dollar	202	133	69	66	370
	Ebeye	USD	Dollar	209	125	84	60	383
	Elsewhere	USD	Dollar	124	48	76	39	227
Nauru	All Areas	AUD	Dollar	279	195	84	70	529
Netherlands	All Areas	Euro	Dollar	265	140	125	53	651
New Caledonia	All Areas	CFP	Franc	16,900	8450	8450	50	351
New Zealand	Auckland/ Christchurch/ Wellington	NZD	Dollar	330	158	172	48	476
	Elsewhere			252	136	116	54	363
Niue	All Areas	NZD	Dollar	302	217	85	72	435
Palau	Koror	USD	Dollar	233	137	96	59	427
PNG	Port Moresby/POM Travelodge	PGK	Kina	1050	767	283	73	1207
	Goroka			600	390	210	65	689
	Lae			560	353	207	63	644
	Elsewhere			On application to CSD				
Philippines	Manila	PHP	Pesos	10,200	5712	4488	56	436
	Elsewhere			2,770	1801	969	65	118
Rep of Korea (South)	Seoul	Won		426,000	170000	256000	50	695
Samoa	Apia	WST	Tala	540	340	200	63	459
	Elsewhere			640	442	198	69	545
Singapore	All Areas	SGD	Dollar	600	366	234	61	862
Solomon Is	Honiara	SBD	Dollar	1910	802	1108	42	732
	Elsewhere			620	335	285	54	238
Switzerland	All Areas	CHF	Franc	389	214	175	55	792
Tahiti (French Polynesia)		CFP	Franc	20,500	12915	7585	63	426
Thailand	Bangkok	THB	Baht	7,610	4109	3501	54	465
Tonga	Nuku'alofa	TOP	Pa'anga	540	383	157	71	593
	Ha'apai			469	305	164	65	515
	Vava'u (P/Hotel)			485	310	175	64	533
	Elsewhere			187	75	112	40	205
Tuvalu	Funafuti	AUD	Dollar	168	121	47	72	319
	Elsewhere			127	53	74	42	241
UK	London	GBP	Pound	266	176	90	66	762
	Elsewhere			195	138	57	71	559
USA	Washington	USD	Dollar	363	218	145	60	665
	Chicago			332	236	96	71	608
	Los Angeles			285	191	94	67	522
	New York			378	249	129	66	692
	San Francisco			357	275	82	77	654
	Elsewhere			262	181	81	69	480
Vanuatu	Port Vila	VUV	Vatu	23,300	15611	7689	67	493
	Santos			18,500	11840	6660	64	391
	Tanna Island			25,100	15813	9287	63	531
	Elsewhere			8,880	4529	4351	51	188
Wallis & Futuna		CFP	Franc	15,200	7752	7448	51	316

Fiji dollar is only use for estimating Per Diems By Division.

Any other countries that are not included in this list, please contact Financial Services