SOUTH PACIFIC FORUM SECRETARIAT
ANNUAL REPORT 1993-1994

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Cover: Ryoichi Jinnai Conference Centre
FOREWORD

THE HON. IEREMIA T. TABAI
SECRETARY GENERAL

It is my pleasure to introduce the 1993/94 Annual Report of the Forum Secretariat, the third one since I joined the organisation in early 1992.

The year 1993/94, like previous years, has been a busy one for the Secretariat. In addition to implementing our Work Programme, which is outlined in the Budget and discussed in the main body of this Report, we were also called upon to service and provide assistance to a number of particularly important meetings.

Two of these, hosted by Vanuatu, were the Ministerial meeting on Population and Sustainable Development and the Preparatory Meeting of Senior Officials. The Ministers agreed to a declaration (Port Vila Declaration) that formed the basis of our region’s preparations for the International Conference in Cairo planned for September this year.

The region attaches great importance to population issues and it is only proper that the relevant regional organisations cooperate in supporting our member governments in the lead-up to and at the forthcoming Cairo Conference.

In accordance with the decision of the Ministers in Port Vila, therefore, the Secretariat and other regional organisations have worked closely together in assisting our member governments in preparation for Cairo.

This assistance included technical support at the final PrepCom meeting in New York in April, 1994.

The SPOCC, when it was created some years back, was given the task of enhancing cooperation amongst regional organisations. We subscribe fully to this aim, and during the year we have been very much involved in the SPOCC.

In addition to serving as the SPOCC secretariat, we also played an important coordinating role, most recently in the review of the Terms and Conditions of SPOCC organisations.

In the preparations leading up to and at the Barbados Conference on Small Island Developing States (SIDS) we also worked closely with SPREP, who was given a coordinating role in assisting our member states in these important negotiations.

In the last two Annual Reports, specific mention was made of the ongoing work in the upgrade of the management system as part of the process to ensure that the Secretariat continues to be effective in serving the needs of our member states. An important part of this exercise is the Long Term Plan. It aims to set out the broad focus of the Secretariat’s work and how, in the pursuit of our Mission Statement, our various mandated areas of activity fit into that focus.

An agenda item for this year’s Forum Officials Committee Pre-Forum Session, the Long Term Plan is the result of extensive discussion within the Secretariat and has as its focus the pursuit of sustainable development within the existing mandated areas of the Secretariat’s work.

The work leading up to the final drafting of the Plan was fruitful. It encouraged the Secretariat and its various divisions to review their activities and programmes in order to ensure that they are relevant to and consistent with the focus of the Plan. While it is acknowledged that there are likely to be some differences in views about the Long Term Plan, it is important that the Plan be finalised soon because it will firmly establish an important reference point for the Secretariat’s work.
In my last report, I mentioned progress on the establishment of the ACP/EC Unit as an organisational support entity separate from the Secretariat. Since then, the Unit has been established and is now fully staffed.

This year, also, the Pacific ACP Council of Ministers met at the Secretariat Headquarters. At that meeting, progress on the various programmes was acknowledged and a particularly important decision was made to decentralise the RAO responsibility. For Lomé IV, it was agreed that RAO responsibility for the various projects rest with the governments/organisations that are most directly involved with the projects. This is an important decision which will further facilitate the implementation of the various programmes/projects for the region.

This year saw the completion of the Secretariat Conference Centre. This marks the end of an important infrastructural development at the Secretariat. We now have a most splendid facility that will certainly facilitate the work of the Secretariat for the benefit of our member states.

I wish to thank everyone for their cooperation especially Mr Jinnai who very generously provided the cost of the building. In recognition of this the Conference Centre has been appropriately named the Ryoichi Jinnai Conference Centre. I wish to acknowledge also with gratitude the contribution of the Government of Papua New Guinea in donating the furniture for the Conference Centre.

More generally, I would also wish to thank the many regional and international organisations, bilateral donors and a number of non-government organisations which have cooperated with the Secretariat in the implementation of a wide range of activities.

The Secretariat is aware of the increasing demands being placed on the donor community and therefore welcomes the continued support of our donors.

Last but not least, I wish to put on record my appreciation to the staff for their hard work and support during the past year. It has not always been easy given the number of staff changes that occurred during the year. I believe, however, that the past year has been a successful one and we all hope and expect next year to be the same if not better.
PROGRAMMES

ENERGY DIVISION

Significant progress has been made in 1993/94 with the implementation of the Forum Energy Programme, with increased level of activity in several key energy subsectors, particularly electric power.

In mid-1993 the Division commenced implementation of a comprehensive new five year programme which is primarily focused on maximising the ability of Forum Island Countries to plan and manage their national energy sectors. The programme devotes increased attention to institutional strengthening, policy development and technical assistance and reduces the Division’s traditional focus of energy technology and hardware provision.

The Division’s activities cover energy policy and planning assistance and advice; assistance in the formulation of national energy sector manpower development plans and energy sector work programmes; economic and operational issues in the petroleum sector; training and technical assistance in the electric power sector; the development of energy statistics and databases; technological assessment and advice on a range of energy technologies; the coordination of regional energy sector activities; and the dissemination of information and advice on regional, intra-regional and global energy issues.

These services are provided through several major donor-funded programmes with principal donors being Australia, New Zealand, Germany, Japan, France, the European Union and UNDP.

ENERGY POLICY DEVELOPMENT

The formulation and adoption of comprehensive national energy sector policies is an essential prerequisite to improving energy sector management and increasing the sector's operational efficiency. As the lack of clearly stated energy sector policies and objectives has been identified as a significant issue in the region, the Energy Division has substantially increased its level of activity in this area.

During 1993-94 the Division assisted seven Forum Island Countries to prepare detailed assessments of key energy sector issues and problems faced in their countries as a means of identifying policy priorities. Assistance was also provided to five FICs to formulate draft national energy policies. Policy development assistance will remain a high priority activity for the Division during the 1990s.

SMALL ENERGY PROJECTS PROGRAMME

The Small Energy Projects Programme provides support for both national and regional projects. During the year a total of seven new projects were funded under this programme at a total cost of F$260,000.

Activities included: Provision of solar equipment to the Marshall Islands, the Federated States of Micronesia and the Cook Islands; the funding of energy conservation projects in Tonga and Tuvalu; energy database development in all FICs; and the commencement of wind resource monitoring projects in Fiji, Tonga, Vanuatu, Niue and the Cook Islands.

Although this programme generates a considerable amount of administrative and technical assistance work load for the Energy Division, it has proven to be a very useful and highly flexible component of the Forum Energy Programme.

POWER SECTOR ACTIVITIES

The Forum Secretariat’s regional electric power sector activities were expanded substan-
ially following the commencement of the UNDP-funded Regional Power Sector Assistance Project. Under this programme approximately US$1 million is being provided over the 1993-1996 period for technical assistance and training support to electric power utilities. Over the past twelve months the Energy Division conducted nine courses and workshops for FIC utilities and provided technical assistance to Kiribati, Tuvalu, Marshall Islands, the Cook Islands, Western Samoa and Niue.

A regional technical assistance project, funded by the Federal Republic of Germany commenced in March 1994. The project is being jointly implemented by the Forum Secretariat and Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ). Activities are largely focused on mini and micro hydropower development, and strengthening rural energy planning capacities.

The Division is also implementing a UNDP-funded diesel engine maintenance training programme. The programme consists of a series of small in-country courses directed at providing training in the operation and maintenance of small diesel engine generating equipment. Five in-country courses were conducted in 1993/94.

PETROLEUM

Demand for petroleum related services from the Division continued at a high level in 1993-94. Assistance was given to Fiji, Tonga, Niue, Western Samoa and Solomon Islands in pricing, monitoring and petroleum supply contract arrangements. The Division also provides an on-going daily petroleum product price and freight rate information service to assist countries in their petroleum price and contract monitoring activities.

During the year the regional initiative to change the quality of motor spirit to low octane, low lead fuel progressed further. The Energy Division carried out a detailed economic and technical assessment of the impact on the region of changing the existing Motor Spirit Standard and found no insurmountable problems. Most countries have agreed to move to the new Standard as soon as possible.

Work was completed on the Pacific Island Standard for the Storage and Handling of Inflammable and Combustible Liquids. The Standard also includes environmental standards and guidelines for petroleum storage and handling. It is hoped that individual FICs will adopt the Regional Standard as the future national level Standard. The Standard was used as the basis for a series of environmental audits of oil installations in selected countries conducted during the year. The results of these regional audits provided a useful assessment of the appropriateness of the new Standard and valuable input into the formulation of appropriate regional environmental guidelines.

Lomé II and III Programmes

Over the 1993-94 period good progress was made in the implementation of the Lomé II Programme. Activities concentrated largely on completion of the Kiribati and Western Samoa Energy Conservation projects, and the continued implementation of the regional photovoltaic (PV) project. The two energy conservation projects led to reductions in power generation and distribution losses in several FICs. Supply of PV equipment to five ACP states was completed and installation of the 500 new and upgraded systems is well advanced. The Lomé II energy programme was expected to be completed by late 1994.

The Lomé III Regional Energy Programme was approved in October 1993 and the Financing Agreement was signed in February 1994. The primary focus of the programme is on training and technical assistance activities directed at increasing the ability of Pacific ACP States to effectively plan and manage their national energy sectors. Programme activities commenced in April 1994.
TELECOMMUNICATIONS DIVISION

In the Telecommunications Division, 1993 was a year of achievement in our traditional services to the sector, and a definitive one for our future prospects.

The changes in the business environment for telecommunications which we mentioned in last year’s Report continue to pick up speed in the leading telecommunications economies around the world, and the ripples of those changes are creating waves in the Pacific. In the United States, for example, government and industry have committed to the construction of a so-called Information Super Highway. In Australia, the Federal Government Ministry of Transport and Communications has been divided into separate ministries for transport and communications and a new radio frequency spectrum management authority has been created. In industry the pressures for the privatisation of Telecom Australia continues to grow. Something must surely happen.

In New Zealand there is some dissatisfaction over the lack of a regulatory framework for telecommunications and the consequent necessity to fall back to litigation to resolve industry conflicts. In Forum Island Countries we have two problems. The first is to make the most basic telephone service available to the large proportion of people living in rural and remote locations and the second is to provide advanced telecommunications products and services, including broadcasting to those people who need them.

INFRASTRUCTURE DEVELOPMENT ASSISTANCE

With the virtual completion of the Lomé III infrastructure development programme this is the last occasion on which we will report this general activity. Direct assistance to infrastructure development will, in future, comprise very much smaller projects, generally under the heading of Technical Cooperation for Developing Countries (TCDC).

The Western Samoa earth station and the Solomon Islands coast watch station were completed in December 1993 and the Tonga coast watch station was completed in February 1994.

HUMAN RESOURCE DEVELOPMENT

The Human Resource Development Programme in 1993/94 provided for four long term fellowships, three major courses on Frequency Planning and Spectrum Management, Maritime Communications and Telecommunications course development and training management.

INSTITUTIONAL CHANGE AND SECTOR MANAGEMENT

Our major projects in 1993/94 were brought to a focus in September/October of 1993. A very successful Trade Show/Seminar was conducted at the Tradewinds Convention Centre, Suva at which a total of thirty-six trade exhibitors presented a wide range of telecommunications goods and services and 17 high quality technical papers were presented.

At the same time a draft publication of our major strategic study “The Pacific Link” was presented to a Meeting of Ministers of Telecommunications from the Forum Island Countries, the first such meeting since the early 80’s. The draft study was acclaimed as a major reference work and, with minor amendments, was finalised in May of 1994.

Within the Division itself we have adopted a pro-active role in adapting to the changing environment around us, particularly the growing uncertainty of future aid funding for telecommunications developments.

We have prepared a strategic five-year plan for presentation to the Regional Telecommunications Committee (RTC) and the Forum Officials Committee and we have begun to forge effective alliances with other regional and international organisations.

In April we completed the negotiation of a formal Memorandum of Understanding with
the International Telecommunications Union (ITU) formalising on-going cooperation so that we can continue to access their expertise and knowledge in our work programmes.

In June we executed an agreement with the Asia Pacific Telecommunity (APT) and plans are now complete for the first joint Forum Secretariat/APT seminar to be held in the region. In future we are planning for more formal working relationships with the APEC Telecommunications Working Group and with the Pacific Telecommunications Council.

ACKNOWLEDGEMENTS

We acknowledge the continuing and generous financial contributions from our traditional supporters, Australia and New Zealand, and thank the European Union (EU) for their support, under Lomé III of our telecommunications Human Resource Development Programme over the past three years. The FICs themselves chose other priorities for EU support under Lomé IV and we acknowledge this change of priorities. Finally, we welcome the UNDP and thank them for a four-year telecommunications project comprising an integrated programme of telecommunications centre and human resource development activities in the Pacific region.
TRADE AND INVESTMENT DIVISION

With the appointment of a new Director and Project Officer (Industry and Investment), 1993/94 was a period of some change for the Division, culminating in a process of assessing and refining work programme elements with the objective of delivering definable impact at the FIC enterprise level.

The division’s objectives of providing technical assistance and information, formulating regional plans and implementing programmes to enhance trade and investment in the FICs are being vigorously pursued in three primary areas - Marketing and Promotion, Industry and Investment and Trade Development.

MARKETING AND PROMOTION

FIC MARKETING SUPPORT FUND

Funding assistance from this facility was provided to promote private sector export activities both in and outside the region. Requests were for assistance to cover promotional activities to export coconut products, kava, fruit and vegetables, root crops, squash, cut flowers, island wares, coffee, handicrafts, marine products, spring waters, coconut by-products, timber, fishing equipment and tourism.

FINE FOOD FAIR, SYDNEY, AUSTRALIA

In collaboration with the South Pacific Trade Commission (SPTC) Sydney, the Division assisted FIC companies to participate in this important regional trade fair which had proved to be very valuable. It has helped to increase buyer awareness of FICs' products and supply capabilities with FIC exporters securing trade contacts.

SUB-REGIONAL WORKSHOPS

Two workshops on Exporting Fresh Produce to Australia, and Root Crops and Fresh Produce were held, being the third and fourth in an ongoing programme aimed at promoting quality produce for export from FICs.

Participation by FIC trade officials and exporters/growers from the Cook Islands, Fiji, Niue, Tonga and Western Samoa had assisted these FICs in acquiring knowledge about quarantine and quality requirements, pricing, sources of market information, and the variations in demand and supply situations.

TAEJON EXPO '93, KOREA

This major promotional event was part of the Division's programme of increasing linkages between the FICs and the rapidly growing economies of Asia. Representatives from the Cook Islands, Tonga, Vanuatu, Fiji, Marshall Islands, Kiribati, Federated States of Micronesia, Papua New Guinea and Solomon Islands participated in this three-month event in Taejon from 06 August to 06 November 1993.

The event proved extremely valuable in increasing Korean awareness of business opportunities in the South Pacific. It was also important in exposing the FICs to Asian attitudes towards, and perceptions of, the Pacific.

SEMINAR ON EXPORT PROMOTION TO JAPAN, 14-17 MARCH 1994

This seminar was organised and funded by the Japan National Committee for Pacific Economic Co-operation (JANPEC), and was held in Tokyo from 14-17 March 1994, as part of the activities of the PECC PIN Task Force.

The Division played a facilitative role in coordinating the participation of the Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Papua New Guinea, Solomon Islands, Tonga, Vanuatu and Western Samoa.

The seminar provided participants with relevant information on the Japanese market for targeted FIC products, including fresh fruit and vegetables, seafood, timber products, and tourism.
INDUSTRY AND INVESTMENT

TECHNICAL ASSISTANCE AND TRAINING

The Industries Development and Training Programme (IDTP), continued to provide relevant assistance to FICs in developing their export capabilities in the manufacturing/processing industries.

During 1993/94, a number of enterprises received assistance in a broad range of activities including, pastry making, ginger farming, spring water processing, nail making, and motor oil recycling.

REGIONAL AND SUB-REGIONAL SEMINARS ON IMPORT PROCUREMENT AND MANAGEMENT

This project was established to enable FICs to strengthen their professional knowledge and upgrade their technical or operational skills in import and material management.

Following a regional seminar in 1992, a sub-regional seminar was jointly organised and coordinated by the International Trade Centre (UNCTAD/GATT (ITC) and the Forum Secretariat. This seminar was held in the Solomon Islands from 21-23 October 1993 and participants from Papua New Guinea, Solomon Islands and Vanuatu attended.

MAJOR STUDIES AND REPORTS

Two major studies were completed during the year. The Industrial Skills Training Study identified the most appropriate methods of meeting industrial training requirements for emerging industries in the FICs in the medium to long term. The Register of Industrial Experts is a comprehensive register of industrial experts which will be used in the process of identifying and recruiting suitable consultants for effective implementation of the Secretariat’s assistance facilities.

SMALL AND MEDIUM ENTERPRISE DEVELOPMENT SEMINAR, TAIWAN

The Division coordinated participation by two representatives from each of the 13 FICs in this major activity in Taiwan. The seminar provided participants with insights into best practice experiences of Taiwan’s small and medium sized companies in developing export capacity and contributing to economic development in Taiwan.

TRADE DEVELOPMENT

At the request of the FICs, the Division provided supervision for the implementation of a number of projects including:

- EU-funded Review of trade and economic issues under the Lomé Convention, and the Study on Strengthening of National Chambers of Commerce and Other Private Sector Organisations in the Pacific ACP States; and
- reviews of Administrative Aspects of Market Access in the Region, and the Foreign Investment Climate in the FICs.

The Division continued to monitor developments in international and regional trading relationships which affect the FICs, such as the important outcome of the Uruguay Round of the GATT, and access concerns under SPARTECA and NAFTA. Active liaison and involvement were maintained with regional and international organisations such as Asia Pacific Economic Cooperation (APEC), Pacific Economic Cooperation Council (PECC), and the United Nations Conference on Trade and Development (UNCTAD).
OTHER DIVISIONAL ACTIVITIES

The Division pursued a range of other general activities during the year. These included:

- concerted efforts to establish a permanent South Pacific Representative Office (SPRO) in Tokyo to promote trade, investment and tourism from Japan to the FICs;
- the staging of the third meeting of the Committee on Regional Economic Issues and Trade (CREIT) at the Forum Secretariat from 9-13 May. This important meeting of government and private sector representatives from the region also included a seminar on business opportunities with East Asia and discussions on the Uruguay Round; and
- reviews of the operations of the South Pacific Trade Commission (SPTC), Sydney and the South Pacific Trade Office (SPTO), Auckland.

MARITIME DIVISION

New Zealand continued to provide the core budget for the Forum Maritime Programme which covers salaries, travel, operational and other ancillary costs. Formulated in 1989, this Programme was reviewed the following year, attracting funding from the Canadian International Development Agency (CIDA). This review identified 10 maritime projects of priority to the South Pacific.

Four of these projects have been implemented and included a two-year appointment of a Regional Maritime Legal Adviser who commenced work last October.

CANADA

The Adviser provides maritime legal services to Forum Island Countries and assists in updating shipping and related legislation and regulations where required; creates a general awareness and understanding of maritime law and conventions, especially for the persons and government departments directly involved; provides advice to Forum Island Countries on accession to International Conventions as required; and develops appropriate training programmes in the maritime legal sector.

Since taking up his post, the Regional Maritime Legal Adviser has completed a three-phase Appraisal Mission to FICs. Phase I was undertaken in November/December 1993 with visits to Western Samoa, the Cook Islands, Niue and Tonga. In Western Samoa and the Cook Islands, draft shipping legislations were reviewed and amended before tabling in the legislature. In Tonga, ten draft regulations were reviewed and a re-write of the country's four priority regulations has been completed. In Niue, assistance was provided to deal with concerns over the Carriage of Goods by Sea, Pollution Prevention and Law of the Sea.

Phase II of the Appraisal Mission covered Papua New Guinea, Solomon Islands and Vanuatu and was undertaken in January/February 1994. The final Phase was undertaken in April/May with visits to Tuvalu, Kiribati, Nauru, Federated States of Micronesia and the Republic of Marshall Islands.

Other donors also supported the Division's Work Programme and activities.

JAPAN

APPROPRIATE SHIP DESIGN SEMINAR

This seminar on appropriate ship design for the South Pacific was funded by the Sasakawa Peace Foundation and was held in Suva in November 1993. Seventy participants representing Government and private sector shipping in the Forum Island Countries as well as Japan, Australia and New Zealand attended. The seminar was jointly organised by the Forum Secretariat, Overseas Shipbuilding Co-operation Centre of Japan and the Fiji Government Shipyard.
In December 1993, a Ships Hull Surveyor from Japan joined the Forum Secretariat on a ten-months assignment to undertake a ships surveyor training programme. Under JICA technical assistance scheme, the expert commenced visits to FICs in March this year to ascertain the availability and level of expertise in the countries, and to determine specific training needs as well as assess and design training requirements. He is also preparing training materials and ship survey manuals for future in-house use by country survey staff.

**FRANCE**

France has approved funds totalling F$50,000 for a 'Port Training Needs Analysis Study' which was undertaken by a French Consultant and a Pacific Island national in May, 1994.

The study assessed the adequacy of current training programmes run by individual ports and identified future training needs. Training programmes for each state have been developed and this would help improve the productivity and efficiency of port employees at all levels, enabling them to adequately serve and cater for the present and future shipping and trade requirements. Regional cooperation in training was also explored.

**PACIFIC FORUM LINE (PFL)**

The PFL Feeder Service to Tuvalu and Kiribati was terminated in the first half of 1993, necessitating the need to pursue other options.

As a result and with funding assistance from the European Union, TecnEcon Economic and Transport Consultants (UK) undertook a study of shipping services to Tuvalu and Kiribati.

The consultant's final report was submitted in April last year.

The study examined and made recommendations on the viability of a regular and reliable shipping services for cargo originating principally in Australia, New Zealand and Fiji, destined for Tuvalu and Kiribati.

A range of alternatives for a new service was examined, including continuation of the Feeder Service with a replacement vessel; the rerouting of another PFL service to include either Tuvalu or Kiribati or both; inducing the Chief Container Service (CCS) service currently serving Kiribati also to serve Tuvalu; provision of a service to Tuvalu or Kiribati or both by another private operator; use of national vessels owned by the Governments of Tuvalu and Kiribati; and greater use of air freight.

The general conclusion of the consultant's report was that 'including Tuvalu and Kiribati in a wider route in the future will probably be more economic than continuing the Feeder Service'. The report suggested that the two countries, especially Tuvalu negotiate with existing commercial operators to provide a service. Tuvalu cannot generate sufficient traffic to justify more than one service and the consultant proposed a similar institution to that in Kiribati be set up to speak with a single voice in negotiating with the shipping service; and to enter into commitments regarding minimum volumes of cargo and enforce compliance with those commitments.

The EU provided further technical assistance to Tuvalu through the provision of a commercial shipping adviser in June/July 1993. After consultation with a number of shipping operators, the adviser came to the conclusion that having looked at the market opportunities for alternative commercial operators to serve Tuvalu, it was clear that with a guaranteed six-weekly service and the lower Suva/Funafuti freight rates, the existing service being provided by Chief Container Service and Kiribati Shipping Services Limited was the most economic option.

At the Regional Shipping Council meeting in Tonga in May 1993, Ministers noted the termination of the Feeder Service to Tuvalu and Kiribati and expressed concern about the
difficulties facing the Pacific Forum Line. It was agreed that a review study be undertaken to assess the Line's current and future role.

In consultation with PFL and New Zealand, the Forum Secretariat has prepared and circulated the draft Terms of Reference to member countries for their comments. This has been finalised and it was envisaged that the study would be undertaken during the second half of 1994. The New Zealand Government provided a cash grant to the Forum Secretariat for the review.

**TRAINMAR**

A meeting of TRAINMAR Regional Co-ordinators (Asia/Pacific) and an HRD Workshop for Ports and Shipping in the South Pacific were held concurrently at the Australian Maritime College, Launceston, Hobart on 22-24 September 1993.

Representatives of Forum Island Countries resolved that having reviewed activities of TRAINMAR in the Asia Pacific region and in Papua New Guinea, it was agreed that a similar mechanism should be developed for the South Pacific region. This was viewed as an effective strategy for improving human resource management skills for the region. It was further agreed that:

- the Forum Secretariat be the focal point for organising and co-ordinating a regional approach in the South Pacific; and
- activities should initially be directed towards the port sector of the maritime industry.

Forum Island Countries represented at the meeting included Fiji, Papua New Guinea and Solomon Islands as well as the Forum Secretariat. The other FICs could not attend due to financial constraints. AIDAB provided funds for the FICs airfares, while the Australian Maritime College provided accommodation and meals.

Representatives of FICs, Forum Secretariat, UNCTAD and the Australian Maritime College, agreed on a plan of action which would enable South Pacific countries to join the TRAINMAR global network and benefit from the training activities. As a start, it was felt necessary that a TRAINMAR project for South Pacific States be developed for submission to aid donors. UNCTAD agreed to prepare a draft which they have now done and the Forum Secretariat has revised the proposal and circulated this to FICs for comments.

Papua New Guinea, through the PNG Harbours Board is the only FIC which is affiliated to the TRAINMAR network as an associate member. It was advised during the meeting that PNG Harbours Board was organising a TRAINMAR course on Dangerous Goods in Port Moresby in 1994. While the course was intended mainly for Papua New Guinea, it was felt that in order to keep the interest generated at the meeting going and to demonstrate FICs' keenness in TRAINMAR model courses, it would be very useful for the other countries to attend. Forum Island Countries had been invited, however their participation depended on availability of funds. The PNG Harbours Board has agreed to meet the cost of accommodation and meals for all participants. The Forum Secretariat is assisting in identifying funding assistance to meet the cost of airfares and some daily allowances.

**SOUTH PACIFIC PORTS ASSOCIATION (SPPA)**

SPPA continues to promote cooperation amongst its members as well as with the Forum Secretariat and a good working relationship has been established. Together, the two organisations continue to seek assistance and facilitate training activities for port workers in the island countries. France provided F$50,000 for a 'Port Training Needs Analysis Study' which was undertaken in May-July 1994 by a French Consultant and a Pacific Island national from the SPPA Secretariat.

The 19th South Pacific Ports Association Conference was held in Port Moresby in September 1993. The 1994 Conference will be hosted by the Port of Napier, New Zealand.
The Civil Aviation Division was established in 1991 with a five-year funding assistance from Australia in support of the Forum Civil Aviation Programme (FCAP). FCAP has become one of the technical programmes administered by the Forum Secretariat.

FCAP resulted from earlier work by the International Civil Aviation Organisation (ICAO) beginning in 1986. Through this UNDP-funded project, civil aviation and air transport developments were monitored in an effort to develop a safe, economic and internationally-acceptable civil aviation sector in Forum Island Countries (FICs).

Hence, the Division’s primary role was to co-ordinate, manage and direct FCAP work activities as directed by a Standing Committee of Civil Aviation Officials who in turn report to the Council of Civil Aviation Ministers of the Forum.

It is also required to co-ordinate, manage and oversee regional civil aviation projects funded by external sources such as the European Union through its Lomé Conventions and UNDP through ICAO-executed projects.

The rationale for the need to co-ordinate technical assistance to the region in the civil aviation sector is to ensure developments that require regional funding assistance, from whichever source, are planned and directed to reflect the region’s priorities which is to focus on achieving self sustaining economic growth to help FICs become self reliant.

It is the objective of the Division to provide technical assistance and training, formulate regional plans and implement programmes that enable the development of a safe, economic and internationally acceptable civil aviation sector for the region.

To attain its objective, the Division pursued the following strategies in 1993:

1. Identify regional projects complementary to national development plans in the civil aviation infrastructure for regional funding assistance. This has been achieved by co-ordinating the inputs of ICAO experts as they carry out a country by country updated needs assessment survey of requirements in the civil aviation sector. This helps the Division to ensure early completion of existing projects within the specified time frames; co-ordinate the inputs of EU experts in the implementation and completion of Lomé II funded Pacific Regional Air Communications Projects and the formulation of projects to be considered for funding under Lomé III and Lomé IV; and liaise and co-ordinate activities in the air transport sector, with the Association of South Pacific Airlines (ASPA).

2. Provide initial and continuing advice in respect of the technical, operational, planning and management aspects of FICs’ civil aviation sectors. This has been achieved by short term consultancies to provide technical assistance in the supervision of engineering works as runways and airports are upgraded, provision of development survey plans for future upgrading of airports, determining human resources development requirements of the FICs and provision of advice on the formulation of air navigation charges and upper airspace management; providing advice and support information relating to airport security, future air navigation systems (FANS), harmonisation of civil aviation technical regulations and other requirements for international air transport; and providing advice on technical maintenance agreements for communications and navigational aids as well as on requirements of the ICAO Regional Air Navigation Plan for the South Pacific.

3. Provide advice and guidance on training courses and appropriate fellowship awards in the civil aviation disciplines as are requested and prioritised by FICs consistent with individual country’s national priorities in training in the civil aviation sector.
This has been achieved by ensuring that training programmes provided are relevant for the expressed needs of FICs in the service disciplines in the aviation sector and that institutions providing the training either within the region or outside are ICAO approved training centres. This has also been achieved by trainers having been provided with regular updated training designed to keep them abreast of technological advances in aviation and the provision of funds for the participation of nominees at conferences, workshops and seminars on civil aviation in the region.

**Institutional Arrangements**

The Division has a Director, a Project Officer and one Divisional Assistant. The management, co-ordination and direction of the work activities of the Division is shared by the two officers but as the total workload is quite extensive, a request has been made to the EU to fund a "Project Co-ordinator" position in the Division who will deal mainly with the administration and co-ordination of project activities funded by the EU under its Lomé Conventions. The EU is considering the request for funding under Lomé III/IV programmes. Technical experts are also provided to the Division to assist it in implementing ICAO formulated/UNDP funded projects.

**The Way Ahead**

The Division’s goal for the next twelve months is to focus on the development of regional projects applicable to all FICs and consistent with donor requirements to ensure a place in the emerging civil aviation environment, brought about by new technology, privatisation, airline mergers, common market trading blocks, de-regulation and guided by user-pay principles and the ever diminishing aid funds being made available from the donor community in general.

The following regional projects were approved by the Council of Civil Aviation Ministers, at its meeting in Tonga in May 1993. These included:

- a study of the rationale and methodology adopted by countries that provide management and control functions for upper airspace and are recompensed by users through air navigation charges regulations; and how other FICs that provide support services and ground based communications and navigation equipment but have no air navigation charges regulations could be recompensed as well;
- exploring the possibility of establishing a regional satellite communications network for digital voice and data link consistent with ICAO planning and implementation processes for the overall CNS/ATM concept in the region as well as the possibility of establishing a regional satellite cyclone monitoring network for the region;
- a feasibility study on a regional approach to the provision of calibration flight services for all FICs’ airports;
- exploring the possibility of a regional approach to the provision of a standardised aviation security system taking into account equipment used, standards to be adopted and maintained, as well as training requirements;
- a feasibility study on establishing a regional Aeronautical Information Service (AIS) office for compilation and distribution of Aeronautical Information Publication (AIP); and
- a cost-benefit study on establishing a regional pool of civil aviation expertise in certain specified disciplines in civil aviation as recommended by ICAO.

The Forum Secretariat is in the process of finalising its Long Term Plan with a strategic focus on a regional approach to sustainable development. Specific strategic directions have been identified through which the enhancement of development is envisaged to most effectively address its focus. For the Division this will mean a shift from the procurement and delivery of infrastructural hardware and concentration on the provision of advice and human resource development to assist in national capacity building.
Sustainable development - development that fulfils the needs of the present without limiting the potential for meeting the needs of future generations - and which can be effectively promoted through regional co-operation, is the mainstay of the work of the Forum Secretariat. This is a multi-disciplinary, multi-sectoral process in which economic, fiscal, energy, agricultural and industrial policies are all designed to bring about development that is economically, socially and environmentally sustainable.

Given the Forum’s strong commitment to sustainable development, the Secretariat through the work programme and activities of the Economic Development Division, has put increased emphasis on strengthening national capacities to ensure activities in the region are both economically and environmentally sound. At the same time, strong emphasis continues to be placed on improved aid co-ordination that fosters sound macro-economic planning and management. In this regard, the co-ordination of development activities is also a vital function performed by the Division in order to prevent duplication and waste of scarce resources and to facilitate co-operation between countries and organisations involved in economic development programmes in the region.

In recognition of the fundamental links between population issues, environment and sustainable development, the Division was closely involved in the co-ordination of the Ministerial meeting held in Vanuatu and sponsored by UNFPA on Population and Sustainable Development. This culminated in the Port Vila Declaration outlining the region’s concerns as part of the preparations for the International Conference on Population and Development in Cairo on 5-13 September 1994.

Special emphasis was also given to the special problems of the smallest member states of the Forum, as well as implementing programmes designed to provide on-the-job training and short term technical assistance on a request basis.

As part of its co-ordinating role, the Division maintains responsibility for supporting the Regional Authorising Officer (Secretary General) in the implementation of the Lomé II and Lomé III regional programmes and the overall co-ordination of the Lomé IV regional programme. The Division was also heavily involved in the preparation of meeting papers and the servicing of the ACP/EC Joint Ministerial Meeting and associated meetings at the Secretariat on 22-25 November 1993.

In pursuit of its 1993/94 objectives, the Division had adopted three broad strategies to guide its activities, and had also structured its work programme and budget in line with these strategies, namely:

i) facilitate development co-operation and co-ordination of all countries and organisations involved in economic programmes in the region;

ii) provide research, analysis and advice in respect of the economic development of the Forum Island Countries;

iii) provide special economic assistance to the Forum Island Countries in order to facilitate economic development, with particular attention to the disadvantaged nations and the Smaller Island States.

The following summary highlighted the Division’s main activities during 1993/94:

* Ministerial Meeting and Associated Senior Officials Meeting on Population and Sustainable Development in the Pacific which was held in Port Vila, Vanuatu on 6-10 September 1993. This culminated in the Port Vila Declaration outlining the region’s concerns as part of the preparations for the 1994 conference in Cairo (ICPD).
Fourth Economic Summit of Smaller Island State Leaders which was held in Kiribati on 28 February - 3 March 1994. A special session of the Summit was also organised during the August Forum in Nauru and officials also met at the Secretariat on 5 November 1993. The increased attention given to the smallest members of the Forum is expected to lead to tangible benefits and assist in identifying areas for cooperation. Employment exchange schemes, a sub-regional Development Bank and an investment consortium are just some of the ideas being pursued.

A total of twenty-five fellowship awards with trainees drawn from 10 of the 13 Forum Island Countries were made in 1993. Areas of training included port management, trade and industry, journalism, computerisation and secretarial services.

Twelve consultancies were approved under the Short Term Advisory Service Scheme in 1993 including a regional consultancy on technical assistance and training guidelines, a smaller island states labour market study and a range of consultancies in computerisation, small business development, public sector review, trade, energy and telecommunication in nine of the thirteen Forum Island Countries. Wherever possible, regional consultancies were employed.

Three specialised economic consultancies were approved during 1993. Assistance was provided to the Western Samoan Government in the preparation of all legal, technical operational and training requirements for VAGST on imports to enable a smooth implementation of Value Added Goods and Services Tax. VAGST was introduced in January 1994 and is now in force. Marshall Islands received advice on the development of national income and product figures to assist with policy formulation at the macro level. Tonga's Government Finance Statistics are being upgraded with training included in the package of assistance provided.

Following production of the third paper on Priorities for the Region, which included an analysis of the global economic situation and major issues confronting the region, the Division has now been asked to prepare more frequent analysis. It is expected that this will be produced three or four times a year.

On-going co-ordination of project work under the Pacific ACP/EU relationship including assistance in the establishment of the new Pacific ACP/EU Unit and the staging of the Joint Pacific ACP/EU Ministerial and associated meetings.

On-going co-ordination of all extra budget support provided to the Secretariat including preparation of submissions and reports to all donor countries and agencies.

In excess of F$500,000 was made available specifically to four of the smallest island states of the Forum under the Smaller Island States Development Fund and the special facility for assisting their participation in Secretariat organised meetings.

A practical guide including general principles for the design and appraisal of technical assistance and training projects in the Pacific has also been developed.

Support was provided to the region at the Preparatory Committee Session for the Global Conference on the Sustainable Development of Small Island Developing States held in New York in August/September 1993.

F$100,000 was distributed from the Secretariat's Natural Disaster Fund in 1993.

Development of a Database of all Regional Activities in the period 1985 to 1992.

Work continues on the development of a Regional Strategy. Two matrices have been developed outlining national priorities of FICs and areas preferred for regional assistance and have been circulated to all FICs for their comments particularly in relation to those activities FICs consider best pursued at the regional level.

Publication of a regular circular entitled Trends and Developments which focuses on recent international events and developments and their impact on the region. This follows a request from FICs during discussions on the development priorities paper that has been presented to the Forum for the last three years.
RELATIONS WITH EXTERNAL DONORS

Through their annual contributions to the Secretariat all 15 Forum member countries indirectly support the work programme activities of the Secretariat at present pursued through the extra budget. This is done through providing overall management and administrative support to the work programmes.

Australia and New Zealand also provide substantial extra budget resources to the Secretariat as direct contributions to the work programmes. For a number of Divisions these two member countries are the major donors.

For the future, additional emphasis will need to be given to ensure the full integration of Australia and New Zealand extra budget assistance with that provided by other donors. There is a need to ensure that all donors are requested to meet, wherever possible, management and administrative costs of programmes.

Japan

A grant of F$761,500 was provided by the Japanese Government to the Secretariat for small industries development, energy programmes and for human resource development and training.

Commonwealth Secretariat

The CFTC contributed F$30,000 for the Secretariat’s Fellowship Scheme in 1993. As well, the services of an Information Technologist from CFTC were made available to assist in the development of its Library.

France

The French Government had agreed to provide funding assistance of up to FF 2,338,000 (about F$600,000) for 1993/94. As stated in the Memorandum of Understanding outlining the procedures and conditions for the utilisation of the French contribution, the assistance will be used to fund development projects in Legal and Political, Energy, Telecommunications, Civil Aviation, Maritime and Trade and Investment.

European Union

The EU continues to provide substantial technical assistance to the Secretariat through the Lomé Regional Programmes.

Asian Development Bank

The Secretariat maintains a good working relationship with the ADB. The Bank’s work on the Pacific Island Economic Reports and its active participation in the Pacific Island Country/Development Partners Meeting has contributed to an increase in the overall level of co-operation with the Secretariat.

United States of America

The US funding for the Economic Planner position in the Secretariat through USAID concluded in early 1994. Funding provided by USAID as part of the working budget for the Economic Planner was utilised to fund a short term consultancy.

United Nations Development Programme

Regular contact was maintained with UNDP representatives in Suva during the period under review. A total of F$21.5 million is expected from UNDP in 1994 for funding of projects in the areas of Civil Aviation, Telecommunications, Trade and Investment, Energy and Law Enforcement.

Canada

The Secretariat had received funding assistance in the past from Canada for a number of maritime projects under the Canada South Pacific Ocean Development Programme (CSPODP). Further assistance in the form of a Regional Maritime Legal Adviser commenced in October 1993 for two years.
**WORLD BANK**

As with the ADB, the Secretariat maintains a good working relationship with the World Bank and this relationship had been strengthened through the PIC/Development Partners Meeting.

**GERMANY**

Germany has agreed to provide support in the form of equipment and consultants through its technical co-operation programme (GTZ) for the Secretariat's Energy Programme. This assistance will be for a period of three years starting April 1994, with a total value of approximately FS1 million.

**PEOPLES REPUBLIC OF CHINA**

The Government of the PRC has agreed to cover the costs of airfares, accommodation and daily subsistence for a Mission from PICs to PRC, aimed at export promotion and development. These costs are estimated at FS95,000.

**TAIWAN**

Taiwan has undertaken to support two Trade and Investment projects. The first is a Seminar on Small and Medium Enterprise Development, held in Taiwan in June 1994. The second project involves the funding of training attachments with appropriate industries/organisations in Taiwan. It is expected that this activity will be an annual event.

**INTERNATIONAL MONETARY FUND**

The Secretariat has established a good working relationship with the IMF following its participation at the 1993 PIC/Development Partners Meeting.

**ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC (ESCAP)**

The Secretariat is expected to further strengthen its relationship and co-operation with ESCAP following the signing of a MOU, which outlines possible areas for co-operation between the two organisations.
The Division’s Programme of Work falls largely into three general areas as it pursues the Secretariat’s legal and political objectives. These are:

- law enforcement co-operation;
- political, security and other international liaison matters; and
- in-house specialist legal tasks.

A change in emphasis over the past 12 months has been the continuing increase in resources devoted to law enforcement, after the Forum in 1992 adopted the “Honiara Declaration” on law enforcement cooperation. While the resources devoted to the other two areas have not changed substantially, the focus of the international liaison role continues to shift towards economic policy issues in support of the economic development objectives of other divisions.

**Law Enforcement Co-operation**

The emphasis was on strengthening implementation of the Honiara Declaration, especially in assisting in the creation of a legal framework in the region supporting the priorities of the Declaration, and in the Customs area. In the former, the Secretariat has worked with the Pacific Islands Law Officers’ Meeting (PILOM) on a joint project for review and drafting of legislation, including through a draftsmen’s workshop.

In the Customs area, emphasis has been placed on development of a drug enforcement training strategy, and liaison with and assistance to the Customs Heads of Administration Regional Meeting (CHARM). In consultation with the South Pacific Chiefs of Police Conference, proposals were implemented to extend the Customs role into other aspects of enforcement, especially in a project to be implemented with the assistance of the UN Drug Control Programme.

Because the Declaration stressed that the Forum system has primarily a co-ordinating role in the law enforcement area, implementation being better handled by specialist agencies, a good deal of work went into strengthening links with specialist agencies. The Division organised a meeting of the Forum Regional Security Committee (FRSC) to review this programme, with a range of observers from these agencies, and also from territories in the region.

**Political, Security & International Liaison**

Liaison with extra-regional countries and organisations to promote the Forum’s interests on international, political, security and economic (in their non-aid aspects) issues was again very important part of the Division’s work. The Post-Forum Dialogue is the key mechanism in bringing this work together, and its organisation and follow-up has become the single major annual task for the Division. The fifth Post-Forum Dialogue, held in Nauru after the 1993 Forum, again proved to be a very useful opportunity to explain the Forum’s decisions to the partners. The Division also lent organisational support to those individual Forum countries which for the first time engaged in a dialogue meeting with Taiwan.

A range of particular issues identified by the Forum as important in the region’s relations with individual countries also required monitoring and representations. These include New Caledonia (including servicing the Ministerial Committee on New Caledonia), nuclear issues, discussions on a Joint Declaration of Co-operation with the United States, developing proposals for closer relations with the UN, and international aspects of the Forum review.
The Division was also responsible for Secretariat participation in Asia Pacific Economic Cooperation (APEC), and for aspects of furthering relations with the Association of South East Asian Nations (ASEAN) and Pacific Economic Co-operation Council (PECC).

LEGAL TASKS

As in the past, provision of in-house legal assistance to other Divisions, especially in the contract area, remained an important task of the Division. The Division also carried out the Secretariat's functions as depository to several regional agreements, and continued to run a small programme of legal drafting assistance to FICs.

INFORMATION & PUBLICATIONS

The activities of the Information & Publications Unit fall under three broad areas - Publicity, Publications and the Provision of General Information on a request basis.

PUBLICITY

The priority of the Unit has been to give publicity to the Secretariat's regional programmes and activities. Accordingly, every available opportunity is seized to promote the interests of the Forum and the region. Support for host Governments in servicing media needs during the South Pacific Forum - the Leaders' annual Summit - also remains a high priority.

Reporting on the participation of Forum Leaders at regional and international conferences continued to be important. For instance, the Unit provided extensive regional news coverage on the Pacific Island Countries' Ministerial Conference on Population and Development in Port Vila, Vanuatu in September last year via the Pacific News (PACNEWS) news agency. This Conference culminated in the Port Vila Declaration.

Similar news coverage was provided to the region on the Forum Leaders' participation at the Commonwealth Heads Of Government Meeting (CHOGM) which was held in Limassol, Cyprus in October/November last year and again at the Global Conference on the Sustainable Development of Small Island Developing States (GCDSIDS) in Bridgetown, Barbados in April/May this year. Similar support will be provided at the forthcoming International Conference on Population and Development (ICPD) in Cairo in September 1994.

These efforts have helped strengthen the Forum Secretariat's relations with the media in general and, at the same time, created better awareness of the Forum family and the role the South Pacific Forum plays in regional and international fora. As resources permit, this activity will continue.

Although the Forum Secretariat does not have a mandate to provide media training, the Forum Officials Committee in 1991 gave the Secretariat a mandate to "maintain a liaison and monitoring role on regional media issues including training, exchanges and technical assistance". Accordingly, this role has continued and where resources have permitted, Fellowships for attachments in appropriate areas have been facilitated. Fellowships were awarded to a Radio Vanuatu journalist for attachment with Fiji's Daily Post Newspaper and also to a printer from Fiji's Daily Post newspaper for training in New Zealand. These attachments were initially organised by this Unit in collaboration with the Secretariat's Economic Development Division which administers the Fellowship Scheme.

Further requests by Member Governments for training through a number of workshops organised to coincide with the Pacific Islands News Association Annual Convention in 1994 were turned down due to funding limitations and the inability of the Secretariat to provide multiple fellowships in the same area on an annual basis. Requests for specialist training for journalists will continue to receive consideration.
PUBLICATIONS

Tight funding continued to hamper efforts to reprint some Secretariat and SPOGC publications. If the situation continues, it may be necessary to levy a small charge on future publications. This charge, however, will apply only to individuals and entities outside the Forum fold.

INFORMATION DISSEMINATION

There has been a surge in the volume of requests for general information on the South Pacific Forum and the Secretariat, especially from researchers and students. In part this is due to the increasing publicity given to the Forum's linkages with other organisations outside the region and the Secretariat's regional activities and programmes in general. Additional resources will be necessary to maintain a pro-active publicity stance in view of the Secretariat's increasing involvement in regional and extra-regional activities. The Unit has one staff.

ADMINISTRATION DIVISION

The Administration Division consists of two contract staff - the Director, Administration and the Administration Officer - and 22 permanent staff. Its main objectives are to provide the Secretariat with responsive, cost-effective administrative systems and support services and to co-ordinate and efficiently service the South Pacific Forum and related meetings. It is also required to provide efficient and innovative information services and to efficiently manage the Secretariat's compound development.

In 1993/94, these functions covered the following areas - Administration & Personnel; Conference & Travel; Registry; Purchasing; Support Services & Groundskeeping and Property & Maintenance.

Other activities for which the Division is responsible included the completion this year of the new F$2 million Conference Centre Project, funded by a private Japanese donor, Mr Ryoichi Jinnai. The new Conference facility built on land kindly donated by the Fiji Government, has a seating capacity of up to 200 delegates with furniture for the new complex being provided by the Papua New Guinea Government. It is an added attraction to the ongoing development of the Secretariat compound.

As in the past years, the Division continued to be responsible for the Secretariat's preparations for the annual Forum and related meetings through co-ordination of logistical support for the South Pacific Forum - the annual Leaders summit. The Division also provides support to meetings hosted by the Secretariat.

Farewell to Karen Sorby, the former Director of Administration Division.
FINANCE DIVISION

The Finance Division continued to provide the Secretariat’s management and work programmes with finance and accounting services. These include:

- Preparation of monthly operating statements for all divisions;
- Centralised payments and receipts;
- Banking services;
- Payroll preparation for all divisions;
- Preparation of annual financial statements;
- Co-ordination of annual work programme and budget;
- Funds management.

Staffing for the Division remained unchanged at six permanent staff and one contract officer fully funded through the Regular Budget.

BUDGET

In 1994, the Secretariat’s approved Work Programme and Budget totals F$12,089,000 financed as in previous years from both assessed member contributions and donor funds.

The Work Programme and Budget comprises a Regular Budget of $2,788,000 - an increase of 11 per cent over the previous year - and Work Programme activities totalling F$9,301,000. These were approved by the Forum Officials Committee at its Work Programme and Budget session held at the Secretariat Headquarters on 8-10 November, 1993. After providing for an expected operating surplus in 1993 of $111,000, member-country contributions were increased by six per cent from the 1993 level. The approved budget for normal work programme activities represented an increase of four percent over 1993.


In addition to the formal Work Programme, further technical assistance and consultancy support is provided to the Secretariat. These are not administered directly by the Secretariat. For 1994 the cost of this support is estimated at F$6,300,000.
## ACCOUNTS

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PLANNING & EVALUATION

The objective of the Planning and Evaluation section is to advise on action to maximise the efficiency and effectiveness of the Secretariat’s planning and implementation processes.

Work has continued on the upgrading of management and planning systems for the organisation. The upgrade is expected to be completed by the end of 1994 at which time the planning function will fully revert to the Secretariat’s managers; both upper management and the line management. The system developed for the use of managers includes a Corporate Framework, a reporting system with internal management targets, a Long Term Rolling Plan with a five year planning horizon, and an interlinked budgeting process. This provides the organisation with the capacity to plan strategically and operate with enhanced focus and effectiveness.

Another aspect of the section’s work has been to undertake performance audits of a range of programmes being run by the Secretariat. Four programmes have been audited in 1993-94 with another two to be completed by the end of 1994. These performance audits have focused on on-going programmes using significant resources. Results of the performance audits have included recommendations on methods for improvement of programmes, and the consideration of their value as continuing programmes of the Secretariat.

The section also operates as the secretariat to SPOCC and has been involved in development of guidelines for items of common interest to the SPOCC organisations, the review of employment conditions of SPOCC organisations, and the logistical support and facilitation of SPOCC meetings. Other work has included representation of the Secretariat at regional meetings, the provision of management advice on request, and assistance with the administration of the construction of the new Conference Centre.

LIBRARY

The Library continued to deal with a large volume of internal and external requests for computer searches, accessing external collections, inter-library loans, book orders and document deliveries.

As well, there has been a surge in interest by academics researching the historical and current activities of the South Pacific Forum, the range of studies conducted by consultants for the South Pacific Forum Secretariat has widened and schools throughout the region have also shown greater interest in the South Pacific Forum, the organisation having become a popular study project.

The acquisition last year of the South Pacific Economic and Social Database produced by the National Centre for Development Studies, ANU has greatly improved our capacity to meet requests for socioeconomic statistical data on the region.

In other areas, the Secretariat’s official documents, collection of conference papers, reports and monographs generated by the increasing activities of the Forum Countries have been organised and indexed. Despite the ever-increasing demands on it, the Library continued to operate with two staff after the Librarian (Information Technologist) kindly loaned to the Secretariat by the Commonwealth Fund for Technical Co-operation (CFTC) left in November 1993. The positions of the Librarian and Library Assistant are expected to be filled later this year.
## Forum Secretariat Staff List (May 1994)

### Management Division

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Ieremia Tabai</td>
<td>Secretary General</td>
<td>Kiribati</td>
</tr>
<tr>
<td>William Sutherland</td>
<td>Deputy Secretary General (Policy &amp; Services)</td>
<td>Fiji</td>
</tr>
<tr>
<td>Nikenike Vuroharavu</td>
<td>Deputy Secretary General (Programmes)</td>
<td>Vanuatu</td>
</tr>
<tr>
<td>Iona Whippy</td>
<td>Secretary to Secretary General</td>
<td>Fiji</td>
</tr>
<tr>
<td>Losana Korovulavula</td>
<td>Personal Assistant to DSG (P&amp;S)</td>
<td>Fiji</td>
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<tr>
<td>Moira Reiher</td>
<td>Personal Assistant to DSG (P)</td>
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<tr>
<td>John Hicks</td>
<td>Director, Planning &amp; Evaluation</td>
<td>Australia</td>
</tr>
<tr>
<td>Alfred Sasaki</td>
<td>Information &amp; Publications Officer</td>
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### Administration Division

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<tr>
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<tr>
<td>Karen Sorby</td>
<td>Director</td>
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<td>Tiu Livino</td>
<td>Administration Officer</td>
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<tr>
<td>Elenoa Pickering</td>
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### Conference & Secretarial

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<td>Edweena Sauatu</td>
<td>Divisional Assistant</td>
<td>Fiji</td>
</tr>
<tr>
<td>Esther Fisher</td>
<td>Divisional Assistant</td>
<td>Fiji</td>
</tr>
<tr>
<td>Lillian Mitchell</td>
<td>Receptionist/Divisional Assistant</td>
<td>Fiji</td>
</tr>
</tbody>
</table>

### Office & Property Support Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manoa KIaiyanuyanu</td>
<td>Support Services Officer</td>
<td>Fiji</td>
</tr>
<tr>
<td>Pailaro Ratuqalovi</td>
<td>Driver/Messenger</td>
<td>Fiji</td>
</tr>
<tr>
<td>Jioji Boila</td>
<td>Driver/Messenger</td>
<td>Fiji</td>
</tr>
<tr>
<td>Florrie Hania</td>
<td>Printer</td>
<td>Fiji</td>
</tr>
<tr>
<td>Eferemo Elder</td>
<td>Head Gardener</td>
<td>Fiji</td>
</tr>
<tr>
<td>Chin Sami</td>
<td>Gardener</td>
<td>Fiji</td>
</tr>
<tr>
<td>Pita Tareguci</td>
<td>Gardener</td>
<td>Fiji</td>
</tr>
<tr>
<td>Iosefo Vulaca</td>
<td>Gardener</td>
<td>Fiji</td>
</tr>
</tbody>
</table>

### Purchasing

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glynis Miller</td>
<td>Purchasing Officer</td>
<td>Fiji</td>
</tr>
</tbody>
</table>
### Registry
- **Uday Prasad** - Registry Clerk, Fiji
- **Gajendra Jit** - Registry Assistant, Fiji

### Maintenance & Security
- **Filimone Bolerawa** - Property & Maintenance Officer, Fiji
- **Laisani Tokarua** - Cleaner, Fiji
- **Laia Lutu** - Cleaner, Fiji
- **Bale Sorowale** - Watchman, Fiji
- **Luke Ratumanaceva** - Cleaner/Labourer, Fiji

### Library
- **Ilisapaci Rabuka** - Library Assistant, Fiji
- **Luisa Esrom** - Library Assistant, Fiji

### Civil Aviation Division
- **George Vae’au** - Director, Western Samoa
- **Sailasa Vatucawaqa** - Project Officer, Fiji
- **Margaret Wong** - Divisional Assistant, Fiji

### Economic Development Division
- **Garry Wiseman** - Director, Australia
- **Manase Felemi** - Development Co-operation Adviser, Tonga
- **Janet Lowe** - Economic Adviser, New Zealand
- **Iulai Lavae Loia** - Economic Planning Officer, Western Samoa
- **David Esrom** - Environment Officer, Ni-Vanuatu
- **Lailun Khan** - Development Co-operation Officer, Fiji
- **Lana Evans** - Divisional Assistant, Fiji
- **Cathy Kelley** - Divisional Assistant, Fiji

### Energy Division
- **Brian Dawson** - Director, Australia
- **Brett Jacobs** - Adviser (Information & Statistics), Australia

### Petroleum Sector
- **Mike Lawrence** - Adviser, Petroleum Sector, Australia
- **Park Yuen** - Project Officer (Operations), Fiji

### Renewables Sector
- **Felix Gooneratne** - Manager, Power Sector, Australia
- **Paul Fairbairn** - Adviser, Renewables Sector, New Zealand
- **Nick Wardrop** - Energy Officer, Australia
- **Rave Tuatoko** - Divisional Assistant, Fiji
- **Melania Tunidau** - Divisional Assistant, Fiji

### Finance Division
- **Eric Willsmore** - Director, Australia
- **Bodh Mati Shyam** - Senior Accountant, Fiji
- **Robert Lalabala** - Senior Accounts Clerk, Fiji
- **Sasi Lata Prasad** - Creditors Clerk, Fiji
- **May Fong** - Ledger Clerk, Fiji
- **Shant Singh** - Creditors Clerk, Fiji
- **Sangeeta Lal** - General Accounts Clerk, Fiji

### Legal & Political Division
- **David Blackstock** - Director, New Zealand
- **Andie Fong Toy** - Legal & Political Officer, New Zealand
- **Peter Slack** - Customs Support Officer, Australia
- **Unaisi Veikoso** - Divisional Assistant, Fiji
ORGANISATIONAL CHART

MEETINGS SERVICED BY THE FORUM SECRETARIAT 1993/94

1993
JUNE 07 - 11 Petroleum Product Pricing and Contract Negotiation Workshop, Computer Centre, USP Campus, Suva
AUGUST 02 - 03 Forum Ministerial Committee on New Caledonia, Forum Secretariat, Suva
04 - 05 Forum Officials Committee Pre-Forum Session, Nauru
10 - 11 24th South Pacific Forum, Nauru
12 - 13 5th Post-Forum Dialogue Partners Meeting, Nauru
14 Taiwan/ROC - Forum Countries Dialogue
16 - 20 Solar Water Heater Course for Plumbing Instructors, FNTC, Suva
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPTEMBER</td>
<td>Pacific Island Countries Officials Preparatory Meeting on Population and Sustainable Development, Port Vila, Vanuatu</td>
</tr>
<tr>
<td>06 - 08</td>
<td>Pacific Islands Ministerial Meeting on Population and Sustainable Development: A Preparatory Meeting to the ICPD 1994, Port Vila, Vanuatu</td>
</tr>
<tr>
<td>09 - 10</td>
<td>Telecom Trade Show and Seminar, Tradewinds Convention Centre, Suva</td>
</tr>
<tr>
<td>28 - 30</td>
<td>Telecom Ministerial Meeting, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>PACT Network Users Group meeting, Tradewinds Hotel, Suva</td>
</tr>
<tr>
<td>01</td>
<td>Regional Telecommunications Committee Meeting, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>04 - 05</td>
<td>Maritime Communications Workshop, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>12 - 14</td>
<td>Frequency Planning and SPECTRUM Management Course, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>25 - 29</td>
<td>Legal Drafting Workshop, Nadi, Fiji</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>Smaller Island States Committee Meeting, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>05</td>
<td>Forum Officials Committee 1993 Work Programme and Budget Session, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>08 - 10</td>
<td>Seminar on Relationship Between Humans and Ships, Tradewinds Convention Centre, Suva</td>
</tr>
<tr>
<td>15 - 18</td>
<td>Preparatory Meeting of Officials for 10th Pacific ACP Council of Ministers Meeting, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>22 - 23</td>
<td>10th Pacific ACP Council of Ministers Meeting, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>24</td>
<td>5th Pacific ACP/EC Joint Meeting, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>1994</td>
<td>Regional Seminar on Competition Policy &amp; Control of Restrictive Business Practices, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>FEB</td>
<td>Fourth Economic Summit of Smaller Island State Leaders, Kiritimati Island, Kiribati</td>
</tr>
<tr>
<td>01 - 03</td>
<td>Ad Hoc Meeting on the Draft Treaty Banning Hazardous and Toxic Wastes in the Forum Member Countries, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>MARCH</td>
<td>Workshop on Strengthening of National Chambers of Commerce and other Private Sector organisations in the Pacific ACP States, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>07 - 08</td>
<td>Power Sector Corporate Planning Workshop, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>APRIL</td>
<td>Energy Ministers Meeting, Majuro, Republic of Marshall Islands</td>
</tr>
<tr>
<td>11 - 12</td>
<td>Regional Energy Committee Meeting, Majuro, Republic of Marshall Islands</td>
</tr>
<tr>
<td>13 - 15</td>
<td>Committee on Regional Economic Issues and Trade (CREIT)/East Asia Seminar, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>MAY</td>
<td>Regional Meeting of Ministers of Planning and Senior Planners on Human Development Strategies in the Pacific, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>09 - 13</td>
<td>Power Sector Petroleum Purchasing Workshop, Forum Secretariat, Suva</td>
</tr>
<tr>
<td>17 - 19</td>
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<tr>
<td>23 - 27</td>
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FORUM
HEADS OF
GOVERNMENT