



**Agenda item 5: Secretariat Report**

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**Recommendations**

The PIDC Regular Annual Meeting is invited to:

- a) **note** the update provided by the Secretariat regarding activities undertaken in 2021/ 2022 financial year;
  - b) **welcome** Secretariat efforts to undertake the activities discussed and the completion of a number of national technical support projects;
  - c) **congratulate** Members' commitments in working to complete these national projects; and
  - d) **task** the Secretariat to complete areas of the work programme that are outstanding.
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**Purpose**

This agenda item provides the Secretariat with an opportunity to update Members regarding activities undertaken in 2021/2022 to advance the Annual Work Plan and Budget and also support regional efforts in the interests of Members.

**Background**

2. The Secretariat is tasked with implementing the Annual Work Plan and Budget for PIDC Members under the oversight of the PIDC Board which will report on its activities under Agenda Item 6.

3. The Secretariat will provide: (a) a brief summary of the key activities undertaken during the 2021/ 2022 financial year; and (b) a short update on matters that are not discussed in more detail in the other agenda items of the Regular Annual Meeting. The implementation status of the activities discussed in the report are highlighted in Annex A using a traffic lights approach.

**Summary of Activities**

4. During the reporting period, the Secretariat implemented a number of activities including:

***Technical Support to Members***

- a) the continued successful delivery of the **PIDC COVID-19 Support Programme** providing policy, ICT, PPE and small project support to PIDC Members (refer to ANNEX B for a full report on this activity and its various sub-projects);
- b) successful completion of **Standard Operating Procedures Technical Support Projects** for three Members, Fiji, Nauru and the Marshall Islands (Agenda Item 15);

- c) successful completion of **PIDC Model Training Curriculum Technical Support Projects** for Kiribati and Samoa (Agenda Item 13);
- d) successful completion of **PIDC Strategic Plan Development Support Technical Support Projects** for three members (Palau, Tuvalu and Republic of the Marshall Islands) (Agenda Item 12);
- e) Continued support to the **PIDC Policy and Legislation Modernisation Programme** for the Solomon Islands, Tonga, Niue with national consultations being reengaged with reopening of international borders (Agenda Item 13);

#### ***Regional and International Engagement***

- f) provision of support and attendance at the **Pacific Islands Forum Sub-Committee on Regional Security (FSRS)** and **Pacific Humanitarian Pathway – COVID-19 RTF**;
- g) provision of support for the **Pacific Islands Forum Technical Working Group (TWG) to advance the development of regional vaccination certificates for cross border travel** (Discussed under Agenda Item 10);
- h) provision of support as Chair of the **Pacific Islands Forum Technical Working Group to Develop a regional TNOC Disruption Strategy**;
- i) provision of support to the **Pacific Islands Forum JWG on Climate Mobility**;
- j) successful partnership in hosting the inaugural **Pacific Regional Law Enforcement Conference** in Nadi on August 2022 with OCO, PICP and the Australian National Security College (Agenda Item 7(v));
- k) support for the regular meetings of the **Declaration of Partnership** organisations OCO and PICP;

#### ***Internal Coordination***

- l) organizing and supporting three PIDC Board meetings and one training activity (Agenda Item 6);
- m) organizing and supporting the hosting of the first face to face **PIDC Regular Annual Meeting** since June 2019 in Nadi, Fiji hosted by incoming Chair Papua New Guinea;
- n) supporting the PIDC External Auditor to deliver the PIDC Audit report for the 2020/21 financial year (Agenda Item 7(ii));
- o) development of the new **PIDC Strategic Plan 2022-25** to be finalized at the PIDC RAM 2022 (Agenda Item 7(vi));
- p) supporting significant work undertaken by the HR Committee regarding one remaining recommendation from the 2020 PIDC HR Report and also in exploring a proposal to the Board for a stock take of the organization to support the soon to be recruited new Head of Secretariat at the conclusion of the current HoS contract;

#### ***Capacity Building***

- a) provision of online trainings for Members using ZOOM including: (a) basic and advanced use of ZOOM including hosting of online meetings; (b) Management of Immigration Intelligence (delivered by Coordinated Border Solutions) and Leadership Training (Queensland University of Technology and Australian National University) rescheduled for January 2023;
- b) hosting an online training for Members in February 2022 for the use of APAN and sharing of information;
- c) attendance and support for the online Border Fundamentals Training delivered by

- Australia Border Force (Agenda Item 20);
- d) successful advocacy of PIDC brand in regional and international fora and strengthening of regional and international partnerships with stakeholder organizations;
  - e) successful completion of two meetings of the ISWG which included the consideration of the Advanced Passenger Information Research (Agenda Item 19);
  - f) completion and dissemination of PIDC Research to provide a guide to **Members for the Reopening of Borders closed due to COVID-19** (ANNEX B); and
  - g) **USP Postgraduate Diploma in Border Security** – successful completion of course by second cohort of sponsored students (Agenda Item 20);

5. As the bulk of the activities reported on are discussed in detail in other agenda items, the Secretariat will only refer to these activities in providing an overall summary for the Regular Annual Meeting.

6. The Secretariat will however speak to the PIDC COVID-19 Support Programme Update which comes to a conclusion in 2022 and is detailed in ANNEX B.

Secretariat Update – Traffic Lights

A1	In-country technical assistance	Member One	Member Two	Member Three	Member Four	Core Activity	Secondary Activity	
1	Legislation review* (Samoa)	Solomon Islands	Tuvalu	Niue	Vanuatu (withdrew)	2 +1	2	
2	Legislation drafting	Tonga	Solomon Islands	Samoa	Niue	2+1	2	
3	Introducing Training Curriculum	Fiji	Kiribati	Samoa		2+1	1	
4	Standard Operating Procedures* (Nauru, Fiji, RMI)	Samoa	Tokelau		American Samoa (withdrew)	2	1	
5	Strategic Planning	Palau	Tuvalu	Republic of the Marshall Islands	FSM	2 +1	2	
6	BMS Planning Support	Kiribati	Tuvalu	Federated States of Micronesia	Solomon Is Vanuatu Tonga Niue	3	4	
A2	Regional Capacity Building Activities							
7	Leadership	Regional Training Programme for all Members					1	
8	Intelligence Management	Regional Training Programme for all Members					1	
9	Train the Trainers	Regional Training Programme for all Members					1	
10	Regional NCP and PISG Exercises	Regional Training Programme for selected Members					2	1

11	Support Hakili Matagi and ABF IBCP	Secretariat support	1	
A3	Regional Workshops / Webinars using Zoom		4	8
12	USP Training Programme		1	
A4	Research			
13	COVID-19 – Reopening of Borders Research		1	
14	People Smuggling, Human Trafficking, Irregular Migration Report		1	
15	The Use of Mobile Applications		1	
16	PIDC Model Website			1
17	BMS Border Functionality		1	
18	Model National Action Plan for HT and PS			1
A5	Internal Governance & running organisations including RAM and Board Meetings		1	
19	Other Business as usual ongoing activities - Board Meetings organised and held		1	
A6	COVID-19 Support Programme			
20	Policy Mainstreaming/reopen borders	PIFS and SPC have established a Technical Working Group (TWG) to develop a regional COVID-19 Vaccination Certificate for Cross Border Travel to inter alia facilitate cross border travel. PIDC is a Member of this TWG which has met weekly since October 2021 and disseminated numerous documents and promoted a number of Members engagements with the TWG Consultants Accenture.	1	
21	Ongoing support PPE	Completed bilateral engagement with 14 Members on additional support required. Procured additional PPE for 4 members. Continue to work with Members to advance their	1	

		requests for additional PPE and other resources.		
22	Covid -19 operational guide Support	Collaborated with ABF in providing capacity building to Members, this includes Training on Border Fundamentals delivered by ABF piloted with Tonga Immigration Office and then Nauru. Also circulated to Members the ABF <i>Aviation COVID-19 Safe Guide</i> and offer resources support to Members for guide implementation. PIDC Research developing a SOP designed for PICTs	1	
23	COVID-19 national projects	Ongoing support provided for minor infrastructure projects have been identified and advanced, for example procurement and installation of two-way communication intercoms at arrival and departure immigration counters, securing immigration counters at the borders, purchasing of queue stanchions to manage passengers at the borders, minor modification works in office to clearly demarcate public areas and office use areas, including signage on social distancing and COVID-19 safe measures awareness.	1	
			<b>42*</b>	<b>23</b>

\*Includes carry over projects

<b>Completed: 17 – 40%</b>	
<b>Carry over projects completed: 4 – 9.5%</b>	
<b>Commenced and ongoing: 11 – 28.5%</b>	
<b>Not commenced: 9 – 21%</b>	
<b>Secondary activity not implemented</b>	



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## **COVID-19 Support Programme Update 2021/ 2022**

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### **Proposed Recommendations:**

The PIDC Regular Annual meeting is invited to:

- a) **welcome** the activities undertaken by the Secretariat to implement the PIDC COVID-19 Support Programme;
  - b) **encourage** Members where a priority and also where possible to incorporate activities and services provided by the PIDC COVID-19 Support Programme into national budgets; and
  - c) **task** the Secretariat to continue to deliver the remaining activities utilizing the remaining programme funds in an effective manner.
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### **Purpose**

To provide the Regular Annual Meeting with an update on the COVID-19 Support Programme activities undertaken by the Secretariat.

### **Background**

2. The COVID-19 PIDC Support Programme was approved at the PIDC Special General Meeting in July 2020. It focused on three main areas including providing Members with (a) Communication Packages to help adapt to the new virtual communication reality, (b) Personal Protective Equipment (PPE) specifically for Immigration Officers as a backup stock; and (c) policy development support integrating COVID-19 safe measures. The programme is for two years, and during the first year Members received Communication Packages and PPE, whilst the second year included additional projects supporting Member's operations and additional supplies of PPE upon request.

### **Additional PPE and other support resources**

3. The Secretariat has completed procuring additional PPE supplies for Fiji, Samoa, Tokelau, Palau, Tonga, Solomon Islands, Federated State of Micronesia, and Vanuatu. Other Members confirmed they have enough stock. ANNEX 2 provides quantities of PPE procured.

4. At the end of FY2021-2022, the Secretariat has procured the following as national projects to support Members' operations and preparation for border reopening:

- **Dual-way window counter intercoms** (x18) for Samoa – to install at immigration counters, as immigration officers have difficulty hearing masked travellers when being interviewed.

- **Signage** for Fiji, Tokelau and Niue – includes floor stickers (x372) and pull-up banners (x16) with COVID-19 health measures, strategically located in terminals and immigration offices to raise awareness regarding social distancing and safety measures and direct travellers. Additional pull up banners (x8) with COVID-19 safety messages in Tokelauan language for Immigration Offices in Tokelau.
- **Queue stanchions** (x20) for Cook Islands – to better manage travellers in the terminal queuing up for processing and also raise awareness regarding social distancing.
- **Tablets** (x3) for Tokelau – to ensure immigration officers have maintain social distancing and have no contact at seaport when sharing ship manifests.
- **Radio earphones** (x15) for Cook Islands – to support communication in managing arriving assengers.
- **ID Maker** for Nauru, Tonga, Solomon Islands and Kiribati - to quickly issue IDs for new staff which is useful for identifying border staff especially under layers of PPE. The ID makers package includes printing consumables, cards, ID holders, and lanyards.
  - Nauru and Tonga – delivery completed
  - Solomon Islands and Kiribati – dispatched and pending arrival in member country.
- **Covered footwear** for Kiribati, Tokelau, Samoa and Niue – with the COVID-19 virus it is now a safety requirement at the borders for frontline officers to wear covered footwear.
  - Kiribati and Tokelau – delivery completed.
  - Niue – partly delivered, backorder has been dispatched and pending arrival in country.
  - Samoa – expected to arrive late August.
- **Uniforms** (pants, shirts and epaulettes) for Cook Islands, Samoa, Solomon Islands and Tuvalu. The uniforms provided is to ensure immigration officers wear cool breathable attire that allows them to put on their PPE, and help them prepare for the reopening of their borders.
  - Cook Islands – partly delivered. Backorder expected to be delivered in the next month.
  - Samoa – partly delivered. Full delivery expected to arrive in Samoa in late August.
  - Solomon Islands and Tuvalu – currently reviewing quotes and uniform samples.
- **Badges and badge holders** for Niue, Samoa, Solomon Islands, Tokelau, Tuvalu and FSM (badge holders only) – Badges allow for easy identification of Immigration Officer at the primary line especially under several layers of PPE. Niue, Samoa, Solomon Islands and Tokelau are in design stages. FSM requested for badge holders only, already dispatched and pending arrival.
- **Phone (extension) connection** for Tuvalu – to support communication. Yet to commence as pending connection details and costings.

All assets procured under the Programme are all registered in an Asset Registry that is updated and kept by the Secretariat.

5. To date, the Secretariat has extended internet plans for an additional 12 months for



7 of the 10 Members who received internet plans as part of their Communication Package in the first year of the Programme. These Members included Cook Islands, Fiji, Nauru, Tonga, RMI, Niue, and Kiribati. Solomon Islands did not need the additional year, while Tuvalu and Vanuatu are yet to be extended due to administrative issues that are yet to be resolved.

6. The development of the PIDC Mobile Application is still on hold because of work by the Technical Working Group (TWG) on developing a regional COVID-19 Vaccination Certificate for Cross Border Travel is still ongoing. Nevertheless, the Secretariat has drafted a Draft Terms of Reference for the development of the App which will be revised in due course to harmonize where relevant with the COVID-19 Vaccination Certificate for Cross Border Travel initiative.

### **Policy Support**

7. The Secretariat has completed the *Reopening of Borders Research* that was carried out by Coordinated Border Solution (CBS) consultancy. The Research was basically to (a) research into international and regional best practice in managing the reopening of borders; (b) develop an information product that identifies issues to be considered by PIDC Immigration Directors to support the opening of international borders; and (c) provide recommendations and guidance on key legal, policy and operational actions and processes that Members needed to consider.

8. The research report provided a total of 30 recommendations for Members to consider and implement. It also includes a Model SOP for managing borders with COVID-19, and Members are encouraged to develop SOP for managing COVID-19 at the border no matter what their current border opening status may be. The final report has been made available to Members.

### **Resource Implications**

9. At the end of the financial year 2021-2022 the Programme has spent WST\$361,245 (80%) of its total financial year budget of WST\$553,672. Funding is yet to be fully utilized due to project/activities currently on hold, and others yet to be completed as updated above.

10. The Programme continues to face delays in shipping and this also delays pay out for these procurements. Other delays are caused by factors that are out of the Secretariat's control, such as national lockdowns due to COVID-19 outbreaks in the Member countries, changes in Member priorities, and other regional COVID-19 initiatives that programme activities needed to be harmonized with for better-coordinated outcomes. The Secretariat continues to work with the Members to advance as much as possible in providing support as requested.

11. The Secretariat is looking to extend the contract of the COVID-19 Programme Officer for an additional 4 months to work on a model pandemic resilience policy for Members while at the same time supporting the managing of in-country technical assistance projects given the projected staff shortage at the Secretariat due to the period

where the recruitment of the Head of Secretariat is being undertaken. The COVID-19 Programme Officer has a strong background in project management and projected additional costs for the proposed extension of her contract is WST30,000 which can be met from available funds in the current budget.

**Annex 2:****Personal Protective Equipment quantities procured  
(As of June 2022)**

<b>Personal Protective Equipment:</b>	<b>FY20/21</b>	<b>FY21-22</b>	<b>Total</b>
	<b>Quantity</b>	<b>Quantity</b>	
Total disposable surgical face masks	109 boxes	333 boxes (50/box)	442 boxes
Total disposable gloves (different sizes)	143 boxes	276 boxes (100/box)	419 boxes
Total face visors	460 visors	570 visors	1,030 visors
Total isolation gowns (different sizes)	450 gowns	350 gowns	800 gowns
Sanitizing wipes	114 pks	123 pks	237 pks
Shoe covers	1000 covers		1000 covers
Total Sanitizers (500ml, 250ml, 50ml)	483 bottles	620 bottles	1,103 bottles
Bleach (2.8ltr)	20 bottles	25 bottles	45 bottles
Infra-red gun	1 gun		1 gun
Coveralls		200 coveralls	200 coveralls
Antibacterial hand wash (500ml)		54 bottles	54 bottles
Total Hand Sanitizers Refill (5 ltrs, 1 gallon)		51 bottles	51 bottles
Disinfectant sprays		40 sprays	40 sprays
UV disinfectant spray guns		26 guns	26 guns
Safety boots & cover shoes		4 pairs	4 pairs
Vacuum		1 vacuum	1 vacuum
Safety glasses		100 glasses	100 glasses
Bin (20 litres)		3 bins	3 bins
Trash bags		36 boxes	36 boxes
Automatic hand sanitizers dispenser		26 dispensers	26 dispensers
Rapid Antigen Test Kits		200 kits	200 kits

**Attachment 2: Photos**

