



Pacific Immigration Directors Conference

2017 Regular Annual Meeting,

June 20 – 22, Apia, Samoa

Agenda Item: 7(a)(ii)

Agenda Item: Member Contribution Fund

Proposed Recommendations:

The Regular Annual Meeting is invited to:

1. **note** that Members contribute annually to the Member Contribution Fund based on a tiered approach with each tier linked to an agreed amount;
 2. **endorse** that the Members' contributions for the Member Contribution Fund for 2017 – 2018 Financial Year be maintained at current levels;
 3. **welcome** the commitment shown by Members in supporting the Member Contribution Fund; and
 4. **encourage** Members to pay their agreed contribution for the 2017 – 2018 Financial Year in full in July 2017 as outlined in PIDC Financial Regulation 3.
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Purpose and Context:

1. This agenda item seeks Members to endorse the level of contributions to be paid towards the Member Contribution Fund for the 2017 – 2018 Financial Year.

Background:

2. The activities of PIDC are funded in part by annual member subscriptions to the Member Contribution Fund. At the 2014 Kokopo Regular Annual Meeting, Members agreed for the Members' contributions to be based on tier levels as set out below:

- Tier 1 \$5,000 NZD
- Tier 2 \$4,000 NZD
- Tier 3 \$3,000 NZD
- Tier 4 \$2,000 NZD

3. At the 2016 PIDC Regular Annual Meeting in Majuro, Members agreed to maintain the existing tier levels with the Secretariat to raise invoices in the local currency (Samoan Tala) to be paid directly into the PIDC bank account. Members also endorsed using the exchange rate prevailing on the first business day of the new financial year to convert New Zealand dollars to Samoa Tala.

4. Current members tier level are detailed in the following table:

Member Country – Tier Levels	
Exempt : 1.Australia , 2. New Zealand	
Tier 1 French Polynesia Guam New Caledonia Papua New Guinea Samoa	Tier 3 Kiribati Marshall Islands Tonga.

Tier 2 American Samoa CNMI Cook Islands Fiji Solomon Islands Vanuatu	Tier 4 FSM Nauru Niue Norfolk Island Palau Tuvalu Wallis and Futuna
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Table 1: Member Contribution Fund tier.

Recommendation:

5. To ensure that PIDC activities are resourced Members need to ensure that contributions should remain consistent and timely. Members are encouraged to ensure that payment of membership contributions are made in the first month of the financial year to ensure that the Secretariat can fulfil its agreed workplan.

Issues:

Strategy Implications

6. The primary purpose of the Member Contribution Fund is to fund participation in PIDC activities including training capability development and secondment programmes and member travel associated with attendance at Board meetings or to the Regular Annual Meeting.

Financial Implications

7. The Member Contribution Fund amounts to approximately WST 99,000 per annum which is 5 % of the budget revenue for PIDC. Members failing to pay contributions in time may result in delays in the Secretariat’s workplan.

Risk Analysis

Identified risk	Risk likelihood*	Impact of risk ¹	Strategy to manage risk
1. Members contribution not received	Possible	Moderate	Encourage members to pay by providing details of the value of benefit derived from PIDC activities
2. Members contribution not paid in full	Possible	Moderate	
3. Members contribution received late	Likely	Moderate	Encourage members to pay as early as possible to avoid cash flow issues for PIDC

Table 2: Risk analysis of Member Contribution Fund

Reporting Framework

8. The Secretariat will continue to provide an annual report to Members at the Regular Annual Meeting and will update the PIDC Board on a regular basis.

¹ * For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

[†] For example, impact ratings: 1 (Insignificant); 2 (Minor); 3 (Moderate); 4 (Major); 5 (Catastrophic)