



Pacific Immigration Directors' Conference

2018 Regular Annual Meeting

June 26 – 28, Nadi, Fiji

Agenda item 5: Secretariat Report

Recommendation

The PIDC Regular Annual Meeting is invited to **note** and **endorse** the Secretariat Report regarding its activities undertaken in 2017/2018.

Purpose

The purpose of this report is to provide an update of major events and activities undertaken by the Secretariat since the last Regular Annual Meeting in June 2017 to implement PIDC objectives and the 2017 - 2018 Annual Work Plan.

Background

2. For the reporting period, the PIDC has had one of its busiest years on record with the Board, Members, Secretariat and partner organisations working to implement a number of important activities.

3. Key PIDC activities for the 2017/ 2018 Financial Year included:

- a) developing a draft PIDC Strategic Plan for 2019-2021 and a set of Long Term Strategic Objectives;
- b) developing a regional Memorandum of Arrangement to support sharing of immigration information amongst the PIDC Membership;
- c) securing funding through the EU-ACP Migration Action for baseline research to be undertaken on Trafficking in Persons and smuggling of Migrants in the Pacific;
- d) holding of the first Joint Board Meeting of Regional Law Enforcement Agencies in Brisbane to finalise draft text for the proposed Memorandum of Partnership between the three organisations that will be presented to Members for their endorsement;
- e) supporting real targeted immigration reforms at the national level through provision of three in-country technical assistance missions to review legislation gaps and develop drafting instructions for Republic of the Marshall Islands, Samoa, and Tuvalu;
- f) supporting the PIDC Board to develop a number of amendments to the PIDC Foundation documents as well as providing policy advice on communications, risk management, social media, membership of CROP, and strategic engagement;
- g) developing research and recommendations to guide the development of future PIDC interventions in national and regional labour mobility;

- h) developing regional immigration positions and priorities to support international discussions on the: (i) Global Compact for Migration¹; and the (ii) Pacific Islands Forum Biketawa Plus Security Declaration;
- i) engaging with partner organisations such as PIFS, OCO, PTCN, PILON, FFA, UNODC, UNHCR, IOM, ACP-EU Migration Action, Bali Process RSO, Nansen Initiative and USP to advance mutual interests and objectives;
- j) successfully completing PIDC's first external audit with a clear report;
- k) recruiting two new local staff (Research Assistant and Finance and Administrative Clerk) to support Secretariat activities;
- l) formalising the PIDC Information and Intelligence Network and enhancing the law enforcement capacity of Members by looking to establish an Accredited Contact Points Network and establishing an informal network of trained immigration officers to undertake passenger profiling to strengthen border security;
- m) supporting the Information Sharing Working Group to strengthen PIDC information sharing processes by building Members' capacity to collect, analyse, share and use information to enhance border security measures;
- n) developing and introducing the PIDC Immigration data collection tool to strengthen Members' ability to collect and share data;
- o) supporting the development and dissemination of the PIDC monthly intelligence Bulletin and the provision of the PIDC Alerts system;
- p) developing PIDC groups of networked officers with common key technical skills in: strategic leadership, data collection, labour mobility, standard operating procedures, passenger profiling, vessel search, and investigations;
- q) attending the Pacific Labour Mobility Annual Meeting for the first time to represent PIDC interests;
- r) providing logistical support to Australia's Department of Home Affairs' capacity building trainings on vessel search, investigations, and document examination;
- s) identifying Members' specific national development priorities to support the development of the 2018/2019 Annual Work Plan and Budget; and
- t) continuing to strengthen PIDC capacity to support Members by developing a regional modernisation toolbox² of regional standards, best practices, and resources in key immigration areas to be adapted as appropriate by Members to modernise and strengthen their structures and processes with two workshops coordinated in 2018 to develop:
 - (i) Standard Operating Procedures and guidelines aligned to international standards and best practices for:
 - issuing of passports and visas;
 - passenger processing at airports;
 - passenger processing at seaports;
 - immigration investigations and deportations;
 - managing cruise liners, criminal deportees and outlaw motorcycle gangs;
 - managing foreign labour processing;

¹ presented by PIDC Chair New Zealand to the Regional Preparatory Meeting in Bangkok for the UN Global Compact for Safe, Orderly and Regular Migration.

² Current regional resources developed or being finalised include; Model Policy and Legislative Framework, Model Standard Operating Procedures, Model Training Curriculum, and Model Information Security Classification System.

- profiling; and
 - collection of agreed PIDC priority data.
- (ii) national training curriculum with:
- training modules for induction and basic level training;
 - intermediate and advanced training pathways based on domestic priorities; and
 - identified national experts to support domestic and regional training activities.

4. The activities detailed in the report will be discussed further during the Regular Annual Meeting and were only possible due to the hard work of the PIDC Chair, Board Members, Donors, Host Country, and partner organisations.

Pacific Immigration Directors' Conference Secretariat Report

This Secretariat report describes the key activities undertaken to advance PIDC objectives and implement the 2017/2018 Work Plan since the 20th PIDC Regular Annual Meeting in Samoa. It provides an initial summary of activities before reporting on the main activities undertaken.

Summary of Activities

2. The last 12 months have been a very busy period for PIDC as the organisation sought to build upon activities undertaken in the 2016/17 Financial Year. The year after acquiring legal entity status, relocating and constructing its headquarters in Apia, updating the PIDC Model Policy and Legislative Framework, completing the training needs analysis to determine priority skill gaps and training priorities as identified by Members, and managing its finances for the first time, the PIDC Secretariat was finally able to spend the majority of its resources and time in providing support directly to Members as was initially envisaged.

3. Key PIDC activities for the 2017/ 2018 Financial Year included:

- a) developing a draft PIDC Strategic Plan for 2019-2021 and a set of Long Term Strategic Objectives;
- b) developing a regional Memorandum of Arrangement to support sharing of immigration information amongst the PIDC Membership;
- c) securing funding through the EU-ACP Migration Action for baseline research to be undertaken on Trafficking in Persons and smuggling of Migrants in the Pacific;
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- f) supporting the PIDC Board to develop a number of amendments to the PIDC Foundation documents as well as providing policy advice on communications, risk management, social media, membership of CROP, and strategic engagement;
- g) developing research and recommendations to guide the development of future PIDC interventions in national and regional labour mobility;
- h) developing regional immigration positions and priorities to support international discussions on the: (i) Global Compact for Migration³; and the (ii) Pacific Islands Forum Biketawa Plus Security Declaration;
- i) engaging with partner organisations such as PIFS, OCO, PTCN, PILON, FFA, UNODC, UNHCR, IOM, ACP-EU Migration Action, Bali Process RSO, Nansen Initiative and USP to advance mutual interests and objectives;
- j) successfully completing PIDC's first external audit with a clear report;
- k) recruiting two new local staff (Research Assistant and Finance and Administrative Clerk) to support Secretariat activities;

³ presented by PIDC Chair New Zealand to the Regional Preparatory Meeting in Bangkok for the UN Global Compact for Safe, Orderly and Regular Migration.

- l) formalising the PIDC Information and Intelligence Network and enhancing the law enforcement capacity of Members by looking to establish an Accredited Contact Points Network and establishing an informal network of trained immigration officers to undertake passenger profiling to strengthen border security;
- m) supporting the Information Sharing Working Group to strengthen PIDC information sharing processes by building Members' capacity to collect, analyse, share and use information to enhance border security measures;
- n) developing and introducing the PIDC Immigration data collection tool to strengthen Members' ability to collect and share data;
- o) supporting the development and dissemination of the PIDC monthly intelligence Bulletin and the provision of the PIDC Alerts system;
- p) developing PIDC groups of networked officers with common key technical skills in: strategic leadership, data collection, labour mobility, standard operating procedures, passenger profiling, vessel search, and investigations;
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- r) providing logistical support to Australia's Department of Home Affairs capacity building trainings on vessel search, investigations, and document examination;
- s) identifying Members' specific national development priorities to support the development of the 2018/2019 Annual Work Plan and Budget; and
- t) continuing to strengthen PIDC capacity to support Members by developing a regional modernisation toolbox⁴ of regional standards, best practices, and resources in key immigration areas to be adapted as appropriate by Members to modernise and strengthen their structures and processes with two workshops coordinated in 2018 to develop:
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 - passenger processing at seaports;
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 - managing cruise liners, criminal deportees and outlaw motorcycle gangs;
 - managing foreign labour processing;
 - profiling; and
 - collection of agreed PIDC priority data.
 - (ii) national training curriculum with:
 - training modules for induction and basic level training;
 - intermediate and advanced training pathways based on domestic priorities; and
 - identified national experts to support domestic and regional training activities.

⁴ Current regional resources developed or being finalised include; Model Policy and Legislative Framework, Model Standard Operating Procedures, Model Training Curriculum, and Model Information Security Classification System.

4. In summary, the Secretariat progressed well in achieving its Work Plan activities and although two planned activities for 2017 were rescheduled later in 2018, these were due mainly to unforeseen delays caused by factors beyond the Secretariat's control.

Major Activities

Information Sharing Working Group

5. In 2016 PIDC Members and the Board agreed to establish the Information Sharing Working Group (ISWG) to strengthen information sharing chaired by the Secretariat consisting of Australia, New Zealand, Fiji, and regional representatives Palau (Micronesia), Vanuatu (Melanesia), Samoa (Polynesia), and Tuvalu (Small Island States).

6. In response to an ISWG Report tabled at the 2017 Regular Annual Meeting, Members tasked the working group to: (a) develop a regional Memorandum of Understanding to provide a legal basis for the sharing of immigration information among PIDC Members; (b) hold a regional workshop to enhance PIDC Members' capacity to use common readily available platforms to collect, store, and analyse immigration information; (c) establish a regional network of accredited contact points for Members that could be used to securely share information; and (d) identify secure channel of communication to allow PIDC Members to freely and securely share information.

7. The working group met twice in November 2017 and April 2018 in Honiara and Suva respectively to advance the activities as mandated resulting in significant work being undertaken by the ISWG including: (a) the mapping out the various activities which forms the current PIDC Information and Intelligence Sharing Network; (b) the development of draft text for a regional Memorandum of Arrangement on Information Sharing that Members will be asked to consider and endorse at the 2018 Regular Annual Meeting; (c) the development of a PIDC Excel Data Collection Tool to support national collection and analysis of key immigration data fields; (d) the development of a framework for the establishment of the PIDC Regional Accredited Contact Points Network to facilitate the secure and systematic sharing of information along with a PIDC model information security classification system to harmonise treatment of sensitive information; (e) the establishment of an initial informal group of PIDC passenger profilers that have begun to share information to support border screening operations; and (f) provision of support for two regional PIDC Workshops on Data Collection and Passenger Profiling that are discussed in more detail as part of other agenda items of the 2018 Regular Annual Meeting.

PIDC Legislation Review Programme

8. A key role of the PIDC is supporting Pacific Island Countries and Territories to modernise domestic immigration legislation aligning where appropriate national provisions to relevant international and regional standards and best practices.

9. In 2017/18, PIDC began facilitating in-country technical assistance through its Immigration Legislative Review and Modernisation Programme working with the Republic of the Marshall Islands from October 2017, Samoa in April 2018, and Tuvalu in May 2018. While

this support remains ongoing, several Members have been scheduled to begin their reviews in the next financial year. Cook Islands also undertook a review of their immigration legislation through institutional support provided by Immigration New Zealand.

10. A crucial part of the programme has been the importance of maintaining national leadership and ownership of the entire review process. Participating Members are required to establish a national team to undertake and drive the activities consisting of a senior immigration officer (team leader), a senior officer of the Attorney General's Office, a PIDC Consultant, and a PIDC Secretariat officer. Consisting of three phases, the programme looks to: (a) review existing legislative frameworks to develop a set of legislative drafting instructions; (b) develop an initial draft of amending legislative provisions; and (c) where necessary, develop aligned regulations to support the amending legislative provisions.

PIDC Workshop on Labour Mobility

11. The Secretariat with the support of the Pacific Islands Forum Secretariat (PIFS) hosted a Workshop on Labour Mobility in Suva, Fiji from 2 – 4 October 2017. Attended by twenty-three participants from thirteen PIDC Members⁵ and partner organisations, the Workshop allowed PIDC Members to enhance their understanding of the national and regional economic importance of Labour Mobility to the development of PICTs and the vital roles played by immigration departments in supporting aspects of labour mobility policies and schemes. Seasonal worker schemes for both Australia and New Zealand were examined with representatives of a participating Samoan Community present to share their experiences on how the scheme benefited both their families and wider communities.

A key part of discussions was a review of a draft PIDC publication on *Labour Mobility in the Pacific Region*.

12. In support of these activities and in recognition of vulnerabilities faced by Smaller Island States (SIS), the Immigration officials also held a side event meeting chaired by the PIFS to advance the regional agenda set by SIS Leaders in September 2017.

PIDC Seminar for Development of Regional Model Standard Operating Procedures

13. The Secretariat hosted a Seminar to develop Regional Model Standard Operating Procedures in Port Vila, Vanuatu from 13 - 17 November 2017. Attended by representatives of fourteen PIDC Members⁶ including several Directors of Immigration. The Seminar sought to strengthen regional efforts to secure borders and better facilitate legitimate travel by collaboratively developing a robust, modern, and streamlined set of model SOPs. With the support of regional immigration specialists, participants developed a PIDC guiding resource

⁵ Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of Marshall Islands, Nauru, New Zealand, Niue, Papua New Guinea, Samoa, Tuvalu and Vanuatu.

⁶ Australia, Cook Islands, Fiji, French Polynesia, Kiribati, Republic of Marshall Islands, Nauru, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

aligned to international and regional best practices for Members to adapt as required taking into account national circumstances when developing national immigration SOPs.

14. The Seminar identified a number of best practices to provide additional and innovative approaches to immigration activities with participants identifying possible processes to form the core of model immigration SOPs for:

- issuing passports and visas;
- passenger processing at airports and seaports;
- immigration investigations and deportations; and
- managing cruise liners, criminal deportees and outlaw motorcycle gangs.

15. In their discussions, participants acknowledged the importance of maintaining flexible and updated SOPs utilising innovation and technology to develop future proof immigration processes and interventions. Participants strongly encouraged Members that had yet to develop national SOPs to adapt the Regional Model SOPs as appropriate with national circumstances and requested the Secretariat to engage with larger PIDC administrations and partner law enforcement organisations to provide technical assistance and support for the adaption of SOPs where required.

Advanced Executive Leadership and Management Training

16. The Secretariat completed its second Executive Leadership and Management Training at the PIDC Secretariat Office in Apia from 06-09 March 2018. Twelve participants from PIDC Member immigration agencies from nine countries (Fiji, FSM, Cook Islands, Kiribati, Samoa, Solomon Islands, Tuvalu, Palau, and French Polynesia) were represented at this training programme including several Immigration Directors.

17. The Training sought to provide leadership and management skills essential for developing vibrant modern and transparent organisations that continually improve and adapt processes to meet the evolving/changing needs of their customers and stakeholders. Participants at the workshop agreed that (a) strategic and strong leadership was essential for the current and future success of PIDC Members' operations; (b) effective decision makers required relevant information to be readily available on national, regional, and global immigration issues, trends and developments; and (c) PIDC Members need to mainstream migration issues and elevate discussions regarding immigration policy to ensure that agencies could be supported appropriately by Government and stakeholders.

18. Training was provided by the Personal Efficiency Programme (PEP) on enhancing and streamlining work flow and planning using simple processes and readily available technology. Significant gains were reported by participants in terms of time saved and efficiency gained daily with performance monitored against six key criteria being efficiency, effective use of time, prioritisation, effective use of environment and tools, organisational engagement, and reduced stress.

19. Three surveys were undertaken (assessing the level of sustainability of PEP behaviours before PEP, immediately after PEP, and two months post PEP) and the results were very positive with feedback from participants identifying significant gains made across all 6 key results criteria. This resulted in an approximately 30% improvement in productivity being achieved from the PEP training as reported by the participants. This equated to an additional 3 hours per person per day of time saved through more efficient and effective work behaviours that could be refocused into other high priority planned work. A significant part of the training was the follow up monitoring and the maintaining of trained behaviour two months after the training.

Data Collection Workshop

20. The Secretariat coordinated and facilitated a Data Collection Workshop in Suva, Fiji from 16-19 April 2018 with support from: Immigration New Zealand (INZ), New Zealand Statistics, Australian Border Force, United Nations Office on Drugs and Crime (UNODC), and the European Union - African Caribbean Pacific Migration Action through the International Organisation for Migration (EU-ACP/IOM). The workshop was attended by sixteen participants⁷, representing thirteen PIDC Members. The Workshop looked to provide real tangible support by providing participants with an electronic tool (and training on its use) that could be used to collect, store, and analyse data allowing Members to strengthen their data management processes in order to improve information sharing amongst immigration Pacific agencies. With the support of specialists, the Workshop allowed each participant to map out their national data collection capacity, identify current limitations, and opportunities to improve.

21. In addition, the workshop allowed Members to hold key discussions to guide the development of a regional Memorandum of Arrangement for Information Sharing and also consider the data needs of not only their organisations but their customers as well. Key issues discussed included: (a) obtaining agreement on common immigration data sets to be recommended for collection by Members; (b) introduction to the importance of Immigration statistics and links to organizational and annual reporting; (c) agreement to begin collecting information using Excel Templates to inform PIDC Intelligence products (especially the annual PIDC report on irregular migration); (d) consideration of broader data sharing arrangements, such as, when to use APAN within the PTCCC (for e.g. criminal deportee data); (e) a review of the framework for the proposed ISWG National Contact Points Network; and (f) a review of the PIDC Secretariat intelligence products to determine how they could be improved to better meet Members' needs. These issues are to be considered further under Agenda Item 17 of the Regular Annual Meeting.

Passenger Profiling Workshop

22. The Secretariat and Australia Department of Home Affairs (HA) coordinated and facilitated a Passenger Profiling Workshop with support from Immigration New Zealand (INZ)

⁷ Australia, Cook Islands, French Polynesia, Fiji, Kiribati, Marshall Islands, Nauru, New Zealand, Papua New Guinea, Samoa, Solomon Islands, Tuvalu and Vanuatu.

in Nadi, Fiji from 14 – 18 May 2018. Attended by nineteen participants⁸ representing fourteen PIDC Members, the Workshop sought to support Members in strengthening their border security operations by mapping out actions required to introduce profiling as a means to improve actual filtering and targeting at the border. Crucial in the training was ensuring participants were aware of how information and intelligence sharing is key to effective decision making and the critical need for relevant information to be made available to front line border officers.

23. The specific objective of the training workshop was to strengthen Members' collective and individual capability to undertake profiling by: (a) developing profiling skills for participating immigration officers; (b) establishing a regional profiling group/ network of practitioners for PIDC; (c) identifying latest profiling trends and indicators in border control activities and operations; (d) identifying information and intelligence sources to be used to develop and support national and regional profiles; and (e) developing agreed recommendations on possible ways forward for Members to consider at the 2018 PIDC Regular Annual Meeting in June.

24. Key areas of work resulting from this workshop was recognition that there was a need: (a) to develop a regional profiling group to drive the sharing of information; and (b) for all Members to introduce a profiling function at the national level appropriate to their staffing levels and operational environment.

Training Curriculum Workshop

25. The Secretariat coordinated and facilitated the Training Curriculum Workshop in Apia, Samoa from 30 April-2 May 2018. Attended by fifteen participants representing the PIDC Membership⁹ and partner organisations¹⁰, the workshop mapped out a range of existing training tools and resources used by immigration agencies and attending partner organisations. The objective of the workshop was to bring together training experts and Member representatives to develop and strengthen Members' collective and individual capability, to develop or strengthen as appropriate a structured training programme for immigration officers.

26. Based on very constructive discussions, participants worked to: (a) develop a Model Pacific Islands Immigration training curriculum relevant to the Pacific environment to be adapted as required by Members according to national circumstances; (b) network, share, and cooperate on possible training modules and academically accredited programmes that could be developed or made available to Pacific Islands Countries and Territories (PICTs); and (c) identify alternative training platforms such as utilising online and mobile technology and

⁸ Australia, Cook Islands, French Polynesia, Fiji, Kiribati, Nauru, New Zealand, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

⁹ Australia (International Border Cooperation Programme (IBCP)), Fiji, New Zealand (Pacific Regional Immigration Intelligence Programme (PRIIP)), Papua New Guinea, Samoa, and Solomon Islands.

¹⁰ Regional Support Office of the Bali Process (RSO), United Nations High Commissioner for Refugees (UNHCR), United Nations Office on Drugs and Crime (UNODC), and the University of the South Pacific (USP).

emphasising the importance of mentoring through train the trainer and centres of excellence programmes.

27. The participants agreed to recommend the establishment of: (a) a Pacific Islands Immigration Training Working Group to develop and identify local training gaps; and (b) a regional coordinating body to guide discussions, coordinate initiatives, and complement activities of current immigration training providers. The participants also recommended the establishment of an agreed training platform to provide training content to all PIDC and supported the current PIDC approach for delivery of training¹¹.

Evaluation of Regional Workshops/ Trainings

28. An evaluation form was developed for each regional workshop and meeting to determine the relevance of the subject matter discussed and the usefulness of the workshop. Based on feedback provided, a number of Participants advised that they had committed to undertaking national activities based on learnings from the workshops and the Secretariat in several instances has been requested to provide additional support at the national level to assist with data collection, passenger profiling, and the development of a training curriculum and training modules.

29. Participant evaluation of the five regional activities held to date have been largely positive. In terms of relevance, between 95% and 100% of the participants rated the issues discussed for all activities as excellent and (63 – 77%) good. Overall satisfaction for all activities (both excellent and good) was also around 100%. The only major issues raised was regarding the accommodation during the Labour Mobility workshop where 50% of participants rated the accommodation as poor while the remaining 50% primarily gave a rating of good. Issues were also raised regarding the venue for the Standard Operating Procedures Workshop mainly because it was in a different hotel from the hotel in which participants stayed.

Research

Annual PIDC Information Collection Plan

30. The Secretariat is in the process of developing its regular PIDC People Smuggling, Human Trafficking and Irregular Migration Report and is awaiting responses to its 2017 annual survey questions disseminated earlier this year. Due to the various demands placed upon the Secretariat, the current limited staffing capacity and the delayed responses from Members, the information for 2016 and 2017 will be combined into one report to be published later in 2018. The Secretariat continues to work with respective Members in undertaking its annual survey and has sought to build national capacity of Members to strengthen their data collection processes in areas required for the annual report by hosting a regional Data

¹¹ The current PIDC approach is based on developing a model immigration training curriculum with induction and basic level training modules and engaging with larger PIDC Members and partner organisations for intermediate and advanced training.

Collection Workshop in April 2018 and developing with New Zealand Statistics a Data Collection Tool for Members to use.

Research on Labour Mobility

31. Due to the growing PIDC focus on supporting economic growth in the region, labour mobility has become an increasingly important issue for the organisation. As countries continue to deepen engagement on foreign investment and labour mobility issues seeking to expand cooperation, PIDC Members will need to strategically develop better streamlined policies and processes, and a better technical understanding of labour mobility schemes available both bilaterally and multilaterally (PACER Plus, PICTA, etc) to ensure that the maximum benefits from labour related migration can be fully achieved by their countries.

32. In 2017/18 the Secretariat coordinated the development of a PIDC publication authored by Mr Mathew Gibbs and Dr Charlotte Bedford on ***Labour Mobility in the Pacific Region*** which: (a) provided an overview of labour mobility schemes that PICTs are presently participating in; (b) examined the roles that PIDC immigration agencies currently play in labour mobility schemes; and (c) assessed how these agencies may be impacted by future expansion of regional labour mobility opportunities. As a result of these discussions, participants then developed recommendations on how PIDC can best support its Members to facilitate their future engagement in labour mobility.

Research on Trafficking in Human Beings and Smuggling of Migrants

33. PIDC has received technical assistance from the ACP- EU Migration Action to undertake an assessment of current practices in PIDC Member countries for recording instances of Trafficking in Human Beings (THB) and Smuggling of Migrants (SoM). The assessment methodology is being finalised based on a baseline assessment that was undertaken in early April 2018 and Members will be advised of any further updates at the Regular Annual Meeting.

General Administration

34. The Secretariat continued to provide logistical and administrative support to the PIDC Board and regional activities to ensure the successful delivery of its 2017/18 Annual Work Plan and Budget. Key activities undertaken included: (a) successful recruitment in February 2018 of the Finance and Administrative Clerk (Ms. Ruta Tupuivao) and Research Assistant (Ms. Leata Faitua); (b) the completion of the inaugural 2016/17 financial audit; (c) the completion of the PIDC website upgrade; (d) the running of internal control check list reviews; and (e) reviewing changes to the PIDC Foundation Documents as proposed by Members and the Board.

PIDC Website Upgrade

35. The PIDC website has gone through an upgrade to provide users with a more functional, streamlined, and user-friendly interface. The upgrade was focused on improving the functionality of the website to provide improved and more secure services to Members and also to project a more modern and revitalised image of the organisation symbolising its

transformation into a legal entity. In general, there are a number of improvements to the website making it easier to navigate with better linking and also providing more secure forms of communication between the Secretariat and Members.

PIDC Foundation Documents

36. There are 5 PIDC foundation documents (Memorandum of Understanding, Constitution, Rules of Procedure, Financial Regulations, and Employee Regulations) which regulate and guide PIDC operations. As part of its normal functions, the Board and Secretariat continue to review these documents on a regular basis to improve the organisation's efficiency and ensure that they remain relevant to the organisation's operational environment as a legal and independent entity.

37. The Board, in its 2017/18 meetings have approved a number of amendments to these Foundation documents based on decisions made by Members at the 2017 Regular Annual Meeting, and recommendations made by the PIDC Board Committees or the Secretariat. These amendments will be brought to the attention of Members at the 2018 Regular Annual Meeting.

Stakeholder Engagement

38. Stakeholder engagement is a critical to advancing PIDC objectives and aligning PIDC activities with those of the wider law enforcement and Pacific Island community as well. The Secretariat maintains regular contact with its regional partner organisations such as OCO, PIFS, PICP, and PILON and supported their annual conferences in 2017/18 to identify common issues and explore possible joint responses. As part of this engagement, the Secretariat:

- a) met with OCO and PICP at the first Joint Board Meeting of Regional Law Enforcement Agencies in Brisbane which resulted in agreement for the proposed Memorandum of Partnership to enhance collaboration among the organisations which will be presented to Members at the Regular Annual Meeting for their endorsement;
- b) hosted Mr James Movick, the Director General of the Forum Fisheries Agency in the lead up to the Pacific Islands Forum held in Apia, Samoa resulting in the Secretariat securing an invitation to visit the Pacific Islands Regional Fisheries Surveillance Centre;
- c) coordinated the development of a regional PIDC Statement which was presented to the UN Global Compact for safe, orderly and regular migration at the Regional Preparatory Meeting in Bangkok, Thailand to highlight the interests and priorities of the PIDC Membership;
- d) hosted a representative from the Pacific Islands Forum Secretariat to discuss priority security issues in the development of a Biketawa Plus Declaration as called for by Forum Leaders;
- e) met with a representative of USP to develop a possible proposal for the provision of accredited training and academic courses for PIDC;
- f) engaged with representatives of IOM to advance several activities including the provision of possible technical assistance for the development of a regional automated border management system and the advancement of a technical assistance to be funded by ACP-EU Migration Action;
- g) held a number of bilateral meetings with representatives of the PIDC Donor and Host countries and held teleconference and face to face meetings with representatives of

partner organisations such as PILON, PTCN, UNODC, UNHCR, ACP-EU, Nansen, USP, and IOM; and

h) represented PIDC interests through:

- (i) participating for the first time at the **Pacific Labour Mobility Annual Meeting** hosted by Australia in November 2017 to explore how PIDC can contribute to regional labour mobility initiatives; and
- (ii) participating at UNHCR's Ninetieth Refugee Law Course.

External Auditor

39. The formal audit for the 2016/17 Financial Year has been completed with the audit for 2017/18 scheduled to begin in July of 2018. The selection committee determining the external auditors for the 2016/17 Financial Year audit engagement agreed to provide BDO Samoa a multiyear audit engagement to allow for continuity.

40. The opinion expressed by the auditors for the financial audit for 2016/17 was an unqualified one meaning that all expenses and revenue were correctly recorded for the year. As this was the first audit for PIDC, the auditor also identified a few technical accounting issues that required a Board decision on the treatment of specific transactions.

Board Meetings and Annual Conference

41. The Secretariat continued to coordinate and provide logistical support to PIDC Board meetings to ensure adequate and informed oversight of Secretariat activities. The Secretariat remains committed to facilitating these important meetings and continues to review its processes and procedures to ensure that the Board meetings and conferences are held successfully.

42. For 2017/18, the Secretariat supported:

- Board meeting One in the Republic of the Marshall Islands on 17 – 19 November 2017; and
- Board meeting Two in the Cook Islands on 26 – 28 March 2018.

43. In preparation for the 2018 Regular Annual Meeting, the Secretariat worked with Fiji's Department of Immigration as Incoming Chair to make suitable arrangements. The Board welcomed the 2018 conference theme on "Climate Change and Migration" proposed by Fiji and agreed to the dates for the Regular Annual Meeting being 26 - 28 June 2018 including the Board Meeting on 25 June.