



**Agenda item 23: 2019 Regular Annual Meeting and Election of Vice-Chair**

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**Recommendations**

The PIDC Regular Annual Meeting is invited to:

- a) **endorse** the venue of the next Regular Annual Meeting in 2019; and
  - b) **endorse** and **welcome** the Vice-Chair for 2018/19 in the process.
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**Purpose**

To discuss and approve the host for the PIDC Regular Annual Meeting for 2019 and subsequently endorse the Vice-Chair for the 2018/19 Financial Year.

**Background**

2. There are no set criteria to determine which Member is given the annual hosting rights. Hosting the Regular Annual Meeting (RAM) is voluntary and at every meeting, Members are given the opportunity to express their interest to host the next conference. Members' subsequent discussions and agreement on the venue of the next RAM is underpinned by the organisation's values, especially on openness, teamwork, trust and respect, and commitment to raising the standards of PIDC.

3. However, it should be noted that at last year's Regular Annual Meeting in Samoa, Members "**noted** Cook Islands expression of interest to host the 2019 Regular Annual Meeting". Cook Islands had expressed a commitment to host the 2019 Regular Annual Meeting a year in advance signalling its intentions to the wider Membership.

**Benefit of Hosting Regular Annual Meetings**

4. The RAM brings together the heads of 19 PIDC Member administrations and a number of invited Observers. The RAM provides an excellent opportunity for PIDC and the hosting country to present itself as an efficient, effective, proactive immigration body to governments, other government agencies, regional and global organisations, the private sector, travellers, and the general public. In addition, it provides a valuable opportunity for increased national stakeholder support for the implementation of immigration reforms that PIDC Members may be seeking to implement.

5. The Country hosting the next RAM becomes the Vice-Chair of PIDC for that Financial Year (2018/19), and automatically qualifies to become a Member of the Board. A paper on the benefits of hosting the Conference is attached as Annex 1.

### Past Hosts of PIDC Regular Annual Meetings

6. The following table lists Member countries that have hosted the RAM since 1996 when PIDC was first established.

Year	Member Country that have Hosted the Regular Annual Meeting
1996	Fiji
1997	Samoa
1998	<i>No Conference Records</i>
1999	Norfolk Islands
2000	Norfolk Islands
2001	Cook Islands
2002	Niue
2003	Tonga
2004	Palau
2005	Fiji
2006	NZ
2007	Samoa
2008	Australia
2009	Australia
2010	Vanuatu
2011	Federated States of Micronesia
2012	Cook Islands
2013	<i>Conference Postponed</i>
2014	PNG
2015	Samoa
2016	Marshall Islands
2017	New Zealand ( <i>Hosted in Apia, Samoa</i> )
2018	Fiji

### Financial Implications

7. The 2018/19 Annual Work Plan and Budget has factored in costs of hosting the Regular Annual Meeting. The host country will be responsible for the meeting venue costs while PIDC will be responsible for PIDC Members' travel and accommodation costs. These additional costs are outlined in Annex 1.

### Conclusion

8. Members are invited to place their bid to host the 2019 and possibly the 2020 Regular Annual Meeting, noting the benefits that the hosting rights also brings to the successful host country.

## **ANNEX 1: INVITATION TO HOST 2019 ANNUAL CONFERENCE**



### **1. INVITATION TO HOST 2019 PACIFIC IMMIGRATION DIRECTORS' REGULAR ANNUAL MEETING**

PIDC Members are invited to consider hosting the 2019 Regular Annual Meeting (RAM). This year's RAM is scheduled to be held in Fiji from 26 –28 June 2018 where Members are expected to endorse the 2019 Regular Annual Meeting host.

The following information outlining benefits and minimum requirements for hosting PIDC's Regular Annual Meetings and has been prepared to assist any Member contemplating hosting the Pacific Immigration Director's (PIDC) RAM of Immigration Heads (the conference).

### **2. BACKGROUND**

The RAM brings together the heads of up to nineteen PIDC Member administrations and a number of invited Observers.

The Secretariat works closely with the host administration to coordinate the RAM, which provides a forum for discussion and the exchange of a wide range of information on immigration matters, law enforcement, and development issues of mutual interest. Matters of importance to Member administrations and stakeholders are identified and addressed through the Annual Work Plan, which sets a course of action on the issues for the subsequent year.

The conference provides an excellent opportunity for the PIDC to present itself as an efficient, effective, proactive body to governments, other government agencies, regional and global organisations, the private sector, travellers, and the general public.

The PIDC Regular Annual Meeting has generally been conducted in a relaxed, friendly, low profile, and relatively inexpensive manner. The Secretariat wishes to encourage a continuation of the traditional atmosphere of these conferences.

### **3. MINIMUM REQUIREMENTS TO HOST**

Hosting the conference should not create an undue burden for the host. Hosts should not feel obliged to go beyond ensuring that the following minimum requirements are met (even some of these could be subject to negotiation). Costs vary across the Membership but the following are the specific items that hosting Members are required to provide as hosts:

#### **I. Venue Hire (for three days)**

A Conference Room with seating capacity for up to forty - fifty participants. Space for conference Secretariat equipped with:

- at least one conference secretariat support staff;
- plenty table space for document sorting;
- good quality photocopying facilities;
- a supply of copy/printer paper;
- a computer and printer;
- basic office equipment (*stapler, hole punch etc*);
- a sound system with minimum of four microphones;
- a large screen for projected images;
- a supply of extension cords and adaptors; and
- a whiteboard.

## **II. Meeting Meals**

During the meetings, the venue should provide morning, afternoon tea and lunch for three days.

## **III. Functions**

*This can be optional - 1 Welcome Cocktail Reception and 1 Farewell Dinner catering around 40-50 people depending on total number of Conference participants.*

## **IV. Transfers**

Provide Ground transport (*arrivals and departures, between accommodation and the Conference venue, and to official social events*).

Travel and accommodation costs of Members will be met by PIDC while Observers will be responsible for their own participation costs. Host country will be required to make arrangements with hotel accommodation for up to forty overseas participants, preferably in a moderately priced, reasonable standard hotel with the capacity to accept **all** participants (**NB: the participants will pay**).

## **4. BENEFITS OF HOSTING THE CONFERENCE**

### **▪ Exposure**

The host country will Chair the Conference and the PIDC for the coming year. This will raise the profile of the immigration agency and its head in the host country.

The host country will be able to have more than one delegate at the Conference, possibly including representatives from other government agencies. This will give other senior Immigration staff the chance to gain some invaluable exposure to regional immigration issues and to develop networks beyond their shores.

The annual forum brings together heads of immigration agencies, regional, and international experts in the area of migration. The presence of a wide level of experts provides the hosting agency the opportunity to network and expose their senior staff and managers to discussions on border control and migration issues. In addition, the hosting agency has the benefit of obtaining experience and exposure in hosting a regional meeting,

obtaining a practical experience on the logistical and administrative arrangement of the programme.

The local media can be invited to cover aspects of the Conference, providing opportunities to inform the public on immigration issues.

▪ **Policy Advocacy**

As the host country chooses the conference theme, the host immigration agency is able to focus greater local attention on priority issues that they would like to raise nationally. It is an opportunity for the host department to raise its profile nationally and regionally especially in raising public awareness to immigration policy issues and the work that the host department is undertaking nationally.

▪ **Economic Benefit**

The following industries (among others) should benefit during the Conference from an influx of between 30-40 overseas participants, some with accompanying spouses:

1. airlines;
2. hotels;
3. restaurants;
4. commercial retailers;
5. handicraft vendors;
6. taxis;
7. tour companies; and
8. commercial banks.

With visiting delegations usually hosting at least one function during the Conference, and delegates paying for their accommodation, it is estimated that there is the potential for each participant to inject between NZ\$1000 and NZ\$1200 into the economy over the week of the Conference. With forty delegates the potential benefit of the economy is between NZ\$40,000 to NZ\$50,000, an amount of some significance to those with smaller economies. This could perhaps turn into an even greater amount if extended visits or return visits are encouraged.

▪ **Tourism**

The host country has the opportunity to promote culture, heritage, natural features, recreational options, fauna and flora to the participants.

A well-run Conference will leave delegates with good memories. It is likely that delegates will pass their experiences to colleagues and friends. This may encourage others to visit the host country and participants may also return with their family and friends for a holiday. As a result of this, the host country can expect to attract more tourists to their shores.

## 5. TIMING

The PIDC Constitution requires the organisation to hold its Regular Annual Meeting at a time that is aligned to its financial reporting timelines. PIDC operates on a financial year that begins in July of the present year – June of the new year (for example: July 2018 – June

2019). The RAM is subsequently scheduled prior to the beginning of any new financial year in July.

The PIDC is also a pro-active regional body with a keen interest in driving a positive regional immigration agenda. The PIDC Regular Annual Meeting provides an excellent opportunity to focus attention upon key issues which will be addressed at regional forums, such as, the Forum Regional Security Committee (FRSC), Meeting for Law Enforcement Agencies, the Oceania Customs Organisation (OCO) Annual Conference, the Pacific Islands Chiefs of Police Conference (PICP) and the annual Pacific Islands Forum Leaders meeting.

These meetings fall at set times during the year, and PIDC therefore also aims to avoid clashes with these regional forums. The PIDC RAM in this regard is preferred to be scheduled around May – June of each year. Members contemplating hosting a Regular Annual Meeting are asked to keep this in mind when preparing a proposal.

## **6. OPTIONAL ITEMS**

Apart from the above requirements, the following items might also be considered:

- a photographer to take an official photograph at the Opening ceremony;
- a copy of the official group photograph for each participant; and
- the host may provide a shirt/t-shirt or some other memento of the PIDC Conference of their country – this is very much an optional matter!

## **7. SUBMITTING A PROPOSAL**

At each Regular Annual Meeting, the PIDC aims to confirm the venue for the following two Conferences. Members are in this regard requested to submit their proposal at this year's Regular Annual Meeting from 26-28 June, 2018.