



Pacific Immigration Development Community

Special General Meeting

10 July 2020, Apia, Samoa

Agenda item 5(a): Board Report

Recommendations

PIDC Members are invited to **note** the PIDC Board Report updating the Membership of some of its key activities.

Purpose

The Paper provides an update of Board activities undertaken during the 2019/20 Financial Period.

Background

2. The PIDC Board plays a central role in the oversight and governance of the organisation. The PIDC Constitution requires the Board to act on behalf of the PIDC Membership to provide oversight for the activities of the PIDC Secretariat, other subsidiary bodies, and committees.

3. The 2019/20 Financial Year has been a very busy period given the various activities the Secretariat was expected to deliver under the Annual Work Plan and Budget endorsed by Members at the 2019 Regular Annual Meeting (RAM) in the Cook Islands. It has also been a time of significant challenges with the organisation working to adapt to an evolving COVID-19 operational environment. Against this new operational normality, the Board has had to quickly readjust its monitoring approaches while continuing to maintain the same level of scrutiny on PIDC activities to ensure processes and outcomes continue to be consistently aligned to the organisation's values of transparency and accountability.

Summary of 2019/20 Board Activities

4. The first Board meeting was held in October 2019 (Samoa), the second in April 2020 (virtual), and the third and final meeting in July a week prior to the Special General Meeting (3 July- virtual).

5. The Secretariat, under Agenda Item 5(c) will provide a report on its implementation of activities in the 2019/2020 Annual Work Plan and Budget. These activities have been regularly scrutinised and vetted by the Board throughout the reporting period through consecutive Board meetings. The final Board meeting for this financial period was hosted virtually for the first time by the Secretariat from Apia on 03 July 2020. While the meeting focussed on finalising the new PIDC Workplan and Budget for 2020/21, the Board also used the opportunity to review a number of important governance documents to address the postponement and cancellation of the RAM due to the COVID-19 pandemic operating environment. In addition, the Board also held initial discussions to discuss a Human Resource

Report reviewing Secretariat policies and processes and has subsequently established a plan to consider and implement the findings of the HR consultancy.

6. As noted above, the 2019/20 Financial Year has been one of the most challenging years for PIDC. International borders for most PIDC Members have been closed indefinitely with impacts as well on operations due to social distancing measures to combat the spread of COVID-19. To adapt, the PIDC Board has had to make a significant shift to hosting virtual meetings which has required the Secretariat to upgrade its communication and online platforms to ensure such activities are effective. In spite of the new working reality, the Board has continued to consistently monitor the operational activities of the organisation by working closely with the Secretariat especially through the added scrutiny of the Board Committees.

7. Some significant achievements of the Board during the 2019/20 Financial Year include:

- a) approval of the PIDC External Auditors report for the 2018/19 Financial Year;
- b) successful delivery of phase 1 of Legislation review programmes for the Federated States of Micronesia;
- c) completion of an in-country Strategic Plan development support for Kiribati Immigration;
- d) successful completion of the PIDC secondment programme to develop Standard Operating Procedures for Kiribati, Marshall Islands, Tonga and Samoa;
- e) establishment of the PIDC National Contact Point and Operational Profiling Group;
- f) successful completion of the inaugural National Contact Point workshop in February 2020 despite COVID-19 and two cyclones;
- g) completion of three Board meetings and successful transition from face to face meetings to virtual meeting platforms;
- h) USP Academic Board approval of online USP Postgraduate Certificate and Diploma in Border Security and successful enrolment of students into inaugural course from Semester 1 of USP 2020 academic year;
- i) increasing information exchange through PIDC Profiling Group and intelligence network;
- j) coordination of regional training programmes including the joint customs and immigration vessel search and investigation course;
- k) endorsement of APAN System to share information securely amongst National Contact Points;
- l) development of Immigration Protocols to support the Pacific Island Forums COVID-19 assistance through the Pacific Humanitarian Pathway;
- m) successful advocacy of PIDC brand in regional and international fora and strengthening of regional and international partnerships with stakeholder organisations;
- n) recruitment of the new Office Manager;
- o) completion of review of Secretariat human resource processes and systems;
- p) completion of the Training Needs Analysis and development of PIDC's training programme;
- q) coordination of PIDC COVID-19 communication package support for Members; and
- r) finalisation of draft 2020/21 Workplan and Budget aligned to new COVID-19 environmental realities.