

Summary of Programme Activities
(Note ** refers to Secondary Activities)

Key Work Areas	Programme	Projects	Priority	Weeks	Status	Comments
Output One: A centre for advice, research, information-sharing, and analysis on relevant immigration issues						
1. Policy and legislative development support to Members	1.1 Modernisation of Members Legislation					
	a) Two (three**) national Legislation Reviews: ➤ Consultant to undertake in-country/remote technical mission to support PIDC Member and national team review Immigration legislation.	1.1 a i. Fiji	Core	1	TBC	Consultant/ Secretariat
		1.1 a ii. Niue	Core	3	TBC	Consultant/ Secretariat
		1.1 a. iii Vanuatu (TBC)	Secondary			Consultant/ Secretariat
	Secretariat to provide in-country administrative support					
	b) Two (three**) Legislation Drafting in-country/ remote missions: ➤ Consultant and PIFS to undertake drafting mission to support PIDC Member and national team draft amending Immigration legislation	1.1 b. i. Fiji/ Tonga	Core	3	TBC	Consultant/ Secretariat/ Partner Organisation
		1.1 b. ii. FSM/ Niue	Core	3	TBC	Consultant/ Secretariat/ Partner Organisation
		1.1 b. iii Solomon Islands/ Vanuatu	Secondary	3	TBC	Consultant/ Secretariat/ Partner Organisation
	Secretariat to provide in-country administrative support					
	1.2 Two (three**) secondments/ short term attachments to develop SOPs					
	➤ Consultant and two (three) Members to undertake one-to two week Secondment to	1.2 a. Nauru and Fiji	Core	1	Q3	Consultant/ Secretariat

	Secretariat (as base of project) to develop National SOPs					
	Secretariat to provide administrative support to Consultant	1.2 b. Tonga/Solomon Islands	Secondary	1	Q3	Consultant/Secretariat
	1.3 Two (three**) secondments/ short term attachments to support Members develop Strategic Plans ➤ Consultant and two (three) Members to undertake one - two week Secondment to Secretariat (as base of project) to develop National Strategic Plans Secretariat to provide administrative support to Consultant	1.3 a. Solomon Islands and Samoa	Core	1	Schedule d Q3	Consultant/Secretariat
		1.3 b. Tonga	Secondary	1	TBC	Consultant/Secretariat
2. Migration related research to support implementation of PIDC objectives	1.4 Combating Human Trafficking and People Smuggling					
	a) Develop Model National Action Plan to Combat Human Trafficking and People Smuggling Secretariat to engage with partner organisations	1.4 Secretariat engage with Partner Organisations to develop Model National Action Plan	Secondary	1	Engagement schedule d	Secretariat/ Partner Organisations
	1.5 Research					

	a) Two (four**) research activities to be undertaken by Consultants	1.5 a. Consultants to develop:				
	Secretariat to engage Consultants to undertake work.	i. Training Modules for PIDC Model Curriculum	Core	1	Schedule d for Q1	Consultant
		ii. Automated Border Management Systems for PICTs	Core	1	Schedule d for Q1	Consultant
		iii. API use for PIDC Members	Secondary	1	Schedule d for Q3	Consultant
		iv. Immigration role in Large Events Best Practice Guide	Secondary	1	Schedule d for Q3	Consultant
3. Support for data collection	1.6 Strengthening Data Collection for Members					
	a) Support two (three**) in- country/ remote missions to establish PIDC Data Collection and Enforcement Tool (PEDCT)	1.6 a. i. Solomon Islands (Training)	Core	1	TBC	Secretariat
	Secretariat to lead	1.6 a. ii. FSM (Establishment of PEDCT)	Core	3	TBC	Secretariat
		1.6 a. iii. Kiribati/ Palau	Secondary	3	TBC	Secretariat
4. Development and sharing of information and intelligence products to support Members	1.7 Operationalise Memorandum of Arrangement on Information Sharing	1.7 a Host one Regional Training Workshop for Profiling and Intelligence Support Group	Core	6	Schedule d for Q4	Secretariat/ Partner Organisations
	a) Regional Training Workshop for Profiling and Intelligence Support Group – Strengthen Governance and use of APAN					

immigration activities	Secretariat to implement					
	b) Regional Training Workshop for National Contact Points and Profiling – Operational Capacity building Secretariat to implement	1.7 b Host one Regional Training Exercise for National Contact Points	Core	6	TBC	Secretariat/ Partner Organisations
	c) Regional Training Tabletop Exercise for National Contact Points and Profiling and Intelligence Support Group – Operational Capacity building Secretariat to implement	1.7 c Host one Regional Training Tabletop Exercise for Profiling and Intelligence Support Group	Core	6	TBC	Secretariat/ Partner Organisations
	d) Support for one (two**) Information Sharing Working Group meetings Secretariat to implement	1.7 d. Organise First ISWG Meeting and sub-regional Profiling Group meeting on its fringes	Core	3	September (TBC)	Secretariat/ Donors
		1.7 e. Organise Second ISWG Meeting	Core	1	Scheduled for Q3	Secretariat/ Donors
	1.8 Support for operational intelligence and information Sharing a) Dissemination of Intelligence products b) Support for Profiling Group c) Support for APAN Secretariat to implement	1.8 a. Draft and disseminate 12 intelligence bulletins and 15 Alerts	Core	M	Ongoing	Secretariat
		1.8 b. Support Profiling Group platform for sharing operational	Core	3	Ongoing	Secretariat

		intelligence data and support ISWG to trial APAN				
		1.8 c. Host three – six month secondment of intelligence officer to promote use of APAN.	Core	3	Q3 or Q4	Secretariat
Output Two: A regional co-ordination point for immigration liaison, advocacy/ representation, and agenda-setting						
1. Engagement with regional and international partner organisations 2. Confidence building with stakeholder and potential funding agencies	2.1 Represent PIDC and engage with Regional and International partner organisations. 2.2 Operationalise Declaration of Partnership (Separate Joint Meeting of Heads of Secretariat for PIDC, PICP, and OCO) 2.3 (a) Support capacity building for new Members to engage with PIDC; and (b) engage Stakeholders on labour mobility** ➤ Secretariat to participate and make interventions at regional and international fora to advance PIDC objectives. Secretariat to participate in relevant agreed priority fora	2.1 Support international meetings to advocate PIDC's objectives for PILON, PIFS (Boe Declaration), FFA, UNODC, UNHCR, IOM, Fusion Centre, and Pacific Security College	Core	8	Ongoing	Secretariat
		2.2 a. Support PICP and PIDC Conference	Core	1	TBC	Secretariat
		2.2 b Support meeting of Heads of Secretariat for PIDC, PICP and OCO to operationalise Declaration of Partnership	Core	1	TBC Q2	Secretariat
		2.2 c. Support PIFS Security Committee Meeting	Core	1	TBC	Secretariat

		2.3 a Support engagement with American Samoa and Tokelau	Core	1	TBC	Secretariat
3. Increased engagement in labour mobility issues		2. 3. b Support PLMAM	Secondary	1	TBC	Secretariat
4. Communication and development of publications to share information with stakeholders	2.4 Publications to keep stakeholders updated with PIDC activities Secretariat to implement	2.4 Secretariat to produce				
		2.4 a. Quarterly Newsletters	Core	3	Ongoing	Secretariat
		2.4 b. Annual Report	Core	3	Ongoing	Secretariat
		2.5 c. Press releases at major PIDC events	Core	1	Ongoing	Secretariat
Output Three: A programme of immigration capacity building						
1. Identifying immigration skill gaps to support the development of priority training programmes by PIDC, donors and partner organisations	3.1 Coordinate capacity Building activities for Members ➤ Identify a) current capacity development programmes; b) expert Immigration training providers in the region; and c) support a regional coordinating body to provide strategic guidance on implementation of capacity development initiatives Secretariat to develop	3.1 a Secretariat update and share joint activity calendar for capacity development	Core	ongoing	31 July 2020	Secretariat
		3.1 b. Secretariat to update excel directory of qualified and expert Immigration trainers	Core	ongoing	31 July 2020	Secretariat
2. Providing regional training		3.2a Secretariat to provide	Core		Ongoing	Secretariat

and capacity building resources for Members to adapt and supporting their adaption at the national level	3.2 Provision of administrative support to Regional Capacity development programmes by partner agencies ➤ Support for Partner Organisation Capacity Development Programmes Secretariat to provide remote administrative support	administrative support for training activities provided to Members by IBCP				
		3.2b Secretariat to provide administrative support for training activities provided to Members by: UNODC UNHCR IOM Bali Process RSO	Core		Ongoing	Secretariat
	3.3 Support Two in-country remote missions to strengthen national training curriculums and adoption of regional basic and induction training modules ➤ Secretariat to provide administration support to Members and partner organisation (Bali Process and IOM) for adoption of basic and induction training modules Secretariat to provide remote administrative support.	3.3 a Solomon Islands	Core	M	TBC	Project Manager/ Consultant/ Secretariat
		3.3 b Samoa	Core	M	TBC	Project Manager/ Consultant/ Secretariat
	3.4 Provision of COVID-19 Support to Member Countries	All Members	Core		Ongoing	Secretariat/ Project Manager
3. Coordinating the provision of basic		3.4 a. Solomon Islands	Core	M	Q2	Consultant
		3.4 b. Samoa	Core	M	Q3	Consultant

and advanced immigration training activities to PIDC Members ensuring a measurable impact	3.5 Support two (three**) in-country/ remote missions to strengthen Members institutional structures through Strategic Planning. <ul style="list-style-type: none"> ➤ Consultant to provide in-country Strategic Planning support. Secretariat to provide remote administrative support.	3.4 c. Palau (TBC)	Secondary	M	Q4	Consultant
	3.6 Support two in-country/ remote missions to strengthen Members Standard Operating Procedures <ul style="list-style-type: none"> ➤ Consultant to provide support to develop SOPs. Secretariat to provide remote administrative support.	3.4 a. Nauru	Core	M	Q2	Consultant
		3.4 b. Fiji	Core	M	Q3	Consultant
		3.4 c. Palau (TBC)	Secondary	M	Q4	Consultant
	3.7 Provision of support for the PIDC – USP Postgraduate Diploma Cohort Secretariat to implement	3.7 a. Secretariat to provide funding for Cohort one	Core	6	Ongoing	Secretariat
Output Four: Internal governance and running functioning organisation, including Secretariat, Board and Annual Conference that meets the needs of Members						
1. Staff recruited to manage office to the standard required to undertake objectives of PIDC engagement with regional and international	4.1 Recruitment and Monitoring of Consultants and undertaking employee capacity development activities a) Secretariat to engage Consultants to support implementation of PIDC Work Plan. Secretariat to manage engagement	4.1 a. Secretariat engage 10 consultants and monitor implementation	core	6	Ongoing	Secretariat

partner organisations	b) Staff Capacity Development	4.1 b. Secretariat undertake Capacity development for Staff	Core	3	Ongoing	Secretariat
	Secretariat to identify and engage training activities					
2. Governance processes are maintained and implemented transparently through annual audits	4.2 Improving governance and accountability					
	a) Quarterly Internal Control Checklist	4.2 a. Secretariat run internal control checklist quarterly	Core	1	Quarterly	Secretariat
	b) Annual External Audits	4.2 b. Secretariat to support external audit	Core	3	Q1 and Q2	Secretariat
	c) Quarterly planning	4.2 c. Secretariat hold four internal quarterly planning activities	Core	3	Quarterly	Secretariat
	Secretariat to implement					
	4.3 Development of Strategic Plan for 2022 - 2024	4.3a Planning session for PIDC Board	Core		TBC	Secretariat
		4.3b Planning session for RAM	Core		TBC	Secretariat
3. Board meetings are held to ensure governance, accountability, and strategic direction	4.4 Reporting and oversight to Members					
	a) Board Meeting and associated Committee meetings	4.4 a. Secretariat support three Board Meetings (two face to face and one online)	Core	6	Q2, Q3 and Q4 Dates TBC	Secretariat
4. Annual PIDC meeting held to monitor activities, identify emerging priorities, and develop common responses	b) Regular Annual Meetings for 2020 and 2021	4.4 b. Secretariat support one Regular Annual Meeting for 2020	Core	8	TBC	Secretariat
	➤ Secretariat to develop meeting papers and provide administrative support	4.4 c Secretariat support one Regular Annual Meeting for 2021	Core	8	TBC	Secretariat
	Secretariat to implement					

Travel Plan 2020/2021

Activity	Sub-activity	Priority	Staff	Consultant	Members	Timeframe
1.1 Modernisation of Members Legislation	a) 2 National Legislation Reviews					
	1.1 a. Tonga	Core	2	1		Q1 (Date TBC)
	1.1 b. Fiji	Core	2	1		Q2 TBC
	1.1 c. Vanuatu	Secondary	2	1		Engaged with Members TBC
	b) 2 Legislation Drafting:					
	1.1 b. i. Tonga	Core	1	2		Scheduled Q2/ Q3
	1.1 b. ii. Solomon Islands	Core	1	2		Scheduled Q3/ Q4
1.2 Introduction of SOP	1.2 a. Kiribati and Samoa	Core		1	2	Scheduled Q1
	1.2 b. Tonga and RMI	Secondary			2	TBC
1.4 Strengthening Data Collection for Members	1.4 a. i. Solomon Islands (Training)	Core	1			Scheduled for Q2
	1.4 a. ii. FSM (Establishment of PEDCT)	Core	1			Scheduled for Q2
	1.4 a. iii. Palau (Training)	Secondary	1			Scheduled for Q3
	1.4 a. i. TBC (Establishment of PEDCT)	Secondary	1			Scheduled for Q3
1.5a Host one Regional Training Workshop for National Contact Points		Core		2	18	Scheduled Q2
1.5 b. Organise First ISWG Meeting and sub-regional Profiling Group meeting on its fringes		Core	2		8	September (TBC)
1.6 c. Host one week long secondment of 2 Members Profiling experts.		Core			2	Scheduled Q1
2.1 Attend international meetings to advocate PIDC's objectives for: PIFS (Boe Declaration) FFA UNODC UNHCR (externally funded) IOM (externally funded) Fusion Centre and Pacific Security College (externally funded)		Core	1 1 1 1 1 1			TBC Q3 TBC Q2 Q3 Q1
2.2 a. Attend and support PICP Conference (American Samoa)		Core	1			August 2019
2.2 b. Attend and support OCO Conference (Cook Islands)		Core	1			May 2020
2.2 c Attend and support meeting of Heads of Secretariat to operationalise Declaration of Partnership (Fiji)		Core	1			TBC Q2
2.3 Engage American Samoa with support of Samoa (Fringes of PICP)		Core	1			August 2019

2. 4 attend PLMAM (externally funded)		Secondary	1			November 2019 (TBC)
3.2 Secretariat to provide administrative support for IBCP, UNODC, UNHCR, IOM, and Bali Process RSO		Core			TBC	TBC
3.3 Strengthen national training curriculums and induction training modules	3.3 a Solomon Islands	Core		1		TBC
	3.3 b Samoa	Core		1		TBC
3.4 Strengthen Members institutional structures.	3.4 a. Solomon Islands	Core		1		Q2
	3.4 b. Samoa	Core		1		Q3
	3.4 c. TBC	Secondary		1		Q4
3.7 a. Secretariat to provide administrative support and access to immigration experts to USP for development of Course content		Core		TBC		Q1 & 2
4.1 b. Secretariat undertake Capacity development for Staff (TBC)		Core	3			Ongoing
4.3 a. Three Board Meetings (two face to face and one online) (Currently scheduled for:		Core				
a) Apia					9	Q2
b) Tuvalu June 2020			3		9	June 2020
4.3 b. Regular Annual Meeting (currently scheduled for Tuvalu)		Core	2		18	June 2020