



Pacific Immigration Development Community

Secretariat Update on implementation of 2019/2020 Work Plan

The main activities undertaken to implement the 2019/ 2020 Annual Work Plan as endorsed by Members at the 2019 Regular Annual Meeting are summarised below. The reporting period is between 1 July 2019 and 30 June 2020.

Summary

2. The major activities advanced include:
 - a) finalisation of University of the South Pacific – PIDC Postgraduate Diploma in Border Management modules and commencement of academic programme in January 2020;
 - b) expansion of PIDC Membership to 21 Members with inclusion of American Samoa;
 - c) hosting of PIDC Information Sharing Working Group (ISWG) coordination meeting in November 2019 and February 2020;
 - d) representation of PIDC interests in a number of regional and international fora to promote PIDC as an organisation including:
 - attendance for the first time of the annual Pacific Transnational Crimes Network (PTCN) – Transnational Crimes Unit (TCU) Team Leaders meeting to strengthen operational engagement;
 - attendance of the inaugural meeting of the Pacific Islands Forum Officials Committee Sub-Committee on Regional Security (FSRS); and
 - attendance of the third Maritime Domain Awareness Workshop
 - e) hosting of capacity building activities to strengthen Standard operating Procedures (SoPs) for four PIDC Members (Kiribati, Samoa, Tonga, and RMI);
 - f) review and update of the PIDC Model Code of Conduct with the creation of a model training package and provision of support to Samoa to develop a Code of Ethics specifically for immigration officers;
 - g) recruitment of Secretariat Office Manager;
 - h) finalisation and endorsement of the PIDC financial statements by the External Auditor and PIDC Board;
 - i) Provision of COVID-19 Support to Members including through:
 - updated travel restriction information;
 - update of PIDC Model SOPs for management of Disaster Relief Personnel and COVID-19;
 - provision of resources and information for management of COVID-19 at Points of Entry;
 - development of Pacific Humanitarian Pathway – COVID-19 (PHP-C) High Level Immigration Protocols under PIFS Biketawa Declaration;
 - development of Operation Akamau to support Members operationalisation of PHP-C
 - j) successful hosting of NCP Workshop in Samoa in February 2020;

- k) continued provision of support to Members to assist in modernising immigration legislation;
- l) Completion of HR Review Consultancy; and
- m) advancement of research in 4 key areas: migration trend analysis for PICTs, Model Policy Framework, Model National Strategic and Operational Frameworks with diagnostic tools, and Primary Line Best Practices for PICTs.

Activities and Outcomes during the reporting period

KAA 1: Strategic Partnerships and International Engagement

3. **PIDC hosted Pacific Fusion Centre Mapping Exercise** – the Secretariat hosted a one-week exercise in September 2019 for representatives from the Pacific Fusion Centre (PFC), PIFS, OCO, PICP and PTCCC to undertake a mapping exercise of information products to support the development of possible PFC services and products. The event was highly successful and helped participating agencies understand regional law enforcement information products being produced to reduce possible instances of duplication and also build confidence and trust between the organisations. Significant outcomes include:

- a) Regional law enforcement information and intelligence products mapped out by RLEAs to avoid duplication;
- b) Close working relationship established with PFC personnel;
- c) Potential joint projects with PFC explored for further discussion; and
- d) PIDC relationships enhanced with RLEAs enhanced in coordinating activity.

4. **American Samoa PIDC Membership** – American Samoa after a several year absence signed the PIDC Memorandum of Understanding to reinstate its Membership in July 2019. The Secretariat with the support of the Government of Samoa met with Attorney General of American Samoa in August 2019 to advise how the American Samoa Government can best benefit from re-engaging with PIDC. Significant outcomes include ASG active participation in PIDC activities in 2019 and 2020 with a special briefing session for American Samoa and Tokelau as new members planned for 2020.

KAA 2: Policy and Regulatory Frameworks

5. **Federated States of Micronesia (FSM) Legislation Review Mission** – The Secretariat coordinated in-country consultations during the week beginning 22 July 2019 under the PIDC legislation modernisation programme. Further support has been requested to support the legislative drafting process. Significant outcomes include:

- a) completion of review of FSM Immigration Legislation review;
- b) development of draft Drafting Instructions; and
- c) request submitted from FSM for legislative drafting support (this request has been put on hold as there has been a change in leadership which will require FSM to reconsider its priorities).

6. **Tonga Legislation Review** – Additional technical support was provided to Tonga to review its Passport Act in September 2019 through a one week in-country

mission to engage with Stakeholders. This support built upon initial work that had been undertaken by IOM and PIDC in reviewing the Tonga Immigration Act in the 2018/ 2019 Financial Year as part of Phase One of this project. Significant outcomes include completion of Passport Act Review to be advanced with Tonga Immigration.

7. **Samoa Legislative Drafting Support** – PIDC provided one week in-country technical support through an immigration expert for the Samoa Immigration Legislation Review Team and the Attorney General of Samoa Legislative Drafting Team immediately after RAM 2019. This work built upon technical assistance provided to Samoa in the 2018/ 2019 Financial Year to review its Immigration legislation. Significant outcomes include the completion and additional review by PIDC of the first draft of the Samoa Immigration Bill drafted by the Samoa Attorney General's Office. The Bill is being finalised through Stakeholder consultations.

8. **Standard Operating Procedures Secondment Programme** - The Secretariat organised in August 2019 a Standard Operating Procedures Secondment for five executive officers from four PIDC Members as outlined in the AWPB (Kiribati, Republic of the Marshall Islands, Samoa, and Tonga). PIDC provided technical support with two experts (immigration and legal) to assist with the substantive issues and procedural issues to ensure the draft SoPs could be incorporated by the secondees into their legal frameworks upon return to country. Each Officer worked to adapt the text of the Model PIDC SOPs for their national priority areas and also was tasked to develop an implementation plan. This was a very effective means of delivering this type of capacity building and PIDC will look to replicate this small group approach. Significant outcomes include: (a) the development of a number of draft SoPs for each of these PIDC Members in their identified national priority areas; and (b) the review of the PIDC Model SoP provisions in several key areas to include national experiences from participating Members.

KAA 3: Information and Intelligence Management

9. **PIDC Information and Intelligence Network** – The Secretariat continues to support the PIDC Information and Intelligence Network with: (a) monthly Intelligence Reports disseminated; (b) PIDC Alerts System and Profiling Group Communications supported; and (c) requests for further information regarding PIDC activities and the Members supported. PIDC as a trusted regional immigration focal point continues to support the dissemination of sensitive information to support border and compliance activities for Members and partner organisations.

Intelligence Reports – For this reporting period, the Secretariat has already circulated 8 Immigration intelligence bulletins and 18 PIDC Alerts in addition to supporting ongoing discussions on the PIDC Profiling WhatsApp Group within the Membership on the movement of Persons of Interest and facilitation of Members information request. Generally, the Secretariat has noted an increase in reporting from Members and this is reflected in the number of Alerts circulated and the number of cases reported through the intelligence bulletin. For the 8 intelligence reports, there was a total of 90 reported cases with 119 persons of interest recorded. In terms of PIDC's Alert system, there has been a significant increase in Membership reporting when

compared to previous years dating back to 2008 where PIDC would normally record at its maximum around 5 Alert reports annually. However, this has significantly changed from 2018 as reflected in the total number of Alerts increasing from 4 in 2016 to 18 Alerts in 2019.

Year	No of Alerts
2016	4
2017	2
2018	14
2019	18

PIDC has also recorded an increase in Members' contributions to both the monthly immigration intelligence bulletin and Alerts. In addition, Members reporting quality had also improved with greater depth of analysis provided in a number of Members reports.

10. PIDC Regional National Contact Points Workshop - PIDC hosted a regional NCP Workshop in Samoa from 17-21 February 2020 and an opportunity was provided to the ISWG to also attend given they had a meeting scheduled for the same period. Although there were significant challenges brought about by travel restrictions introduced to combat the Coronavirus and four weather depressions during the week of the activity, (two of which became tropical cyclones), the workshop was attended by 19 PIDC Member representatives and 12 representatives of regional and international organisations. With the addition of the PIDC Secretariat there were 36 total participants. Significant contributions to the Workshop were made by the Pacific Transnational Crimes Coordination Centre (PTCCC), Bali Process RSO, Joint Inter-Agency Task Force West (JIATF-West) and All Partners Access Network (APAN), Oceania Customs Organisation (OCO), Pacific Islands Chiefs of Police (PICP), United Nations High Commissioner for Refugee (UNHCR), United Nations Conference on Trade and Development (UNCTAD), International Organisation for Migration (IOM) and the Pacific Fusion Centre.

11. As the main capacity building activity for strengthening information management and sharing amongst PIDC Members for border enforcement purposes, some initial key issues and outcomes included:

- a) the successful registration of 19 PIDC participants on APAN and an introduction to the newly developed PIDC APAN Site, communication processes, filing system and electronic templates that are being finalised with participant input;
- b) the successful training of participant NCPs and ISWG Members to understand the PIDC Information and Intelligence Network and the NCP roles and responsibilities;
- c) the raising of awareness among participating NCPs for the need to ensure that NCPs became a focal point for sharing not only regional but national information; and
- d) the recognition among Participants that there was a need for:
 - i. additional resources for the Secretariat to support the roll out of APAN to the wider Membership;

- ii. NCPs to be aware of local laws governing the sharing of information and privacy;
- iii. additional NCP training on an annual or bi-annual basis as well as the need for additional training on APAN to be provided to the Profiling Group;
- iv. the NCP role to be recognised and formalised by Members to include functions, personnel, KPIs and resourcing in strategic and annual work plans and budgets;
- v. PICTs to invest in effective and future proof BMS that focus on immigration functions;
- vi. informed decision making around BMS and the functions available through MIDAS and ASYCUDA; and
- vii. recognition of the importance of Immigration ownership and control of the Primary Line data.

12. **Information Sharing Working Group** – To strengthen law enforcement and border management capacity and advance national and regional strategic objectives for closer collaboration, PIDC agreed in 2016 to establish a Working Group to strengthen information sharing (ISWG) chaired by the Secretariat consisting of Australia, New Zealand, Fiji, and regional representatives Palau (Micronesia), Vanuatu (Melanesia), Samoa (Polynesia), and Tuvalu (Small Island States). During the reporting period key pieces of work undertaken include:

- a. endorsement of revised draft ISWG ToR by Members through Circular to re-confirm ISWG mandate and priorities;
- b. development and endorsement of ISWG Work Plan to working group for endorsement;
- c. development of APAN Evaluation Questionnaire for ISWG consideration;
- d. additional call for Members to encourage use of APAN through Circular with the development of an APAN manual for PIDC Users developed with the support of PTCCC; and
- e. support provided to Secretariat for the organisation and hosting of the PIDC Regional NCP Workshop held in Samoa in February 2020.

13. During the reporting period, the ISWG met in Apia in November 2019 and February 2020 on the fringes of the PIDC National Contact Points Workshop.

14. **All Partners Access Network System (APAN)** – APAN as a secure communication system has been introduced to Members through circular and its use is currently being integrated into PIDC processes. The PIDC Board in October 2019 agreed to endorse the use of APAN for PIDC. Significant training on the APAN System was provided during the NCP Workshop in February 2020 resulting in the development of initial RFI and Response Templates and procedures, a PIDC APAN Site file structure, an accreditation and registration process, and a secure alerts notification process. The Secretariat and ISWG continue to work with JIATFW to finalise this work prior to the 2020 RAM and the Secretariat have been tasked to support APAN roll out to Members.

15. **Profiling Group Working Group** – Information Sharing between PIDC Members continues to increase through the Profiling Group with the Secretariat now developing

a database for analysis and research purposes. As a first, a Profiling Group Working Group has been established to support the Solomon Islands develop an effective national response to current issues with use of fake Solomon Islands passports to facilitate unlawful international travel. Significant outcomes include: (a) development of a PIDC database to consolidate information shared amongst PIDC Members and the Secretariat for future references; and (b) exponential increase in information shared among Members.

16. Since the inception of the PIDC Profiling Group in 2018, a total of 152 cases were recorded with 221 entities registered into the PIDC Regional Persons of Interest and Entity Database between the periods 2018-2019. An increase of 72% was noted in case registration for 2019 compared to 2018. Where 2018 only registered 42 cases, 2019 recorded 110 cases. Out of the 221 entities registered, 180 Persons of Interest & entities were registered in 2019 alone while 41 POI & entities were registered in 2018. It should be noted that the Profiling WhatsApp operations only began in May 2018. Between the reporting period 2018 - 2019 there was a total of 1477 recorded communications. Where in 2018, there was a total of 486 recorded communications at 33% and this increased to 67% of communication in 2019. Generally, on average in 2018, there were 7.35 messages communicated for each case which increased to 9.38 messages per case in 2019.

17. ***Profiling and Intelligence Support Group (PISG) Workshop*** – the ISWG supported the Secretariat to secure funding provided by DFAT Australia for a Profiling and Intelligence Support Group (PISG) Workshop in April/ May 2020 linked to identity security. However, due to COVID-19, funds for the training have been re-prioritised and the Secretariat has been advised that it is highly likely that funding will be provided for this activity in the next financial year.

18. ***National Immigration Data Collection Support*** - The Secretariat has been providing direct national support to strengthen immigration data collection using an Excel based PIDC Enforcement Data Collection Tool (PEDCT) developed in partnership with Statistics New Zealand in 2017/ 2018. Activities for the current financial year were planned for Solomon Islands, Palau, Federated States of Micronesia and an additional country pending availability of resources. Unfortunately, this work has been impacted by the resignation of the Office Manager Mr Sachindra Singh who has been responsible for implementing this programme and the Secretariat is working to identify a replacement Trainer. The Secretariat continues to explore possible avenues for the continued roll out of the PEDCT to Solomon Islands, Palau and FSM although COVID-19 responses are currently the main national priority.

KAA 4: Institutional Strengthening and Capacity and Capability Development

19. ***Standard Operating Procedures Secondment Programme*** - The Secretariat organised a Standard Operating Procedures Secondment for senior officers from Kiribati, Republic of the Marshall Islands, Samoa, and Tonga during August 2020. Details regarding this activity is reported on above.

20. **USP Post graduate Diploma Planning Session** - PIDC in partnership with the University of the South Pacific (USP) commenced the Post Graduate Diploma in Border Security in January 2020. The Secretariat provided support to USP for the development of the curriculum and course materials in July, August and November 2019. Significant unplanned work from the Secretariat was required during these periods as the due dates for the development of the course content for the final two papers was changed at the last minute due to USP staffing issues and the papers initially scheduled for delivery in mid-January 2020 were required by late November 2019.

21. A total of 62 students from nine PIDC Member countries enrolled for the first unit on Boarder Security which includes 3 from the Secretariat. More than 40 students from Fiji enrolled for the course. Despite the Secretariat's efforts to inform and strongly encourage the membership to notify their officers of these academic opportunity and available financial support only 9 countries in the end nominated a representative for funding support. The second trimester has commenced and the Secretariat has coordinated support for an additional 15 PIDC sponsored positions to be filled.

22. **Kiribati Strategic Planning Support** - Following RAM 2019, the Secretariat coordinated an in-country mission to support Kiribati Immigration develop a Strategic Plan. PIDC funded a planning expert to travel in-country to support Kiribati Immigration develop its Strategic Plan text. Significant outcomes included the revision of the existing Kiribati Strategic Plan; and its possible use as a template for other PIDC SIS Members to consider adapting as appropriate.

22. **International Border Cooperation Programme (IBCP)** – The the Department Home Affairs in coordination with the Secretariat worked together to coordinate the successful delivery of its International Border Cooperation Programme (IBCP). In December 2019, the Secretariat successfully supported the coordination of the DIBP joint Customs and Immigration Vessel Search and Investigation training programme as part of the IBCP skills development programme for the 2019/20 financial period. Seven immigration officers from the Cook Islands, Fiji, French Polynesia, Nauru, Solomon Islands, Tonga and Palau were selected to participate in this training programme.

23. PIDC Members have continued to benefit from the participation of their officers in this specialist course as it is the only available regional training platform that brings together immigration and customs officers to participate in a specialist vessel search investigation course which majority of our immigration officers have never been exposed too. Participants have expressed how the joint training programme has been valuable as it provided officers with a better understanding of customs investigation methods and a better appreciation of the work that customs undertake in vessel searches. The course exposed them to new investigation techniques that they could use in their respective operations across the region but more importantly strengthened Members' border management capacity.

24. **Code of Ethics** – PIDC has been working to review the Model PIDC Code of Ethics and during the reporting period to provide a regional resource for PIDC Members to adapt as appropriate when seeking to update/ introduce a Code of Ethics. During the reporting period the Secretariat in responding to a request worked with Samoa Immigration to advance this work. The Secretariat engaged Immigration Experts to review the text of the PIDC Model Code of Conduct and also the draft Samoa Code of Ethics to identify potential issues relevant to Pacific Island Countries and Territories.

25. As a result of this work, the Secretariat provided recommendations to Samoan regarding its draft text and also developed for members a revised PIDC Model Code of Conduct for Immigration Officers with training material to provide resources for a possible internal training workshop such as:

- Training PowerPoint Presentation;
- Training Workshop guide for facilitators; and
- Training Workshop guide for participants;

26. Policy Framework Development Research Project - The Project is ongoing due to an initial lack of completed questionnaires by Members returned to the Secretariat. The Secretariat and Consultant have reprioritised key focus areas and engaged with several Members to support completion of questionnaires to advance project.

27. To support the development of this draft document, a survey questionnaire that had been designed to inform the development of the draft Framework had been circulated in 2019. While responses to the survey had been slow and had impacted the drafting of the draft framework, the subsequent analysis of this survey and the drafting process of the draft framework is currently being finalised and is expected to be completed for Board assessment in August 2020 and to be presented to Members for consideration and endorsement in the next PIDC Regular Annual Meeting.

COVID-19 Response

28. Pacific Humanitarian Pathway – COVID-19 - In response to the significant challenges caused by the global pandemic COVID-19, the Pacific Islands Forum established the PHP-C under the Biketawa Declaration¹ on 7 April 2020 during a 2020 Special Session of the Forum Foreign Ministers Meeting which was attended by PIDC (Attachment One). The PHP- C was designed to establish an enabling political environment to ensure that Forum Members' requests for medical and humanitarian assistance for their preparedness and response to COVID-19 are addressed in a timely, safe, and effective manner that does not undermine national efforts already in place.

29. The PIDC was invited to form part of a Regional Taskforce (RTF) to operationalise the PHP-C reporting to a Ministerial Action Group (MAG) formed from Members of the Forum Foreign Ministers' Meeting. The Secretariat with engagement of the Board subsequently supported RTF and MAG discussions for the development

¹ The Biketawa Declaration Is a regional response mechanism to support Pacific Islands Forum Members during times of crisis and has been activated previously under RAMSI and PRAN to support Solomon Islands and Nauru respectively.

of the *PHP-C Governance and Operational Arrangements* to guide the implementation of the Pathway.

30. One of the key activities that resulted from the governance arrangements requiring Secretariat support was the development of high-level immigration protocols to operationalise and standardise common approaches to the clearance of relief disaster personnel and supplies.

31. The Secretariat developed draft protocols which were presented to Members for comments and through a series of iterations over several meetings of the RTF were finalised and endorsed by the RTF and subsequently by the MAG on 17 June 2020 (Attachment Two). The PIDC Secretariat was represented in all RTF meetings and presented the immigration protocols to both the RTF and MAG for discussion and endorsement. The MAG on 17 June amongst other things considered and endorsed:

- a) Common Protocols for the Deployment of Technical Personnel;
- b) Common Protocols on Customs and Biosecurity;
- c) Common Protocols on Immigration (Attachment Three);
- d) Common Protocols on Repatriation of Forum Nationals, and **tasked** the RTF to further explore the application of the protocols to the transit of Forum nationals from countries outside the region through Forum countries; and
- e) Common Protocols on Clearances for Aircraft and Ships Transporting Medical and Humanitarian Assistance, Technical Personnel, and Repatriating Nationals.

32. PIDC has been provided funding by Australia of AUD500,000 to support Members adjust to COVID-19 over the next 24 months. To advance this work, the Secretariat has developed a proposed work programme for Members to consider that seeks to provide resources and innovative options on how to effectively adapt business processes and services to the new challenges. It is proposed that PIDC: (a) provide a one off injection of resources to support Members adjust to the new communication realities required to operate effectively as a member of an international organisation; and (b) support institutional reforms through the strengthening of SoPs and training curriculums to ensure COVID-19 measures are included. Proposed Key Focus Areas include:

- a) Communication Support
- b) Policy and Training Support
- c) Short Term support to operationalise Operation Akamai

33. **Secretariat engagement** – During the reporting period the Secretariat represented PIDC interests in a number of teleconferences and face to face meetings with agencies including:

- (a) OCO
- (b) PICP
- (c) PTCCC
- (d) PIFS
- (e) ACP – EU Migration Action;
- (f) IOM
- (g) USP

- (h) Bali Process
- (i) Australia Department of Home Affairs
- (j) Australian DFAT

34. Pacific Labour Mobility Annual Meeting (PLMAM)– The Secretariat attended the 2019 PLMAM in October 2019 in Auckland New Zealand to ensure the role and visibility of PIDC was maintained in this important area. Supporting seasonal labour and enhancing labour mobility to support Pacific Islands economic development will continue to be an area of interest to PIDC and the Secretariat due to the significant gains that Pacific Island Countries and Territories can potentially obtain through these various schemes. Significant outcomes include: recognising the creation of intraregional mobility as pillars for sustainability. Where it was reiterated that any new institutional frameworks to support regional labour mobility should build on existing commitments, and be based on a clear understanding of the current regulatory environment. The positive work on skills and qualifications recognition in labour mobility was noted. Participants recognised that there are shared challenges to participation in labour mobility schemes. Challenges relating to English language requirements, specific role requirements and recruitment processes were specially noted. Greater qualification recognition, further training, and improved inclusivity of the recruitment processes would unlock increased labour mobility opportunities for all workers, in particular women and persons with disabilities. It was noted that maximising the impacts of labour mobility, through superannuation and remittances, required cooperation from all stakeholders including industry.

35. **Maritime Domain Awareness** – The Secretariat attended the third Pacific Maritime Domain Awareness Meeting hosted by the Department of Home Affairs in Australia and the Government of Fiji from 11- 13 September 2019. The meeting was attended by 43 delegates from 15 Pacific Island Forum member states, associate member states and Timor-Leste, as well as regional enforcement organisations and observers from Japan and Canada. The meeting has seen a significant increase in law enforcement understanding of the marine environment and what is occurring in this space and the Secretariat recommends to continue participation in this important event. Significant outcomes include the recognition of the important role played by PIDC in the maritime space; and the need to better map out existing maritime capabilities.

36. **Declaration of Partnership Heads of Secretariat Meeting** with OCO and PICP- PIDC held a planning meeting with the Heads of PICP and OCO Secretariats on 10 September 2019 (held on the fringes of the MDA Workshop) to coordinate activities and major priorities for the next 12 months with a focus in particular on enhancing joint training, developing a regional joint exercise, developing collective positions for the Boe Declaration and the PFC, exploring avenues to support PTCCC, and exploring the possibility for a two to three day planning event to explore strategic long term collaboration. Significant outcomes included a) agreement on the development of a joint calendar and initial sequencing to ensure collaboration and the development of common law enforcement positions prior to the PIFS FSRS and Forum Leaders meeting; b) agreement to explore a possible joint regional exercise across the

Membership of the three organisations; and c) agreement on initial steps to advance the development of a planning manual for large scale national events with PICP providing some planning templates for the information of the Secretariats.

37. **PICP Annual Conference** – The Secretariat attended the 48th Pacific Islands Chiefs of Police (PICP) Conference held in American Samoa from 21 to 23 August 2019 that was also attended by nineteen of the twenty-one Police Chiefs. The theme of the conference was A Pacific United: Preventing drug harm within our communities and the Secretariat presented to the Police Commissioners on how PIDC and its Members could support their activities in combating transnational crime. The Secretariat highlighted: (a) the information products produced by PIDC; (b) collaboration with PTCCC; (c) the current issues faced by Solomon Islands regarding the increased use of Solomon Islands fake passports to facilitate illegal travel; and (d) the current model police – immigration collaboration to facilitate turn-around and do not board orders for recognised Members of organised crime groups. Significant outcomes include: (a) recognition from PICP delegates during the plenary discussions of this important collaborative role that police and immigration agencies can play in refusing entry to travellers with links to serious and organised crimes.

38. **Pacific Fusion Centre training for Analysts** – PIDC attended PFC training for analysts in Canberra, Australia from 23 – 26 September 2019 (Deputy Head of Secretariat) to ensure familiarity with operational PFC processes and proposed activities. Significant outcomes from this event include increased understanding within Secretariat of PFC activities and establishment of closer relationships with this important partner organisation.

39. **ACP - EU Migration Action Closing Event** - PIDC attended this funded event in Brussels to advocate for Members' interests and needs in the area of visa assistance that had been provided through the ACP-EU Migration Action Programme. The event was attended by 79 ACP countries and 28 EU Member States who discussed outcomes of the Programme and explored areas for further collaboration on migration and development issues. Significant outcomes from the meeting include: (a) recognition of importance of PIDC as a regional body in contributing to building the capacity of Pacific Island Countries and Territories; (b) the wrapping up of the capacity building activity between PIDC and ACP-EU Migration Action; and (c) the development of useful Good Practices Publication that PIDC can look to use as a resource.

40. **Pacific Islands Forum Officials Sub-Committee on Regional Security (FSRS) meeting and the Pacific Fusion Centre (PFC) Reference Group Meeting** - All regional law enforcement secretariat heads were invited to participate in these meetings in Fiji on 15 and 16 October 2019 funded by the PIFS although this activity was also budgeted for as part of the PIDC Annual Work Plan Travel Plan.

41. **Pacific Islands Forum Officials Sub-Committee on Regional Security (FSRS) meeting** – The meeting was held to discuss steps to operationalise the Strategic Focus Areas (SFAs) of the Boe Declaration Action Plan and endorse where possible agreed actions. Although PIDC has links to all the SFAs, SFA 4 on transnational crime was

particularly relevant and the Boe Declaration Action Plan priorities agreed to by FSRS for the next 12 months in this area include:

- (a) refreshing the PIFS National Guide to Combat Transnational Organised Crime;
- (b) developing a Regional Transnational Crime Disruption Strategy; and
- (c) providing guidance to Members on the development of National Drug Policies.

42. The Secretariat continues to work with PIFS in these areas and will look to ensure that PIDC activities are reflected and supported in the regional priorities.

43. **Pacific Fusion Centre (PFC) Reference Group Meeting** – The FSRS meeting on the PFC Charter was held to discuss the PFC’s purpose, beneficiaries, function, governance structure, staffing, responsibilities and contributions of Australia and PIF Members, privileges and immunities, and information management and security. What was not discussed was the PFC location which was a crucial issue with many PICs seeking to host the centre. Significant outcomes for PIDC include: (a) engagement with PFC regarding possible support for planned PIDC Projects; (b) ongoing Membership in the PFC Reference Group as it operationalises the PFC; and (c) recognition of the importance of PIDC in regional law enforcement information management to combat transnational crime with text in the Charter requiring the PFC Director to hold biannual meetings with PIDC.

44. **PTCN Annual Team Leaders Meeting** – The Secretariat attended the Pacific Transnational Crimes Network Team Leaders Meeting held in Australia on 19 November 2019 which was fully funded by the Australian Federal Police. This was the first time that PIDC has ever been invited to attend the PTCN Team Leaders Meeting and provided an excellent opportunity to strengthen engagement in terms of information sharing with this important partner network. The meeting was attended by all the Team Leaders of the PTCN TCUs including the TCU leader from Samoa who is an immigration officer. Significant outcomes from the meeting included recognition of the important role PIDC plays in information sharing as an equal partner with PTCN and also a recognition of the role that PIDC plays in managing the threats caused by criminal deportees.

Secretariat Recruitment

45. During the reporting period a significant amount of work was undertaken in this area. The Secretariat was required to manage: (a) renewal of employment contracts for Head of Secretariat and Deputy Head of Secretariat as agreed to by Board in Kiribati; (b) finalising staff performance assessments for the 2018/ 2019 Financial Year; (c) finalising new performance agreements for 2019/ 2020 Financial Year; and (d) the resignation of Office Manager Sachin Singh and recruitment of a replacement.

46. The resignation of Sachin in late August 2019 was due to personal commitments in Fiji and had a significant impact on Secretariat activities. The PIDC Board in September 2019, as required under the PIDC Foundation Documents endorsed inter-sessionally the recruitment of a replacement and the HR Committee Members endorsed the Recruitment Process proposed by the Secretariat as required under PIDC Regulations.

47. In January 2020, after completing contractual obligations to her previous employer, Ms. Seremana Titoko, a Fiji National was recruited as the new Office Manager. Before joining the Secretariat, Ms. Titoko worked as a Finance and Administrative Officer at the Pacific Islands Forum Secretariat (PIFS) bringing more than 10 years work experience in finance and office administration both at PIFS and the Private Sector. Ms. Titoko holds a Master's Degree in Business Administration (MBA) and a Bachelor's Degree in Accounting and Public Administration and Management (BCOM) from the University of the South Pacific.

Consultant for HR and Salary Review

48. The PIDC Board in June 2019 in discussing treatment of staff performance assessment processes, COLDA and inflation payments, and noting that under the PIDC Foundation Documents, a review of the PIDC Salary scale was required to be carried out every three years, endorsed the recruitment of a Human Resource Consultant to undertake a review exercise in early 2020, which would include in its terms of reference the following:

- a) review of the current PIDC salary scale including where necessary comparisons of CROP and non-CROP agencies;
- b) development of a process to determine how annual inflation can be factored into remuneration and appropriate timelines (either January to December or July to June);
- c) identify and where necessary calculate staff back-pay since 2016 for current employees; and
- d) review of the current performance processes.

49. The HR Review was completed in June 2020 and has been presented to the Board for consideration. The Board has tasked the HR Committee and Secretariat to review the recommendations and develop an implementation plan for considering the recommendations.

Renewal of Head of Secretariat and Deputy Head of Secretariat Contracts

50. The contracts of both the HOS and DHOS were renewed following due process. The HOS contract was renewed as per decision of the PIDC Board in March 2019 following further discussion by Members at PIDC RAM in June 2019.