

**PIDC Secretariat Traffic Lights Update on Implementation of 2019/ 2020 Annual Work Plan - June 2020**

Key Work Areas	Programme	Projects	Priority	Progress
<b>Output One: A centre for advice, research, information-sharing, and analysis on relevant immigration issues</b>				
<b>1. Policy and legislative development support to Members</b>	<b>1.1 Modernisation of Members Legislation</b>			
	a) Two (three**) national Legislation Reviews:			
	Consultant to undertake in-country technical mission to support PIDC Member and national team review Immigration legislation.	1.1 a i. Tonga	Core	Completed
		1.1 a ii. Fiji	Core	In discussions to finalise given COVID-19.
	Secretariat to provide in-country administrative support	1.1 a iii. FSM	Secondary	Completed
	b) Two Legislation Drafting in-country missions: Consultant and PIFS to undertake drafting mission to support PIDC Member and national team draft amending Immigration legislation	1.1 b. i. Tonga	Core	Activity postponed due to COVID-19 travel restrictions.
		1.1 b. ii. Solomon Islands	Core	Local AG reviewing PIDC recommendations. In country mission postponed due to COVID-19 travel restrictions.
	Secretariat to provide in-country administrative support			
	<b>1.2 Two (four**) secondments/ short term attachments to develop SOPs</b>	1.2 a. Kiribati and Samoa	Core	Completed
	Consultant and two (four) Members to undertake one-week Secondment to Secretariat (as base of project) to develop National SOPs	1.2 b. Republic of the Marshall Islands and Tonga	Secondary	Completed
Secretariat to provide administrative support to Consultant				
<b>2. Migration related research to support implementation of PIDC objectives</b>	<b>1.3 Combating Human Trafficking and People Smuggling</b>			
	a) Finalise Draft Human Trafficking and People Smuggling Framework for Members to endorse	1.3 a. Secretariat finalise Framework with Comments for Members to endorse by 31 July 2019	Core	Finalised with Glossy to be finalised and disseminated.

Secretariat to incorporate and disseminate responses			
b) Develop Model National Action Plan to Combat Human Trafficking and People Smuggling	1.3 b. Secretariat engage with Partner Organisations to develop Model National Action Plan	Secondary	RSO and other organisations engaged although drafting resource to be finalised.
Secretariat to engage with partner organisations			
<b>1.4 Research</b>			
a) Three (four**) research activities to be undertaken by Consultants	1.4 a. Consultants to develop Research Paper with recommendations on:	Core	
Secretariat to engage Consultants to undertake work.	i. Immigration Research and Diagnostic Tool		Consultant selected and work progressing
	ii. Automated Border Management Systems for PICTs	Core	progressing
	iii. Trend Analysis on Migration Visa Policy	Secondary	Consultant selected and work progressing
	iv. Primary Line Management Support	Core	Consultant selected and work progressing
b) Two research activities to be undertaken by Secretariat with partner organisation Support	1.4 b. i. Secretariat develop PIDC Annual People Smuggling Human Trafficking Report	Core	Ongoing. Responses received from 48% of Members with about 50% forecast by the end of June 2020.
Secretariat to lead	1.4 b ii. Secretariat develop Guidelines for Major National Events	Core	Model documentation has been identified and drafting has commenced.
3. Support for data collection	<b>1.5 Strengthening Data Collection for Members</b>		
		1.5 a. i. Solomon Islands (Training)	Core

	a) Support two (four**) in-country missions to establish PIDC Data Collection and Enforcement Tool (PEDCT)	1.5 a. ii. FSM (Establishment of PEDCT)	Core	In country mission postponed due to COVID-19 travel restrictions.	
		1.5 a. iii. Palau (Training)	Secondary	In country mission postponed due to COVID-19 travel restrictions.	
	Secretariat to lead	1.5 a. iv. TBC (Establishment of PEDCT)	Secondary	Activity postponed due to COVID-19 travel restrictions.	
4. Development and sharing of information and intelligence products to support Members immigration activities	<b>1.6 Operationalise Memorandum of Arrangement on Information Sharing</b>				
	a) Regional Training Workshop for National Contact Points	1.6 a. Host one Regional Training Workshop for National Contact		Workshop completed in February 2020	
		Secretariat to implement			
	b) Support for one (two**) Information Sharing Working Group meetings	1.6 b. Organise First ISWG Meeting and sub-regional Profiling Group meeting on its fringes		Completed November 2019	
	Secretariat to implement	1.6 c. Organise Second ISWG Meeting		Completed February 2020	
	<b>1.7 Support for operational intelligence and information Sharing</b>		1.7 a. Draft and disseminate 12 intelligence bulletins and 15 Alerts	Core	ongoing
	a) and b) Dissemination of Intelligence products	1.7 b. Support Profiling Group platform for sharing operational intelligence data and support ISWG to trial APAN	Core	Funding approved from DFAT to host a PIDC Profiling Workshop in April 2020 Activity deferred due to COVID-19 travel restrictions.	
	c) Support for Profiling Group Secretariat to implement	1.7 c. Host one week long secondment of 2 Members Profiling experts.	Core	Activity deferred due to COVID-19 travel restrictions.	
<b>Output Two: A regional co-ordination point for immigration liaison, advocacy/ representation, and agenda-setting</b>					

1. Engagement with regional and international partner organisations 2. Confidence building with stakeholder and potential funding agencies	<b>2.1 Represent PIDC and engage with Regional and International partner organisations.</b>	2.1 Attend international meetings to advocate PIDC's objectives for PILON, PIFS (Boe Declaration), FFA, UNODC, UNHCR, IOM, Fusion Centre, and Pacific Security College	Core	ongoing. Bulk of meetings have been postponed or cancelled and although virtual activities have been arranged for the Secretariat to participate in.
	<b>2.2 Operationalisation of Declaration of Partnership (Separate Joint Meeting of Heads of Secretariat for PIDC, PICP, and OCO)</b>	2.2 a. Attend and support PICP Conference	Core	completed
	<b>2.3 (a) Support readmission of former PIDC Members; and (b) engage Stakeholders on labour mobility**</b>	2.2 c Attend and support meeting of Heads of Secretariat for PIDC, PICP and OCO to operationalise Declaration of Partnership	Core	Meetings ongoing with joint Table Top exercise now planned with the support of the Pacific Security College.
	Secretariat to participate and make interventions at regional and international fora to advance PIDC objectives.	2.2 b. Attend and support OCO Conference	Core	Postponed to due to COVID-19 travel restrictions.
3. Increased engagement in labour mobility issues	Secretariat to participate in relevant agreed priority fora	2.3 a Engage American Samoa with support of Samoa	Core	completed with American Samoa attending first PIDC event (NCP Workshop)
		2. 3. b attend PLMAM	Secondary	completed
4. Communication and development of publications to share information with stakeholders	<b>2.4 Publications to keep stakeholders updated with PIDC activities</b>	2.4 Secretariat to produce		
		2.4 a. Quarterly Newsletters	Core	Second Newsletter to be developed
		2.4 b. Annual Report	Core	ongoing. Summary will be ready for Chair and Board consideration at PIDC RAM meeting
	Secretariat to implement	2.5 c. Press releases at major PIDC events	Core	ongoing
<b>Output Three: A programme of immigration capacity building</b>				
1. Identifying immigration skill gaps to support the	<b>3.1 Coordinate capacity Building activities for Members</b>	3.1 a Secretariat develop and share joint activity calendar for capacity development	Core	Version One completed and support ongoing

development of priority training programmes by PIDC, donors and partner organisations	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	3.1 b. Secretariat to develop a simple excel directory of qualified and expert Immigration trainers	Core	Directory established and updates ongoing
	Secretariat to develop			
2. Providing regional training and capacity building resources for Members to adapt and supporting their adaption at the national level	<b>3.2 Provision of administrative support to Regional Capacity development programmes by partner agencies</b>	3.2 Secretariat to provide administrative support for training activities provided to Members by:	Core	
		IBCP		completed in December 2020
		UNODC		TBC
		UNHCR		TBC
	Support for Partner Organisation Capacity Development Programmes	IOM		TBC
	Secretariat to provide remote administrative support	Bali Process RSO		
	3.3 Support Two in-country missions to strengthen national training curriculums and adoption of regional basic and induction training modules	3.3 a Solomon Islands	Core	Activity deferred due to COVID-19 travel restrictions. Alternate methodology has been planned to develop training modules as there appears to be limited appetite for provision of support from partner organisations in the current climate with existing priorities.
Secretariat to provide administration support to Members and partner organisation (Bali Process and IOM) for adoption of basic and induction training modules*	3.3 b Samoa	Core	Activity deferred due to COVID-19 travel restrictions. Alternate methodology has been planned to develop training modules as there appears to be limited appetite for provision of support from partner organisations in the current climate with existing priorities.	
Secretariat to provide remote administrative support.				

3. Coordinating the provision of basic and advanced immigration training activities to PIDC Members ensuring a measurable impact	<b>3.4 Support two (three**) in-country missions to strengthen Members institutional structures. (STRATEGIC PLANNING SUPPORT)</b>	3.4 a. Solomon Islands	Core	Activity deferred due to COVID-19 travel restrictions. Alternate methodology has been planned to facilitate engagement between the Consultant, Members and their Stakeholders.
	Consultant to provide in-country Strategic Planning support.	3.4 b. Samoa	Core	Activity deferred due to COVID-19 travel restrictions. Alternate methodology has been planned to facilitate engagement between the Consultant, Members and their Stakeholders.
	Secretariat to provide remote administrative support.	3.4 c. TBC	Secondary	Activity deferred due to COVID-19 travel restrictions. Alternate methodology has been planned to facilitate engagement between the Consultant, Members and their Stakeholders.
	<b>3.5 Update PIDC 2003 Model Code of Conduct</b>	3.5 Secretariat to review 2003 PIDC Code of Conduct	Core	Completed
	<b>3.6 Training Needs Analysis</b>	3.6 Secretariat to Undertake TNA	Core	First draft to be completed for RAM. Summary of findings included in PIDC Annual Work Plan and Budget for 2020/2021.
	<b>3.7 Provision of administrative support for the development of PIDC – USP Postgraduate Curriculum in Border Management for Semester One of 2020 including funding of one Cohort</b>	3.7 a. Secretariat to provide administrative support and access to immigration experts to USP for development of Course content	Core	completed
	Secretariat to implement	3.7 b. Secretariat to provide funding for Cohort one	Core	ongoing
<b>Output Four: Internal governance and running functioning organisation, including Secretariat, Board and Annual Conference that meets the needs of Members</b>				
1. Staff recruited to manage office to the standard	<b>4.1 Recruitment and Monitoring of Consultants and undertaking employee capacity development activities</b>	4.1 a. Secretariat engage consultants and monitor implementation		

required to undertake objectives of PIDC engagement with regional and international partner organisations	a) Secretariat to engage Consultants to support implementation of PIDC Work Plan.	i. Human Resource review for Secretariat	Core	HR Consultant has submitted finalised reports for Members to consider	
	Secretariat to manage engagement		ii. Legislative Modernisation Programme	Two core	coordinating with national agencies. In-country activity deferred due to COVID-19 travel restrictions.
				One Secondary	
			iii. Research Programme	Three Core	Two of three Consultants engaged
				One Secondary**	Consultant engaged
			iv. Strategic Planning	Two Core	Requires new Consultant In country activity deferred due to COVID-19 travel restrictions.
				One Secondary**	In country activity deferred due to COVID-19 travel restrictions.
			v. SoP Secondment support	Core	completed
	b) Employee Capacity Development	4.1 b. Secretariat undertake Capacity development for Staff	Core	Support currently provided to staff with additional development plans being developed as part of the HR Consultancy.	
	Secretariat to identify and engage training activities				
2. Governance processes are maintained and implemented transparently through annual audits	<b>4.2 Improving governance and accountability</b>				
	a) Quarterly Internal Control Checklist	4.2 a. Secretariat run internal control checklist quarterly	Core	ongoing	
	b) Annual External Audits	4.2 b. Secretariat to support external audit	Core	completed	
	c) Quarterly planning	4.2 c. Secretariat hold four internal quarterly planning activities	Core	one formal planning event held to date in February 2020.	
	Secretariat to implement				

3. Board meetings are held to ensure governance, accountability, and strategic direction	<b>4.3 Reporting and oversight to Members</b>			
4. Annual PIDC meeting held to monitor activities, identify emerging priorities, and develop common responses	a) Board Meeting and associated Committee meetings	4.3 a. Secretariat support three Board Meetings (two face to face and one online)	Core	Completed. Note that due to COVID-19 all meetings since March 2020 have been held online.
	b) Regular Annual Meeting 2020			
	Secretariat to develop meeting papers and provide administrative support			ongoing
	Secretariat to implement	4.3 b. Secretariat support one Regular Annual Meeting	Core	RAM has been postponed due to COVID-19 and Members have been advised.