



**Pacific Immigration Development Community
2020/21 Board Meeting 1(Teleconference)
30 and 31 March 2021, Apia, Samoa**

**Provisional Agenda (All dates and times are based on Apia time where the
Secretariat's Office is located)**

*Board members are reminded of their duty to declare any direct or indirect pecuniary interest
which may relate to matters under discussion.*

No.	Day/Time (Samoa Time)	Item	Responsibility
	Day One: 30th March 2021	Day One: Tuesday	
1.	12.00 – 12.10pm (10 minutes)	Opening of meeting, welcome, meeting business and matters arising	Chair and Secretariat
2.	12.10 – 1.10pm (1 hour)	PIDC Board Committee Meetings: a) Governance Committee i. Virtual Regular Annual Meeting governance requirements ii. Employee Regulations Amendments iii. PIDC Scholarship Policy	Committee Chairs and Secretariat
	01.10 – 01.00pm (50 minutes)	b) Audit and Risk Committee i. Audit Tender and new contract Update	
	02.00 – 3.00pm (1hr)	c) Human Resource Committee i. Human Resource Consultancy Report Update ii. Recruitment Update iii. Employee Regulations Amendments	
	Day Two: 31st March 2021	Day Two: Wednesday	
3.	12.00 – 01.30pm (1hr 30 mins)	Results Management Suite Output 4: Internal governance and running functioning organisation, including Secretariat, Board and Annual Conference meets the needs of members. a) Secretariat Activity Update b) Financial Update c) Human Resource Consultancy Report Update d) Secretariat Recruitment Update e) Audit Update	Chair/ Secretariat/ Open Discussion
4.	01.30 – 02.00pm (30 minutes)	PIDC Board Committee Updates – Committee Chairs will be invited to report on their meetings and issues discussed noting that the actual recommendations will be tendered to guide Board discussions during the specific Agenda Items. a) Human Resource Committee b) Audit & Risk Committee c) Governance Committee	Committee Chairs
	02.00-02.30pm	LUNCH BREAK	
5.	02.30 – 03.00pm (30 minutes)	Results Management Suite Output 1: A centre for advice, research, information sharing and analysis on relevant immigration issues) a) Publication of PIDC Research Reports b) Development of PIDC Training Curriculum and modules c) Regional Advanced Passenger Information Opportunities	Secretariat/ Open Discussion
6.	03.00 – 03.20pm (20 minutes)	Results Management Suite Output 2: A regional coordination point for immigration, liaison, advocacy & representation and agenda setting a) Pacific Humanitarian Pathway – COVID-19 b) Pacific Multi-Agency Table Top Exercise Update c) Stakeholder Agencies Annual Conferences Update (OCO & PICP) d) Operation Akamau Update	Secretariat/Open Discussion
7.	03.20 – 04.00pm (40 minutes)	Results Management Suite Output 3: A programme of immigration capacity building a) COVID-19 Support Programme Update b) USP Academic Programme Update c) PIDC Scholarship Policy d) Hakili Matagi/Australia IBCP and Small Craft Application	Secretariat

8.	04.00 - 04.10pm <i>(10 minutes)</i>	Regular Annual Meeting Update	Secretariat/Open Discussion
9.	04.10 – 04. 20pm <i>(10 minutes)</i>	PIDC Strategic Plan 2022 -24 Development Update	Secretariat/Open Discussion
10.	04.20 – 04.30pm <i>(10 minutes)</i>	Other Business	Chair/Open Discussion
	04.30 – 05.00pm	<i>AFTERNOON TEA BREAK</i> <i>(Time for drafters to finalise Outcome Documents)</i>	
11.	05.00 – 05.30pm <i>(30 minutes)</i>	Review Recommendations and Decisions	Open Discussion
12.		Meeting Closes	Chair