



**Pacific Immigration Development Community
2020/21 Board Meeting No.3 (Videoconference)
24/ 25 June, 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 24th June 2021		Day One: Thursday [Committee Meetings]	
1.	12.00 – 12.10pm (10 minutes)	Opening of meeting, welcome, meeting business and matters arising	Chair and Secretariat
2.	12.10 – 12.30pm (20 minutes)	PIDC Board Committee Meetings a) Governance Committee i. Virtual Regular Annual Meeting text insertion update (same paper as Agenda item 3 of RAM 2021 – “Governance Arrangements”)	Committee Chairs and Secretariat
	12.30– 1.00pm (30 minutes)	b) Audit and Risk Committee i. Financial Update (same paper as Agenda item 4(b) of RAM 2021 – “Financial Update”) ii. External Audit Tender and New Contract Update	
	1.00 – 1.30pm (30 minutes)	c) Human Resource Committee i. Employee Regulations Amendments Update	
Day Two: 25th June 2021		Day Two: Friday [Board Meeting]	
3.	12.00 – 2.30pm (2hr 30 minutes)	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 (same paper as Agenda item 2(b)(i) above) c) External Audit Tender Update (same paper as Agenda item 2(b)(ii) above) d) 2021/22 Workplan and Budget e) Board RAM 2021 Report (same paper as Agenda item 4(a) of RAM 2021 – “Board Report”)	Chair/ Secretariat/ Open Discussion
	2.30 -3.00pm	LUNCH BREAK	
4.	3.00 – 3.30pm (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/Open Discussion
5.	3.30 – 3.40pm (10 minutes)	PIDC Strategic Plan 2022 -24 Development Update	Secretariat/Open Discussion
6.	3.40 – 3.50pm (10 minutes)	2021 Regular Annual Meeting Update (same paper as Agenda item 9 of RAM 2021 – “2022 Regular Annual Meeting & Election of Vice Chair”)	Secretariat
7.	3.50 - 4.00pm (10 minutes)	Other Business	Secretariat/Open Discussion
	4.00 – 4.30pm	AFTERNOON TEA BREAK <i>(Time for drafters to finalise Outcome Documents)</i>	
8.	4.30 – 5.00pm (30 minutes)	Review Recommendations and Decisions	Open Discussion
Meeting Closes			