



**Agenda item 10: Board Meeting No.2 Scheduling**

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**Recommendation**

The Board is invited to **consider** scheduling Board meeting No.2 on the last week of March 2023 in Port Moresby, PNG.

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**Purpose**

Members are to confirm the Board meeting schedule for 2022.

**Introduction**

2. The PIDC Constitution, Article 11.4 clearly stipulates that the *“Board shall meet on at least three occasions throughout the year and more often if required for the efficient and effective exercise of its function. The meeting shall be held at such venues and in accordance with such procedures as the Board may from time to time determine.”*

3. This meeting will be the first for the current Board before the next Regular Annual Meeting in Vanuatu in 2023. For the 2021-22 Financial Period the Board had scheduled its meetings on the following months:

2021/22 Board Meeting 1: December 2021

2021/22 Board Meeting 2: April 2022

2021/22 Board Meeting 3: August 2022

**Meeting Schedules**

**(a) Annual Conference Timing**

4. The PIDC Rules of Procedure states under Rule 3 on the subject “Regular Annual Meetings”; paragraph 3.2 that *“Unless there are exceptional circumstances as agreed to by the Board, the timing of the Regular Annual Meeting shall be within the last three months of the financial year so that the Head of Secretariat can present robust estimates of the end of year financial position and a detailed proposed budget for the upcoming financial year in accordance with the Financial Regulations”.*

5. This means that all PIDC Regular Annual Meetings should always be held between April – June of any given year.

**(b) Number of Board Meetings and Hosts**

6. In planning out an agreed meeting date, Board members will be guided by the PIDC Rules of Procedure and PIDC Financial Regulations in finalising their Board meeting schedules.

7. The PIDC Rules of Procedure states under paragraph 15.1 the following:  
*“Before the end of each Board meeting, the Secretariat, in consultation with member countries represented on the Board, shall propose the location, date and approximate duration of the next Board meeting.”*
8. In this regard, for planning purposes Board members at this meeting are required to approve the remaining meeting schedule in 2023 and in particular Board meeting No.2
9. In an assessment of most viable meeting dates in early 2023, the end of March 2023 has been identified as the most suitable time for Board members and the Secretariat for the following reasons:
- a) A lot of Directors would be available during this period especially after January when the holiday season ends with operations normalising with the return of majority of the workforce from annual leaves that are normally taken between the December- January period;
  - b) Provides the opportunity for the Board to plan its 2023 Regular Annual Meeting commitments early;
  - c) Provides an early opportunity for the Secretariat to develop and present its proposed Budget for the 2023-24 Business period with the intention of giving Board members more time, with at least 2 months before the conference to review and comment on any draft PIDC budget; and
  - d) Provides ample time for the Secretariat to complete Board papers to meet the 10 working days deadline prior to any Board meeting.
10. In addition, March is not too far apart from the Regular Annual Meeting normally scheduled around June as it provides the Board members an earlier starting date to map out their work for the financial year before their term ends.

### **Conclusion**

11. Board members in this regard are requested to consider hosting the second Board meeting on the last week of March, 2023.