



Agenda item 2: Orientation Session for New Members

Recommendation

PIDC Board Members are invited to:

- a) **note** their responsibilities as Board Members; and
 - b) **support** the Secretariat operations whenever needed or required.
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Purpose

This session intends to introduce new and current Board Members to their roles and the functions of the Board within the PIDC organisational structure.

Background

2. This induction session has been developed to introduce Members to their role as PIDC Board Members. The Regular Annual Meeting and PIDC Board have developed high standards of meeting procedures, presentations, reports, and discussions that seek to promote good governance in the organisation. These introductory orientation sessions have been established to maintain these high standards with guidelines set in place to standardise practices which are open to change as and when circumstances require.

3. The establishment of PIDC's legal entity status now requires the Board to act on behalf of the PIDC Membership to provide governance oversight of the day-to-day operational activity of the PIDC Secretariat, other Subsidiary Bodies and Committees. This functionality of the Board is outlined in the PIDC Constitution.

4. Each Member on the Board shall in this regard be required to appoint a representative of seniority to act on its behalf in the exercise of Board functions and that representatives shall be empowered to fully participate in Board functions and decision-making processes. Board Members bring a wide range of skills and expertise to their role, but they will not necessarily have a full understanding of working within the PIDC environment. Consequently, the orientation programme provides the opportunity for Board Members to familiarise themselves with the PIDC working environment.

Permanent Committees

5. The PIDC Board at the intersessional Board Meeting on 21 September 2022 endorsed the membership of the Permanent Committees below:

Table 1: Record of Board Committee Membership

Sub-Committees Membership Period: July 2022 – June 2023	Members		
	Chair	Vice-Chair	Members
1. Governance	Samoa	Australia	Marshall Islands
2. Human Resources	New Zealand	Tokelau	Samoa
3. Audit & Risk	Australia	Fiji	Tonga & Tuvalu

❖ PNG as the Chair is the Ex-Officio member in all Committees

Conclusion

6. A Board Member Briefing Folder 2022 (**Annex 1**) has been developed to provide an overview of the PIDC environment that appropriately reflects the structure of the organisation and the Boards responsibilities under PIDC’s foundation documents and the Host Country Headquarters Agreement. The induction material was intended for all Board members and in particular new Members joining the PIDC Board for the very first time.