



Pacific Immigration Development Community
2022/23 Board Meeting 2
17-18 April 2023: Port Moresby, PNG

Provisional Agenda

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

Time	Item	Responsibility
DAY ONE: 17 April 2023		
09:00-09:20 (20 mins)	1. Opening of meeting, welcome, meeting business and matters arising	Chair and Secretariat
09:20-10:00 (40 mins)	2. PIDC Board Committee Meetings: (a) Governance Committee (i) Employee Regulations Amendment	Governance Committee Chair/ Secretariat
10:00 – 10:30	MORNING TEA	
10:30-12:00 (1 hr 30 mins)	2. (b) Audit and Risk Committee (i) PIDC Financial Update and Audit Report (ii) Membership Fees Formulae review (iii) Salary Scale Review (iv) Secretariat BSP Credit/Visa Card Access Update (v) Procurement and Contract Management (vi) Travel Policy (vii) COVID-19 Fund Update (viii) Draft Workplan and Budget 2023-24	Audit & Risk Committee Chair/Secretariat
12:00 – 01:00pm (1 hour)	2.(c) Human Resource Committee (i) PIDC HOS Recruitment Update (ii) Recruitment of the DHOS (iii) Secretariat Staffing Needs	HR Committee Chair/Secretariat
01:00 – 02:00pm	LUNCH	
02:00 – 03:00pm (1 hour)	3. Strategic Focus Area 4: Governance and Secretariat Support. a) Secretariat Activity Update b) Financial Update c) Members Contribution Fund Update d) PIDC HOS Recruitment Update e) Draft PIDC Workplan & Budget 2023-24 f) Draft PIDC Annual Report 2021-22	Chair/ Secretariat/ Open Discussion
03:00 – 03:30pm	AFTERNOON TEA	
03:30 - 04:00pm (30 mins)	4. 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
04:00 – 05:00pm (1 hour)	5. Strategic Focus Area 3: Border Enforcement and Traveller Facilitation a) Information Sharing Working Group b) PIDC National Contact Point and Profiling Group Workshop Update c) APAN and WhatsApp Communication Update d) Regional Law enforcement Collaboration Table Top Exercise Two 2023	Secretariat/ Open Discussion

Time	Item	Responsibility
DAY TWO: 18 April 2023		
09:00 – 10:00 <i>(1 hour)</i>	6. Strategic Focus Area 2: National Immigration Strengthening a) PIDC Legislation Review Programme b) Strategic Plan Development Support Programme Update c) PIDC Leadership Training Course d) USP Post Graduate Programme Update & USP Masters Programme Development Proposal e) COVID-19 Support Programme Update f) Australia Border Force Capacity Building Update g) Hakili Matagi Immigration Core Elements (ICE) Coaching and Mentoring Workshop	Secretariat/Open Discussion
10:00 – 10:30	MORNING TEA	
10:30 – 11:30 <i>(1 hour)</i>	7. Strategic Focus Areas 1: Partnership and Coordination a) Partnership Initiatives: Declaration of Partnership Update (OCO, PICP & PIDC) - Pacific Heads of Regional Law Enforcement Agency Talanoa Conference on Marine Domain Awareness and opportunities - OCO Collaboration b) UNDP Engagement in the Pacific c) Bali Process Observer Status Application and Partnership Engagements d) Biometrics Institute	Secretariat/Open Discussion
11:30 – 12:00pm <i>(30 mins)</i>	8. PNGICA Hosted IBMS Workshop – Update	PNGICA/Secretariat/ Open Discussion
12:00 – 12:30pm <i>(30 mins)</i>	9. Regular Annual Meeting 2023 Update and Planning (i) Date, Venue and Logistics (ii) Theme (iii) RAM Agenda (iv) Observers (v) Vendors	Secretariat/Vanuatu/ Open Discussion
12:30 – 01:00pm <i>(30 mins)</i>	10. Other Business	Chair/Open Discussion
01:00 – 02:00pm	LUNCH	
02:00 – 03:00pm <i>(1 hour)</i>	Drafting Committee Drafting Board Meeting Outcomes	Drafting Committee
03:00 – 03:30pm	AFTERNOON TEA	
03:30 – 04:30pm <i>(1 hour)</i>	11. Review Recommendations	Open Discussion
04:30 – 05:00pm <i>(30 mins)</i>	12. Meeting Closes	Chair