PROVISIONAL PROGRAMME

		SUNDAY- 16 APRIL 2023	
0600 – 0800PM		**Welcome Reception** *Venue: Mount Wilhelm Room 2- 4 at Stanley Hotel (Level 2)*	*All Delegates*
		MONDAY - 17 APRIL 2023 **Meeting: Day One**	
09:00 - 09:20 AM *(20 mins)*	Item 1	**Opening of meeting, welcome, meeting business and matters arising**	*Chair and Secretariat*

09:20 - 10:00 AM
(40 mins)
	Item 2	**PIDC Board Committee Meetings:**
		  (a) Governance Committee
		    (i) Employee Regulations Amendment
			Governance Committee Chair / Secretariat

10:00-12:00		*MORNING TEA*	

10:30 - 12:00 PM
(1hr 30 mins))
	Item 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 - 01:00 PM
(1hr)
	Item 2 (c)	**Human Resource Committee**
		    (i) PIDC HOS Recruitment Update
		    (ii) Recruitment of the DHOS
		    (iii) Secretariat Staffing Needs
			HR Committee Chair/Secretariat

01:00-02:00 PM		*LUNCH*	

02:00 - 03:00 PM
(1hr)
	Item 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

03:00-03:30 PM		*AFTERNOON TEA*	

03:30 – 04.00 PM
(30mins)
	Item 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 – 05:00 PM
(1hr)
	Item 5	**Strategic Focus Area 3: Border Enforcement and Traveller Facilitation**
		    a) Human 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 20
			Secretariat/ Open Discussion

		END OF DAY ONE	
		FREE EVENING	

TUESDAY – 18 APRIL 2023
Meeting: Day Two

09:00 – 10:00 AM *(1hr)*	**Item 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 AM		*MORNING TEA*	

10:30 – 11:30 AM *(1hr)*	**Item 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

10:30 – 12:30 PM *(30 mins)*	**Item 8**	**PNGICA Hosted IBMS Workshop – Update**	**PNGICA/Secretariat/ Open Discussion**
12:00 – 12:30 PM *(30 mins)*	**Item 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 – 01:00 PM *(30 mins)*	**Item 10**	**Other Business**	**Chair/Open Discussion**
1.00-2.00 PM		*LUNCH*	
02:00 – 03:00 PM *(1hr)*		**Drafting Committee Drafting Board Meeting Outcomes**	*Drafting Committee*
03:00 – 03:30 PM		*AFTERNOON TEA*	
03:30 – 04:30pm *(1hr)*	**Item 11**	**Review Recommendations**	*Open Discussion*
04:30 – 05:00 PM	**Item 12**	**Meeting Closes**	*Chair*
		END OF DAY TWO	
07:00 – 10:00 PM		**PIDC Chairmans Hosted Dinner** *Venue: Alibi Bar & Grill (Private Room) Level 2*	*PIDC Board Members*

WEDNESDAY – 19 APRIL 2023

09:00 - 11:00 AM		**Bomana Immigration Centre Tour**	*All Members*
01:00 – 05:00 PM		**Boat Cruise**	*All Members*

THURSDAY – 20 APRIL 2023 BMS Meeting: Day One		
08:30 – 09:00 AM	**Coffee on arrival** *Venue: APEC Haus*	*All Members*
09: 00 – 09:10 AM	**Workshop Introduction**	*All Members*
09:20 - 09:40 AM	**Effective Border Management:** - What is it and why is it important? - What do you need in an effective Border Management System?	
09:40 – 10:00 AM	**Integrated Border Management System:** - What is it? - How is it different from a Border Management System?	
10:00 – 10:30 AM	**Project Management - Rolling out a Border Management System in the Pacific**	
10:30 – 11:00 AM	*MORNING TEA*	
11:00 – 12:00 PM	**Project Initiation Document and Business Requirements:** - Sourcing Vendor - Tender Checklist	
12:00 – 12:30 PM	**Enablers to a good Border Management System:** - IT - Infrastructure - Cyber Security	
12:30 – 01:30 PM	*LUNCH*	
01:30 – 2:00 PM	**Information Sharing:** - Benefits of sharing information between Pacific Nations - Data Collection/Data Storage/Data Security	
02:00 – 02:30 PM	**Workload Management in BMS:** - Allocation Process - Reporting - LNG Project Management	
02:30 – 03:00 PM	**Lessons Learnt from Australian Border Management Systems:** - GVP and ICSE - What worked and what didn't - Demonstration of ICSE	
03:00 – 03:30 PM	*AFTERNOON TEA*	
03:30 – 04:00 PM	**Integrity Requirements in a Border Management System - Panel Discussion:** **Panel Members** - PNG - Kiribati - Fiji - Solomon Islands	
04:00 – 04:10 PM	**Wrap up of Day One:** - Key points explored	
04: 10 PM	*END OF DAY ONE*	
06:30 – 09:00 PM	**SOMAPA HOSTED DINNER** *Venue: TBC*	*All Members*

FRIDAY – 21 APRIL 2023
BMS Meeting: Day Two

Time	Activity
08:30 - 09:00 AM	**Coffee on arrival**
09:00 – 09:30 AM	**Welcome and refresh of key points from Day One**
09:30 – 09:45 AM	**Presentation: Solomon Islands Pacific Games Technology Solutions NiuPay**
09:30 – 10:00 AM	**ICA on their Merit BMS** - What worked well - Lessons Learnt
10:00 – 10:30 AM	**Pacific Nations – What do they want a Border Management System to provide in a Workload Management function?**
10:30 – 11:00 AM	*MORNING TEA*
11:00 – 12:00 PM	**Live Example Workshop: Planning for a Border Management System** - Project Initiation Document (PID) Walkthrough
12:00 – 01:00 PM	*LUNCH*
01: 00 – 03:00 PM	**Presentation: ICA's journey towards Interactive Advanced Passenger Information System (IAPIS) - Somapa**
03:00 – 03:30 PM	*AFTERNOON TEA*
03:30 – 04:00 PM	**Summary of Key Points from Workshop** - Next Steps - Thank you and workshop close
04:00 PM	*END OF DAY TWO*
06:00 – 09:30 PM	**CLOSING RECEPTION** *Venue: Port Terrace* *All Delegates*