

**ADMINISTRATION AND PROGRAMME
NARRATIVES
2002**



Secretariat of the Pacific Community

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CHAPTER 1 – ADMINISTRATION

OFFICE OF THE DIRECTOR-GENERAL

- **Objectives:**

1. To provide vision and leadership in the management of the Secretariat of the Pacific Community.
2. To improve programme delivery and services to island members.
3. To maintain SPC's status as an equal opportunity organisation.
4. To enhance the image of the SPC among donor partners through continued improvements in the programmed annual consultations and timely financial reporting.
5. To continue developing the SPC organisational structure.
6. To develop the Secretariat's policy programme for consideration by CRGA and Conference.
7. To increase productivity and efficiency of SPC's administration and financial operations.
8. To promote greater collaboration among SPC programmes and with other regional organisations.

- **Activities:**

1. Oversee production of the new SPC Corporate plan
2. Produce the Year 2003 budget.
3. Contribute to Executive's annual travel programme to member states and territories.
4. Conduct regular consultations with donors, and make timely financial reporting.
5. Collaborate closely with other regional organisations through the CROP mechanism.
6. Monitor the administrative and financial health of the SPC through the Executive Meeting process.
7. Maintain strong linkages between the Noumea Headquarters and Suva Operations.

- **Performance indicators:**

1. Level of satisfaction by targeted clients of SPC services.
2. Recognition of policy change achieved through the CRGA/Conference agenda.
3. Acceptance by CRGA of a well-designed, transparent budget.
4. Level of total volume of XB project funding.
5. Timeliness of financial reporting to donors.
6. Increased efficiency, measured by reduced administration costs.

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	261,300
<i>Non-Core</i>	
TOTAL FUNDING	261,300

CORPORATE SERVICES

ADMINISTRATIVE AND COMMON SERVICES

- **Objectives**

1. Provide an efficient administration support system at the Noumea Headquarters, Suva Operations and other SPC Programme Centres.
2. Monitor the recording of fixed assets in Noumea and Suva, making sure that the procedures are fully operational and comply with audit requirements.
3. Continue with the implementation of staff training requirements in computers, languages and other relevant fields of interest to staff.
4. Review and update Administrative Directives and other administrative instructions in light of approved changes.
5. Continue efforts towards making the SPC maintenance and equipment replacement policies operational.

- **Activities**

1. Maintain personnel records of all SPC staff.
2. Implement recruitment process.
3. Implement staff entitlements as required under the Staff Rules.
4. Provide regular updated reports to Executive on recruitment and establishment as well as services areas.
5. Continuously review and update processes and procedures for personnel and property.
6. Implement maintenance plans for all SPC properties both at Headquarters and Suva Operations.
7. Monitor and review maintenance contracts for all SPC properties.
8. Maintain centrally-based filing systems and records.
9. Provide other appropriate services to Work Programme and Services areas.

- **Performance indicators**

1. Accurate and up-to-date records of all staff being kept at all times.
2. Timely execution of the whole recruitment process, from putting out advertisements to follow-up actions on commencement dates of new recruits.
3. Accurate and correct interpretations of staff rules and terms and conditions of service.
4. Accurate and up-to-date information on staffing situation being provided to Executive at all times.
5. Maintenance of buildings kept at bare minimum within approved maintenance guidelines.
6. Appropriate and effective services being provided to all programmes for services rendered in a timely fashion.

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	
<i>Administrative</i>	703,900
<i>Common Services</i>	494,000
<i>Non-Core</i>	
TOTAL FUNDING	1,197,900

FINANCE AND COMMON SERVICES

• Objectives

1. To ensure that the Secretariat of the Pacific Community's accounting systems and financial services are of the highest professional standards.
2. To provide timely, effective and efficient financial reports and advice to the CRGA and Conference, the Executive, programmes and sections.
3. To provide timely financial reporting to donors with respect to the utilisation of project funding as required.

• Activities

In order to achieve its objectives, Finance Services will endeavour to carry out the following activities in 2002:

1. To maintain up-to-date accounting data in the SunSystems financial system.
2. To provide monthly financial reports and up-to-date financial forecasts to the Executive on a timely basis.
3. To prepare financial statements and reimbursement claims for timely submission to donors.
4. To prepare the annual financial statements for SPC and for the Provident Fund, and to co-ordinate the year-end external audit of the accounts.
5. To implement all accounting and financial recommendations raised by the external auditors in the course of the annual audit.
6. To monitor invested funds, including Provident Fund investments, in order to ensure that the best return on investment is obtained at lowest risk.
7. To co-ordinate the preparation of the annual Administration and Work Programme Budgets for 2003.
8. To prepare all financial working papers for CRGA and Conference within specified time-frame.
9. To prepare input for the 2000 Annual Report.

• Performance indicators

Success with respect to carrying out the above defined activities will be determined by the following performance indicators:

1. An accurate data bank of accounting information will be maintained on a current basis.
2. Financial reports and forecasts will be provided to the Executive on a timely basis.
3. Finance statements for donors will be provided in accordance with the terms set out in agreements.
4. An unqualified opinion on the statements of both the SPC and of the Provident Fund will be obtained from the external auditors on a timely basis.
5. A report will be issued to the Executive with respect to the successful implementation of recommendations raised by the external auditors.
6. The return on investment earned from idle funds will be maximised while assuming the lowest possible risk for investments.
7. The annual Administrative and Work Programme Budget for 2003, as well as financial working papers for CRGA and Conference will be prepared on a timely basis.
8. Accurate financial input for the 2001 Annual Report will be prepared on a timely basis.

• Proposed funding for 2002

Source	Confirmed / Assured
Core	
<i>Finance Services – Noumea</i>	349,100
<i>Finance & Administration - Suva</i>	222,500
<i>Provisions</i>	281,100
Non-Core	
<i>Multiple – Noumea</i>	37,100
<i>Multiple - Suva</i>	48,700
TOTAL FUNDING	938,500

NOUMEA HEADQUARTERS

CHAPTER II – PROGRAMME MANAGEMENT

DIVISIONAL OFFICES

OFFICE OF THE DEPUTY DIRECTOR-GENERAL

- **Objective**

To provide overall leadership, guidance and support for the Heads of Programmes, with special emphasis on the work programme of the Social Resources Division, including the Information and Communication Programme.

- **Activities**

1. To manage an integrated SPC Work Programme with a greater focus on the quality of services provided to our member countries and territories based on priority needs and available resources.
2. To maintain close linkages with the other divisional leaders of the organisation, particularly on multidisciplinary activities of the Work Programme.
3. To foster close collaboration with funding agencies and seek long-term funding support of the SPC Work Programme among the donor community.
4. To assist heads of programmes in the effective implementation of research and development projects at the national and regional levels.
5. To help improve SPC's internal communications network, bridging the Noumea–Suva links more effectively.
6. To refine SPC's mechanisms in publication/dissemination of information it generates, with a special focus on electronic means.
7. Provide advice to the Director-General on social issues and information technology issues at the national, regional and international levels.
8. To maintain close collaboration with other organisations in the region, with particular emphasis on WHO and other UN agencies, regional health institutions and CROP members.

- **Performance indicators**

1. Programme services in line with corporate objectives, and level of satisfaction of our clients.
2. Greater integration of SPC projects that are managed by professionals working cohesively as a unit and in close collaboration with other regional partners.
3. Visits to SPC member countries and territories.
4. Contacts with donor agencies and other regional organisations.
5. Annual work plans, activity reports and project initiatives.
6. Corporate information to all SPC staff and improved working environment between Suva and Noumea staff.
7. Level of satisfaction of the SPC programme/section heads.

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	
<i>Office of the DDG</i>	302,900
<i>Provisions</i>	762,500
<i>Non-Core</i>	
TOTAL FUNDING	1,065,400

OFFICE OF THE DIRECTOR, MARINE RESOURCES

- **Divisional Vision**

The Vision of the Marine Resources Division is of a Pacific Ocean whose resources are productively and safely used in perpetuity to sustain and improve the quality of life of the people living in its midst.

- **Objective**

The Objective of the Office of the Director is to guide the Marine Resources Division in maintaining a regional service which provides information, advice and direct assistance to enable men and women, through SPC member governments either individually or collectively, to use marine resources in the most productive and responsible manner possible.

- **Activities**

1. Provide day-to-day leadership, co-ordination and technical oversight to the work programme of the Division.
2. Maintain an integrated Divisional work programme which focuses on the priority concerns of member countries and territories and in keeping with available resources.
3. Maintain close dialogue with fisheries administrations in member countries and territories, and personally assist where appropriate, with the implementation of fisheries research and development projects;
4. Provide advice to the Executive on fisheries issues at the national, regional and international levels;
5. Initiate and maintain technical level contacts with funding agencies and promote long-term funding support among the donor community;
6. Maintain close collaboration with other organisations active in the fisheries and marine sector with particular emphasis on CROP agencies, but also including IGOs and NGOs.
7. Manage the Division's budget within framework of the SPC corporate budgetary system, and the requirements of individual donors.

- **Performance indicators**

1. Work plans, project proposals, reviews and activity reports;
2. Contacts with, SPC member country marine resources administrations;
3. Contacts with donors, and projects funded;
4. Contacts with other organisations and attendance at CROP meetings;
5. Sectoral overviews published;
6. Attendance at SPC Executive Committee meetings;
7. Comments from member country marine resource administrators
8. Comments from Marine Resource Division staff

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	179,400
<i>Non-Core</i>	
TOTAL FUNDING	179,400

CHAPTER III – SOCIAL RESOURCES DIVISION

PUBLIC HEALTH PROGRAMME

Public Health Programme Manager

MAIN DUTIES AND RESPONSIBILITIES

1. Advise the Deputy Director General (Nouméa) on matters relating to the Public Health Programme.
2. Provide leadership for and manage the Public Health Programme in assuming overall responsibility of sections as well as projects.
3. Ensure that PHP sections' activities are developed in a manner conducive to the implementation of the objectives contained in the PHP strategic plan.
4. Ensure effectiveness and efficiency of services delivered by the PHP sections and other sections within SPC that have a cross-sectoral role to PHP technical sections
5. Maintain an ongoing liaison with heads of health services in the Pacific Island countries and territories.
6. Liase with national, regional and international counterparts who share a common interest in the welfare of Pacific Island people, e.g. WHO and the Fiji School of Medicine. Regularly assess the effectiveness and efficiency of the Memoranda of Agreement established with some of these organisations.

• Technical responsibilities

1. Assist SPC Countries and territories at the Heads of Health level in setting up, monitoring and evaluating comprehensive preventive health strategies.
In doing so, the Public Health Programme Manager will advocate the following strategies embodied in the Ottawa Charter:

- *Provision of health and public policies*
- *Reorientation of health services*
- *Creation of environments which support health*
- *Development of personal skills*
- *Community development and involvement in health*

1. Provide PHP sections advice and training as appropriate for their activities to remain consistent with the Ottawa Charter principles.
2. Facilitate co-ordination and integration of PHP/SPC health promotion activities;
3. Manage expenditure of funds allocated for Health promotion activities within the PHP including technical assistance and other project activities.

• **Proposed Funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	49,000
<i>Non-Core</i> <i>AusAID</i>	82,640
TOTAL FUNDING	131,640

Health Management Development Project

Project Goal

To strengthen leadership capacity of health sector managers in the Pacific region

• **Objective**

Development of a sustainable leadership development programme for health sector managers in the Pacific region

• **Activities**

1. Finalise course curriculum and implementation strategies
2. Undertake a structural design audit to improve course coherence and quality
3. In consultation with a regional training/academic organisation, develop an appropriate framework to support the transition and institutionalisation of the HL&MD programme.
4. Co-ordinate joint (SPC/regional academic/organisation) delivery of 2 sub-regional training programmes for 2002
5. Assist with the development and implementation of HL&MD country project activities involving Tonga, Samoa, Tuvalu, Kiribati, Vanuatu, Fiji and the Solomon Islands
6. In consultation with a regional training/academic organisation, develop a distance education model framework for the HL&MD programme.

• **Performance indicators**

1. Structural design audit completed
2. Course curricula finalised, and endorsed by participating countries
3. Regional Academic provider confirmed
4. Integration of leadership training programme within regional Academic/Training organisation achieved
5. Sub-regional training programmes completed
6. Technical assistance provided with incountry project activities
7. Development of Health Leadership and Management Distance Education Model completed
8. All project activities achieved within programme budget and time schedule

• **Proposed Funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i> <i>NZODA</i>	22,610
TOTAL FUNDING	22,610

Public Health Surveillance and Communicable Diseases Control Section

• Objectives

1. To improve-and to favour the sustainable development of—the Public health surveillance (PHS) and applied epidemiology in the Pacific Island countries and territories members of the Pacific Community.
2. To contribute to the activities of the Pacific Public Health Surveillance Network within the following strategic framework:
 - Harmonisation of health data needs and development of adequate surveillance systems, including operational research.
 - Development of relevant computer applications.
 - Adaptation of field epidemiology and PHS training programmes to local and regional needs.
 - Promoting the use of E-mail, opening the Network to new clients, new services and other networks.
 - Publication of health information bulletins, technical studies, applied research findings, monographs, information on resources available in the network, etc.
3. To act as the Focal Point of the PPHSN Coordinating Body
4. To maintain and improve a network (PACNET) of health-related professionals able to communicate and exchange timely information for improving the prevention and control of epidemics in the Pacific Islands.
5. To coordinate, together with WHO and the International Network of Pasteur Institutes, the PPHSN Public health laboratory network (PPHSN LabNet)

• Activities

1. Provide appropriate short training courses in advanced PHS and relevant computer applications (*continued from 1999*).
2. Provide short term attachments and field assignments for trainees with a focus on PHS and control of communicable diseases.
3. Carry on with the setting-up of a regional training in PHS, within a Pacific Network of training institutions.
4. Coordination, facilitation and maintenance of PACNET, and development of regional PHS information, communication and laboratory services.
5. Provide PICTs with further elements of information regarding the cost-efficiency and sustainability of telehealth activities, especially telemedicine.
6. Provide PICTs, upon request, with technical advice on health information systems development, and the strengthening of disease control programmes.
7. Document communicable diseases regional epidemiology and PPHSN activities through appropriate publications
8. Organise PPHSN Coordinating Body meetings.
9. Contribute to CHP-organised activities and regional meetings.

• Performance indicators

1. 2-3 short training courses in advanced PHS and the use of Epi Info.
2. Attachments and field assignments of trainees for a total of 1 to 4 months period.
3. PACNET role in the prevention and control of epidemic diseases in the region;
4. PACNET progress in e-mail membership and new services (including through SPC Web site access).
5. Report/feedback on the technical assistance to PICTs, especially regarding control of communicable diseases, and cost-efficiency of telehealth and telemedicine.
6. Reports and other publications on PHS&CDC section surveillance activities (in particular within the PPHSN).
7. Working papers and reports relevant to our contribution in CHP-organised activities and meetings.
8. PPHSN Co-ordinating Body meetings recommendations.

• Proposed Funding for 2002

Source	Confirmed / Assured
<i>Core</i>	80,100
<i>Non-Core</i>	
<i>France</i>	255,000
<i>Taiwan/ROC</i>	50,000
TOTAL FUNDING	385,100

Health Promotion Section

The Health Promotion/IEC Officer :

1. Facilitates the achievement of PHP promotion activities by assisting PHP sections in producing appropriate IEC materials;
2. Develops appropriate guidelines for PHP IEC activities;
3. Assists PHP staff to put into place appropriate monitoring and evaluation systems for IEC promotion activities;
4. Facilitates co-ordination and integration of PHP/SPC health promotion activities;
5. Strengthens national and regional IEC capacities by providing appropriate advice and training in conjunction with regional training institutions.
6. Assists and advises Pacific countries and territories in setting up IEC projects as requested.
7. Facilitates co-ordination/collaboration with relevant regional agencies involved in the development, implementation and evaluation of IEC promotion activities

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i> <i>AusAID</i>	92,360
TOTAL FUNDING	92,360

Lifestyle Health Section

• Objectives

1. Build the professional capacity of Pacific Island nutrition health workers through appropriate training
2. Develop appropriate Regional resources for the Pacific
3. Act as clearing house for nutrition information for the Pacific and disseminate up-to-date nutrition-related research information
4. Assist country counterparts develop and implement evidence-based NCD/lifestyle health preventive programmes
5. Continue to meet professional obligations to collaborative partners within SPC, member countries, and regional/international partner agencies such as WHO, IDF, INICEF, FAO

• Activities

1. Plan and conduct 1 regional training workshop on processes of developing/designing new resources and how to effectively use them and 2 sub-regional ones on special topics.
2. Produce at least one new education resource material & Continue with the develop of NCD health worker manuals
3. Produce and distribute PIN & Manage pacnut – an information-sharing on-line facility
4. Respond to requests for information and distribute new resources
5. Provide technical assistance to countries when requested in areas such as developing and or evaluating National Nutrition/NCD Policies and plans of Action, special workshops, and etc.
6. Collaborate with partners organisations in the implementation of the Diabetes declaration
7. Continue collection of nutrition-related materials and regional figures on NCDs for PICs and document these
8. Implement pilot prevention programme in at least one country & Pilot Diabetes manual
9. Continue to develop protocol for perception survey
10. Prepare project proposals and half-yearly progress reports for SPC Management and donors

• Performance indicators

1. Training Workshops conducted and reports available
2. At least one new resource produced, & pilot Diabetes manual in three countries
3. PIN produced regularly, pacnut in regular use
4. Respond to requests in timely manner
5. Evidence of support provided to countries through technical /professional assistance
6. Evidence of collaboration with partner agencies/organisation
7. Implement preventive programme in one country at least
8. Evidence of updated records of PIC materials and NCD information.

• Proposed funding for 2002

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i>	
<i>AusAID</i>	185,000
<i>NZODA</i>	138,000
TOTAL FUNDING	323,000

SPC HIV/AIDS and STD Project

- **Objectives**

1. To strengthen the capacity of Pacific Island countries and territories (PICTs) to minimise the impact of HIV/AIDS and STD.
2. To provide support and technical assistance to national programmes in relation to AIDS and STD education, prevention, treatment and care through the following activities.
3. To develop and implement specific interventions to prevent and control the spread of STD and AIDS in the Pacific Island countries and territories.
4. To produce, collect and disseminate appropriate information for advocacy and prevention of HIV/AIDS.

- **Activities**

1. To work in partnership with PICT governments, NGOs and regional agencies such as UNAIDS and UNDP to identify appropriate activities and interventions through strategic and programme planning, project identification, implementation, monitoring and evaluation.
2. To further develop the HIV/AIDS and STD project in order to respond more effectively to its members.
3. To identify, develop and disseminate appropriate, relevant and current information in relation to HIV, AIDS and STD.
4. To advocate for greater political, business and community awareness of HIV/AIDS and STD as an issue which effects all sectors.

- **Performance indicators**

1. Evidence of relationships having been created with countries and territories, donors, and other collaborating agencies in responding to HIV/AIDS and STD in the region.
2. Evidence that the project has responded to identified HIV/AIDS and STD activity needs through new project initiatives as identified by members (i.e. through outcomes of the Nadi Conference).
3. Resource development reflects the results of the regional IEC needs analysis.
4. Evidence of greater collaborative activities across a number of sectors, particularly within the programmes of the Pacific Community.
5. Evidence that the project team has responded to requests for assistance from PICTs through training, information, research and resource support.
6. Evidence that planned activities have been implemented according to the agreed work plan.

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i> <i>AusAID</i> <i>NZODA</i>	
TOTAL FUNDING	

Pacific Regional Tuberculosis Control Project

- **Objectives**

1. To extend DOTS to 3 new countries
2. To monitor the performance of DOTS programmes
3. To increase national capacity of TB programme staff.
4. To facilitate the CHATA national laboratory programme
5. To participate in the tuberculosis prevalence study

- **Activities**

1. To conduct regular quarterly programme evaluation to assess programmes progress
2. To provide necessary technical assistance to enhance human resource skills through manpower training
3. To facilitate and support inter country TB manager's training.
4. To promote national laboratory capacity building through CHATA programmes
5. To support and facilitate the TB/HIV co-infection national strategic planning and policy development exercise
6. To participate in the regional operational research study to determine the tuberculosis burden in the Pacific island countries.

- **Performance indicators**

1. Assess government commitment and support through availability of support services to the programme, which include operational manual, microscopy centres, organisation of drug supply, training courses
2. The number of the patients enrolled in DOTS
3. DOTS coverage of population
4. Detection rate
5. Cure rate

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i>	
TOTAL FUNDING	

Pacific Action for Health – Non Communicable Diseases

Overview:

The PAHP is an AusAID funded project, which seeks to work in partnership with a number of PICs to address NCDs. The project will work with both government and community sectors to develop a comprehensive and sustained response to emerging NCD issues, utilising best practice in health promotion.

Goal:

To reduce the likelihood of NCDs amongst vulnerable populations in PICs.

- **Objective:**

To create an environment conducive to health by increasing the capacity of PICs to address NCD risk factors.

- **Activities:**

Component 1: Community Level:

1. To establish and support a community stakeholder group as a mechanism for information sharing and mobilisation of community action.
2. To identify, develop and implement appropriate and effective strategies to address a selected risk factor in each country.
3. To identify project collaborators and undertake training of partners to support activity plans.
4. To develop a community strategy on the identified risk factor.

Component 2: National Level:

1. To identify the factors influencing NCDs in each country.
2. To advocate a national response to NCDs through the development of a National Plan of Action.
3. To provide technical assistance to a broadly representative working group in each country.
4. To support a legislative reform process as it relates to NCDs risk factors.

Component 3: Regional Level:

1. To collaborate with regional organisations in providing access to lesson learnt, technical support and training and advocacy.
2. To advocate for an increased response to NCDs in the Pacific.

Component 4: Management:

1. To ensure effective planning & management of the project in response to country needs.
2. To ensure effective monitoring and evaluating of project activities.
3. To manage the small grants scheme.
4. To ensure best practice in the approach to health promotion.

- **Performance Indicators:**

1. Community Strategies developed.
2. National Plan of actions developed.
3. Legislative reform plans outlined.
4. NGO, community and government participation levels documented.
5. Successful implementation of annual activity plans.

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i> <i>AusAID</i>	943,900
TOTAL FUNDING	943,900

SOCIO-ECONOMIC PROGRAMMES

STATISTICS PROGRAMME

OVERALL OBJECTIVE

- The overall goal of the Statistics Programme is to *support national and regional policy and decision making processes by helping to improve the range and quality of official statistics.*

This objective covers:

Statistic Programme Management & Advisory Services

Statistical Training

Statistical Information Services

- **Objectives**

1. Provide effective training and technical assistance to member countries and territories; and
2. Provide a regional focus for interaction between national statistical services and international agencies.

- **Activities : country-specific detail to be determined on the basis of responses to the annual survey of member needs for statistical training and assistance, and in line with recommendations from the Triennial Meeting**

1. Undertake technical advisory missions to member countries/territories: at least two using SPC staff resources, at least one other using either SPC staff resources or external consultants as appropriate
2. Conduct at least six statistical training courses, with the mix of Statistical Operations and Procedures courses, Data Analysis and Report Writing courses, and specialised training courses to reflect members' needs
3. Continually determine country/territory/regional statistical training needs, including through the monitoring and evaluation of statistical training courses undertaken. Maintain core training materials, and develop additional material for specialised or tailored training courses as required to meet those needs
4. Encourage and assist development of in-house statistical training capability in appropriate member countries/territories
5. Liaise and collaborate with member countries/territories and international organisations on the provision of statistical assistance and the implementation of international statistical systems, classifications and standards
6. Develop the statistical skills of the Statistical Research Officer, with particular emphasis on aspects which will enable them to strengthen their home office on return
7. Maintain and develop socio-economic data on the SPC Website, and respond to appropriate requests for statistical information on the region
8. Collaborate with other regional agencies and donors in promoting better storage and use of regional socio-economic data
9. Provide in-house statistical assistance to the SPC (for example price index advice for budget & salary purposes) and SPC research

- **Performance indicators**

1. Satisfactory completion of at least six statistical training courses
2. Satisfactory completion of at least three appropriate technical advisory missions
3. Extent of determination of country/territory training needs, and development of specialised or tailored statistical training material and action plans to address needs as required
4. Evaluation completed of statistical training courses undertaken, and appropriate actions taken
5. Extent of development of core training materials
6. Level of interest generated in in-house statistical training capability in appropriate member countries/territories
7. Extent of liaison and collaboration with member countries/territories and international organisations on the provision of statistical assistance and the implementation of international statistical systems, classifications and standards
8. Extent of enhancement of the skills of the SRO
9. Extent to which socio-economic data on the SPC Website has been updated and accessed by external users
10. Extent of provision of in-house statistical assistance, and provision of relevant statistical support for SPC management and research.

- **Proposed Funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	127,200
<i>Non-Core</i>	
<i>AusAID</i>	215,000
<i>Taiwan/ROC</i>	23,750
TOTAL FUNDING	365,950

DEMOGRAPHY/POPULATION PROGRAMME

- **Objective:**

To support Pacific Island governments in the collection, analysis, interpretation, and utilisation of population data, by means of a programme of technical assistance, training, research and data dissemination.

- **Activities:**

1. Training:

- Two x in-country workshops on population data analysis and report writing (CNMI, Samoa)
- Two x three-month professional attachments (Solomon Islands, other)

Objectively Verifiable Indicators

- Conduct of workshops
- Two three-month training attachments
- Analysis of census data by participants in workshops,
- Increased use of visual presentations of demographic data in statistical and planning reports by officials in the region and greater involvement of countries in data analysis projects
- Increased demographic capacity as a result of long-term attachments

2. Technical Assistance

- Technical assistance in response to requests (Tuvalu, Nauru, other)
- Short-term attachments of Statistical Officers

Objectively Verifiable Indicators

- Country visits of programme staff to provide technical assistance or assistance provided from Nouméa
- Short-term attachments
- Implementation of data collection and analysis in the region with SPC Demography assistance

3. Data dissemination

- Maintain and regularly update website and population data base
- Publication of 'Pacific Population Handbook' (incorporates Population Atlas)
- Publication of 'Pacific Population Projections Handbook'
- Development of interactive computerized population data base with mapping capacity

Objectively Verifiable Indicators

- Requests for tables from data base and hits on website
- Production of 'Pacific Population Handbook'
- Production of 'Pacific Population Projections Handbook'
- Production of interactive data base

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	89,300
<i>Non-Core</i>	
<i>AusAID</i>	250,000
<i>Taiwan/ROC</i>	35,000
TOTAL FUNDING	374,300

RENEWABLE ENERGY PROGRAMME

• Objectives

To promote the widespread utilisation of renewable energy technologies for the sustainable socio-economic development and the environment of the PICTs.

This objective is presently being pursued through the following initiatives:

- The Pacific rural Renewable Energy France-Australia Common Endeavour [PREFACE] project
- The coconut oil bio-fuel project
- Integration of renewable energy, where appropriate, into SPC's development activities in health, fisheries, agriculture, women, youth and forestry
- Implementation of the Home First project

• Activities

1. Complete the installation of the PREFACE pilot demonstration projects:
 - Wind power generation [30 kW estimated nominal power] on Mangaia Atoll – Cook Is
 - Rehabilitation of the Namdrik [12 kW peak] solar home systems – RMI
 - Solar home systems [25-30 kW peak] for the outer islands of the Ha'apai Group – Tonga
 - Community solar systems [6-8 kW peak] for the schools and health centres in the Torba Province – Vanuatu
2. Monitor and provide in-country follow-up assistance to the PREFACE demonstration projects through capacity building and technical advice
3. Production and dissemination of information on renewable energy through the Pacific Energy Newsletter, the Pacific Power Magazine, the SPC Executive Newsletter, press releases, technical articles, the PREFACE web-site and the PREFACEnet mailing list
4. Provide follow-up assistance upon request regarding the Vanuabalavu and Welangi coco-fuel projects
5. Assist in the development of project proposals and the integration of renewable energy, where appropriate, into the relevant programmes of the SPC which deals with mainstream activities such as poverty alleviation, water supply, health services, food production, education, telecommunication and income generation
6. Advice, training and support for PICTs in the sustainable management, operation and maintenance of renewable energy projects and programmes
7. Provide marketing support through the promotion of the increased participation of the private sector in renewable energy, support for trade shows and the provision of information on suppliers and vendors and their products
8. Demonstrate and raise awareness about energy efficiency in the corporate operations of SPC
9. Provide briefings and presentations at relevant national, regional and international fora
10. Jointly conduct a Regional Energy Meeting with the CROP Energy Working Group

• Performance indicators

1. The four PREFACE demonstrations projects are successfully installed with the expected socio-economic and technical results
2. Four in-country training workshops are conducted for 100 PICT participants
3. Four issues of the Pacific Energy Newsletter are produced jointly with SOPAC. Collaborate with the Pacific Power Association in the production of the 3 issues of the Pacific Power Magazine.
4. Responsiveness to the request for assistance from PICTs
5. Develop five renewable energy proposals for PICTs
6. Two PICT short term trainees are attached to PREFACE and one support for participation at a trade show
7. At least 4 PICTs private sector firms/contractors are directly involved in the implementation of the PREFACE demonstration projects
8. Improved energy consciousness of SPC staff and more efficient use of energy-consuming equipment and appliances
9. At least two briefings and presentations at regional/international meetings
10. Clear policy guidance from the PICTs to the CROP Energy programmes

- Proposed funding for 2002

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i>	
<i>AusAID</i>	382,893
<i>France</i>	382,893
<i>Taiwan/ROC</i>	62,500
TOTAL FUNDING	828,286

PACIFIC WOMEN'S BUREAU

Goal

To assist Pacific Island countries and territories in their efforts to improve the status of women through the implementation of the Pacific Platform for Action, the Beijing Platform for Action and the CEDAW Convention.

- **Objectives**

1. To strengthen national capacity – the aim is to continue to provide technical advice and other services to strengthen the capacity of focal points to effectively implement and monitor the PPA commitments and national plans for the advancement of women.
2. To enhance regional and international co-operation - the aim is to strengthen regional mechanisms for networking, co-ordination and liaison to strategically focus and mobilise regional assistance for the implementation of national platforms of action in support of the PPA and the global platform for action.
3. To strengthen the gender responsiveness of SPC programmes – the aim is to provide gender advice and analysis to policy, management and programmes of SPC.

- **Activities**

1. Co-ordinate and co-operate with key development partners on national and regional plans for training and provision of technical assistance for gender and development.
2. Co-ordinate the regional positions and preparations for international conferences on the Beijing Platform for Action, CEDAW and on the status of women.
3. Assist the monitoring of implementation and provide advisory services to Women's Departments, National Councils of Women and other NGOs on the PPA, Beijing Platform for Action, and CEDAW.
4. Disseminate information and produce publications in English and French on the implementation of the PPA, BPA, CEDAW in the Pacific, and other issues of interest to the advancement of women.
5. Conduct training for national women's machinery (women focal points, National Councils of Women, and NGOs) in gender and development; project development; basic data analysis and indicators; CEDAW; communication and media; and English courses for Francophone women.
6. Conduct training and awareness programmes for national women's machinery to support the national response to HIV/AIDS and in safeguarding the position of women.

- **Performance Indicators**

1. Improved co-ordination of technical assistance and gender initiatives among key development partners.
2. Strengthened national women's machinery through competently trained staff.
3. Increased understanding and efforts to implement national commitments under the PPA, BPA and CEDAW.
4. Interactive regional and national databases on Pacific women, quarterly publication of PWRB bulletin, PWRB website and monthly updates and printed resource materials.
5. Increased number of community educators in gender and development.
6. Increased efforts from women to combat HIV/AIDS.
7. Increased access to community education and training opportunities for women.

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	101,100
<i>Non-Core</i>	
<i>AusAID</i>	165,000
<i>NZODA</i>	132,300
<i>New Caledonia</i>	15,000
<i>Taiwan/ROC</i>	25,000
TOTAL FUNDING	438,400

PACIFIC YOUTH BUREAU

Promoting Youth Development

• Goal

To co-ordinate the implementation, monitoring and review of the Pacific Youth Strategy 2005 in member countries of the Pacific Community.

• Objectives

1. Strengthen national focal points for youth development (Government and Non Government) through capacity building, skills development and relevant training for youth leaders and young people in PICTs with particular emphasis in the 12 Small Island States of SPC.
2. Advocate youth concerns within the programme arms of SPC.
3. Strengthen co-operation between key agencies towards a co-ordinated approach to youth development in the region.
4. Strengthen collaborative initiatives with the Pacific Youth Council.
5. Facilitate regional review of the Pacific Youth Strategy 2005.

• Activities

1. Providing technical assistance in developing gender inclusive national youth policies.
2. Conduct regional and country level leadership, management and other relevant skills training programmes as requested by member countries.
3. Finalise the Certificate in Leadership 'Distance Education' model for the delivery of leadership and management training for youth leaders in the region.
4. Provide project funding and technical assistance for skills training through the SISF.
5. Provide ongoing technical advice and support to the Pacific Youth Council.
6. Disseminate information on youth activities to Government youth offices, national youth councils, NGO and international organisations, through the 'Youthlink' newsletter and the PYRB Webpage.
7. Organise the 2nd Pacific Youth Ministers Meeting.

• Performance Indicators

1. Increased (at least 25%) youth participation in SPC programmes.
2. Increased access (at least 50%) to skills training by young people aged 16 – 24 years.
3. Certificate in Leadership Study Manual completed by December 2002.
4. Adoption of National Youth Policies by at least 25% of all PICTs by December 2002.
5. At least 85% attendance at regional inter-agency meetings.
6. Produce at least Quarterly publications of "YouthLink" and update PYRB Webpage regularly.
7. 2nd Pacific Youth Ministers Meeting conducted in the second half of 2002.

• Proposed funding for 2002

Source	Confirmed / Assured
Core	150,900
Non-Core	
<i>New Caledonia</i>	15,000
<i>NZODA(SIS)</i>	30,000
<i>Taiwan/ROC</i>	25,000
<i>France(SIS)</i>	18,190
<i>S.I.S Reserve</i>	163,901
TOTAL FUNDING	402,991

CULTURAL AFFAIRS PROGRAMME

Objectives

- Follow-up to the 8th Festival of Pacific Arts (22 October - 3 November 2000, in New Caledonia).
- Continued support to the Pacific Island Museum Association training activities for heritage specialists.
- Continuation of the programme on the Legal protection of traditional knowledge and expressions of the Pacific Island Cultural Heritage
- Development and strengthening of the Pacific Islands Cultural Network.

Activities

- A/ Pacific Arts Festival - New Caledonia 2000: As part of its contribution to the Memory of the 8th Festival of Pacific Arts, SPC will compile, edit and publish an analytical report of the conclusions of the workshops and symposium held during the Festival. This work has been commissioned by The Commission of the European Community and may lead to a programme funded by EU focusing on the emergence of a cultural market in the PICT. Accounting for the funds channelled to the Festival of Pacific Arts through SPC
- B/ Council of Pacific Arts: Organisation of the 3rd Council of Pacific Arts' Executive Board meeting.
- C/ Publication of the guidelines established by the workshop held jointly with UNESCO and FORSEC on the Legal protection of traditional knowledge and expressions of the Pacific Island Cultural Heritage, and presentation to the PICT's governments and administrations.
- D/ Pacific islands Museum Association: Assist PIMA with logistic and articles in PIMA NEWS
- E/ Develop the Council of Pacific Arts Council Web site both in French & in English

Performance indicators

A/Verifiable achievements of the Festival and report on SPC input

B/Agendas and report of the meetings

C/Guidelines and feedback from the Government and administrations

D/Translation of articles and support for the workshops

E/ Pacific Arts Council Web site

Proposed funding for 2002

Source	Confirmed / Assured
Core	35,000
Non-Core	
France	110,000
New Caledonia	30,000
NZODA	30,000
Taiwan/ROC	25,000
TOTAL FUNDING	230,000

INFORMATION AND COMMUNICATION PROGRAMME

PLANNING UNIT

- **Objectives:**
 - to support SPC's Technical Programmes during the project cycle
 - to enhance the corporate planning capacity of the Secretariat
- **Activities/Functions:**

Programme Support Services

With regard to project design, project management systems, donor policies and donor procedures and SPC's quality standards:

1. Provide advice to divisional leaders and to programme staff
2. Design projects, and establish and maintain appropriate project management systems
3. Organise training in the above areas, as appropriate and required
4. Monitor the organisation's quality standards in project design and management
5. Plan, organise and conduct project and programme reviews

Corporate Planning

6. Contribute to general policy development and the planning and monitoring of budgets and resources
7. Provide the Director General with high-level policy advice on a wide range of issues, in particular those concerning strategic planning
8. Plan and co-ordinate the implementation of corporate organisational development initiatives such as SPC's Corporate Plan and Quality Assurance Framework
9. Assist in the development of divisional and programme strategic plans, objectives and work programmes
10. Plan, co-ordinate and monitor donor programmes
11. As SPC's focal point of contact, liaise and negotiate with donors on behalf of the Secretariat

- **Key performance indicators**
 - Increased project funding from donors, number of project approved.
 - Quality of projects (as indicated by appraisal comments of donors).
 - Procedures and standards developed and applied.
 - Evaluations undertaken or co-ordinated.
 - Information available on donor policies and procedures.
 - Development of SPC's Corporate Plan and other planning instruments.
 - Organisational development projects undertaken.

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	84,900
<i>Non-Core</i>	
<i>AusAID</i>	181,125
<i>NZODA</i>	60,000
TOTAL FUNDING	326,025

PUBLICATIONS SECTION

• Objectives

1. To act as a focal point for all SPC-produced materials to ensure that they conform to accepted SPC standards.
2. To provide professional advice, training and assistance to SPC programmes that produce information.
3. To meet the needs of the organisation by providing:
 - editing, graphic arts and layout services in print and electronic publishing,
 - printing services
 - distribution services for print materials and assistance in the dissemination of publications electronically.
4. To disseminate general information about the organisation and its activities to target audiences, including media.
5. To provide rapporteuring services for the Conference of the Pacific Community and its Committees, and for technical meetings when possible.

• Activities

1. Proofreading, copy-editing and editing of information material produced by the Programmes and the Executive for print and electronic media.
2. Production from conception of information material commissioned by the Programmes and the Executive.
3. Technical advice, training and assistance to SPC staff and authors who publish information material, whether for print or electronic publishing.
4. Design of visual concepts and layouts, provision of original and reworked artwork, photographic and photo-editing services.
5. Printing of support and information material produced by SPC and co-ordination of materials printed outside SPC.
6. Dissemination of information material on behalf of SPC (on the Internet, through electronic media or through distribution of printed materials).
7. Production and dissemination of general information on and for SPC (including media releases).
8. Draft the reports of the Conference of the Pacific Community and its Committees, and of technical meetings when possible.

• Performance indicators

1. Timeliness – Meet agreed production deadlines.
2. Costs – Meet allocated budgets.
3. Quality – Publications satisfy organisational standards – feedback from programme officers and target audiences and **use** of best practice and quality control measures by Section staff.
4. Appropriateness and effectiveness – Degree to which target audiences, programmes, donors and the Executive are satisfied with the appropriateness and effectiveness of the information material.

• Proposed funding for 2002

Source	Confirmed / Assured
<i>Core</i>	588,600
<i>Non-Core</i>	
TOTAL FUNDING	588,600

INFORMATION TECHNOLOGY AND COMMUNICATIONS SECTION

• Objectives

To provide high quality information technology and communications services to the SPC organisation and staff, in support of the annual approved work programme activities. Funding-permitted, direct support will also be provided to member countries on specific targeted activities. In the medium to long term, the section will continue to support regional initiatives within the CROP umbrella that promote the cost effective integration of appropriate information and communications technologies into the regional priorities of the SPC island countries and territories.

• Activities

1. Provide advice to SPC Executive and all its Programmes on ICT policies, technologies and development issues in support of the approved SPC work programme.
2. Develop and promote a corporate mechanism to formalise the ICT standards within the SPC. It will continue with the current decentralised development/user model focused on the specific needs of each programme while coordinating a centralised approach to policies, technologies and project methodologies for which the ITC section serves a custodian role.
3. Consolidate the corporate SPC network infrastructure, enhance the functionality and user interface for the corporate financial and human resource systems that include the Sun System and Payroll applications, and associated tools that ensure high system availability to all SPC staff, member countries and global stakeholders with an interest in the organisation's activities.
4. Maintain the existing COMET link between the SPC Noumea and Suva sites and implement enhancements to improve staff access to reliable workflow support services.
5. Continue the training and human resource development activities for SPC staff and member country personnel in support of ICT systems and applications endorsed for organisation-wide use.
6. Provide technical support to SPC's communication and conference infrastructure and activities.
7. Implement appropriate hardware and software solutions for pro-active network management support and enhance SPC's corporate Helpdesk facility.
8. Review and make recommendations to improve the efficiency of the business processes within the organisation's Administrative and Financial operations, irrespective of the geographic location and organisational structure of SPC with specific focus on data management issues.
9. Review and evaluate the business requirements for the implementation of a corporate SPC Document Management strategy.

• Performance indicators

1. Minimum 95% high availability of corporate network services, corporate financial and human resource applications and improved support to SPC communications and conference facilities and activities over the next 12 months.
2. Minimum three hours recovery time from major hardware and software related failures for corporate systems and applications.
3. Improved service delivery to SPC member countries, donors and other stakeholders through the use of technologies such as the Internet, e-mail, the world wide web, search engines, directories and possibly portals.
4. High level of ICT advisory support to SPC Executive and Programmes through more consultative and expert working group arrangements within the organisation. This service can be extended to member countries and regional initiatives on a funds-permitting basis. This can provide an internal quality assurance mechanism on the main ICT issues that are important to the organisation.
5. Establishment of an SPC ICT Standards Committee that can take over responsibilities for the development and review of all corporate hardware and software standards endorsed for SPC systems and applications, using current standards as the foundation infrastructure.
6. An enhanced corporate Helpdesk strategy with the ability to log and analyse performance activities so that trends of improving or deteriorating service delivery can be measured and responded to.
7. Completed pilot "Document Management" project focusing on core activities of the Planning Division and the SPC Registry section, including recommendations on the main technical issues and business requirements of an SPC-wide "Document Management" application.
8. Completed draft project methodology for the design, development, implementation, management and support of ICT projects administered by SPC.
9. Report with recommendations on the review and evaluation of business processes and high-level data models of the core activities within the administration and financial functions of SPC.

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	349,600
<i>Non-Core Multiple</i>	68,800
TOTAL FUNDING	418,400

TRANSLATION AND INTERPRETATION SECTION

- **Objectives**

1. Provide efficient and effective translation and interpretation services in the Community's two official languages to the Secretariat.
2. Host one or more Pacific Island trainees.
3. Increase the Section's operating capacities and flexibility by enlarging the pool of freelancers.

- **Activities**

1. Provide language services to meetings organised, sponsored or approved by SPC.
2. Provide all forms of interpretation services required.
3. Translate all SPC material as required.
4. Further develop the terminological capabilities of the section by linking up with other organisations worldwide through JIAMCATT and by bilateral agreements.
5. Further develop computer-assisted translation tools to make translation work more efficient.
6. Form an international pool of freelancers accessible by Internet or e-mail for both translation and revision, while continuing to give priority to local and regional human resources.

- **Performance indicators**

1. Clients are satisfied with interpretation services provided.
2. Translations are delivered according to agreed deadlines and quality standards.
3. Requests for terminological assistance are received from both inside and outside the organisation.

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	737,800
<i>Non-Core</i>	
TOTAL FUNDING	737,800

LIBRARY SECTION

- **Objectives**

1. Deliver relevant information resources and services in a timely and cost-effective manner to SPC staff and other library users.
2. Develop the Library home page/website and integrate this into SPC's website.
3. Systematically record and archive three copies of materials published and produced by the Secretariat of the Pacific Community.

- **Activities**

1. Acquiring by purchase, exchange, deposit and donation relevant published and semi-published material.
2. Cataloguing and classifying these materials to the library database for easy access and availability.
3. Providing information to library users through reference and documentation services such as lending, circulation, accessions and reading lists, compilation of bibliographies, literature searches and verbal and written communication.
4. Developing and maintaining a high quality electronic library database, available via the Internet, for SPC and the region.

- **Performance indicators**

1. A library home page, integrated with SPC's website.
2. Replace print with networked resources where possible (especially journals)
3. Books and periodicals purchased from the fully committed materials budget by October/November.
4. Catalogue and classify 2,000 titles by December.
5. Compile and distribute the New Additions list, each quarter, to our deposit libraries which request it (given that the Library database will allow for remote access to such information).

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	149,500
<i>Non-Core</i>	
TOTAL FUNDING	149,500

CHAPTER IV – MARINE RESOURCES DIVISION

COASTAL FISHERIES PROGRAMME

- **Mission statement**

To provide a regional support service that assists Pacific Islanders in identifying the status, and optimising the long-term social and economic value, of small-scale fisheries and aquatic resources in Pacific Island waters.

Development Section

- **Objective**

To assist countries and territories to develop economically viable commercial fishing operations focusing on vessel operations, harvesting activities and post-harvest practices

- **Activities**

1. Provide technical assistance to member countries and territories through in-country assignments and-or workshops focused on individual work programmes that could include training in tuna catching and bycatch mitigation methods (especially longlining), navigation and seamanship skills, fish handling, processing and icing, maintenance of vessel gear and machinery, FAD site surveys, construction and deployments of FADs, and experimental fishing;
2. Produce reports on each assignment for wide dissemination throughout the region;
3. Provide advice and information on priority development needs in FAD material suppliers, FAD construction and deployment procedures, appropriate fishing vessel parameters for different applications, alternative value-adding processes for tuna and associated species, deep-water snapper fishing gear and techniques, and sportfishing potential;
4. Produce technical manuals on specific fishing equipment and techniques or fish handling practices, and other publications to practically promote the sustainability of fishing, depending on the availability of funding or appropriate staff time;
5. Provide technical input and field support for other components of the SPC Marine Resources Division as well as collaborative projects with other regional organisations, particularly FFA.

- **Performance indicators**

1. 6 country assignments completed satisfactorily and the objectives of each individual work programme are met, including any rapid informal reporting requirements;
2. Publication and distribution of formal reports of all country assignments within 8 months of the completion of each assignment;
3. Advice and information provided in a timely fashion addressing the specific requirements of the request or providing alternative sources of information if needed;
4. One technical publication of regional scope produced annually;
5. Collaborative work undertaken with other SPC programmes and regional organisations so that agreed deadlines are met.

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	126,800
<i>Non-Core</i>	
<i>AusAID</i>	150,000
<i>NZODA</i>	132,000
TOTAL FUNDING	408,800

Post-Harvest Section

(responsibility of Director, Marine Resources Division, in 2002 budget period)

- **Objectives**

To assist and advise Pacific Island enterprises in improving all aspects of the utilisation of living marine resources, from the time immediately following capture to the time of sale or use, through practical advice, training and information. (This assistance might cover post-harvest handling to maintain freshness, appropriate processing techniques, product development, quality standards, assessment of health hazards and distribution of specific trade information, but not the development of trade policy, higher education, or the regional economics of fishing, which are already covered by other organisations.)

- **Activities**

1. Maintain basic level of regional post-harvest advice and assistance through management of consultancies, where funding available, in collaboration with Fisheries Development and Training Sections;

- **Performance indicator**

1. Application of two man-months of consultancy time to priority postharvest issues

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i> <i>AusAID</i>	20,000
TOTAL FUNDING	20,000

Training Section

• Objectives

Identify needs and promote practical training for Pacific Islanders from government and private sectors in all aspects of marine resource utilisation, particularly promoting sustainable income-earning opportunities:

1. Coordination: to enhance the transfer of fisheries-related skills to Pacific Island nationals by co-ordinating fisheries training opportunities and promoting the exchange of relevant information on fisheries training and education;
2. Planning: To assist Pacific Island countries and territories to more effectively plan and implement human resource development and training programmes in the fisheries sector, and make the best use of available training opportunities;
3. Implementation: To develop and conduct training programmes not readily available through established training institutions, in particular, vocational and hands-on training in areas such as enterprise management, safety at sea, seafood quality management and aquaculture.

• Activities

1. Maintain Fisheries Training Special Interest Group [SIG] network, and edit associated bulletin;
2. Annually update the Fisheries Training Directory;
3. Provide member countries and territories with resource materials for the delivery of fisheries training programmes;
4. Assist SPC member fishery administrations to formulate sectoral HRD plans;
5. Conduct regional training course for fishing vessel personnel;
6. Provide general fisheries technical training to Pacific Island nationals through the SPC/Nelson Polytechnic course, funds permitting;
7. Continue to refine and distribute awareness articles on safety-at-sea for fishing vessels;
8. Assist in the delivery of the Pacific Island Qualified Fishing Deck-hand and pre-sea Safety courses
9. Assist in the implementation of in-country workshops on aspects of fisheries;
10. Provide attachment training for Pacific Island fisheries officers, in collaboration with Information Section.
11. Conduct a national training course on the handling and grading of sashimi tuna
12. Provide technical input and support for other components of the SPC Marine Resources Division as well as collaborative projects with other regional initiatives.

• Performance indicators

1. Publish 2 training bulletins, circulated to 400 network members
2. Publish updated Training Directory in paperback and on SPC website.
3. Resource materials provided on request, as appropriate;
4. Assist in production of at least one fisheries HRD action plan
5. One fishing vessel training course run;
6. At least 10 trainees attend SPC/Nelson course
7. Safety awareness articles published
8. At least 1 institution assisted in provision of deckhand and safety courses
9. Assistance provided in at least 3 in-country workshops
10. One trainee attached to section
11. At least 1 sashimi training course conducted.
12. Collaborative work undertaken with other SPC programmes and regional initiatives so that their deadlines are met.

• Proposed funding for 2002

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i>	
<i>AusAID</i>	170,000
<i>EC</i>	70,000
<i>France</i>	112,400
TOTAL FUNDING	352,400

Information Section

• **Objective**

Produce and disseminate current fisheries information to Pacific Island countries and territories and maintain technical information networks

• **Activities**

1. Edit and publish the quarterly SPC Fisheries Newsletter;
2. Co-ordinate the publication of the currently established SIG information bulletins and new additions as recommended by the Regional Heads of Fisheries Meeting;
3. Update and publish the SPC Fisheries Address Book;
4. Publish technical reports and/or documents for other sections of the Marine Resources division
5. Compile other specialist bibliographies, topic reviews and information packages as required;
6. Co-ordinate a responsive information advisory service to answer technical questions from fisheries workers in SPC member countries and territories;
7. Upon request, provide technical assistance to National Fisheries Departments in their attempt to establish Information Section/Resource Centres;
8. Develop “electronic library” section on SPC Fisheries world-wide web server
9. Provide attachment training opportunities.
10. Produce fish posters for the Pacific Island countries and territories Fisheries Divisions

• **Performance indicators**

1. 4 newsletters published and circulated
2. 9 SIG networks serviced and at least 9 bulletins published
3. Address book published in both paper and digital format
4. At least 3 technical reports published
5. Reviews or packages compiled as necessary
6. Member country and territory requests answered promptly and effectively
7. Technical assistance provided on request, involving up to 3 in-country visits
8. SPC electronic library accessible on world wide web
9. Attachment training provided for one Pacific Islands fisheries officer
10. At least 2 fish posters produced

• **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i>	
<i>AusAID</i>	20,000
<i>EC</i>	50,000
<i>France</i>	304,742
TOTAL FUNDING	374,742

Reef Fisheries Assessment and Management Section

• Objectives

To provide Pacific Island fisheries managers with information about the status, exploitation levels and prospects of coastal fishery resources under their control, and to recommend and assist in the development and application of appropriate fishery or ecosystem management measures.

• Activities

1. Assist member country and territory fishery administrations to implement resource assessments of reef-fisheries;
2. Assist member country and territory fishery administrations to develop reef fishery management measures;
3. Maintain access to coastal fisheries (particularly invertebrate) exploitation data and review the status of coastal fisheries in the region;
4. Throughout the year, endeavour to answer all requests by member countries and territories for resource assessment and management advice, and provide a focal point for communication between external and Pacific Island coastal fisheries researchers;
5. Maintain the regional Live Reef Fisheries network
6. Implement the South Pacific Regional Comparative Assessment of Reef Fisheries (SPRCARF) component of the EU/SPC PROCFISH project.
7. Provide technical input and support for other components of the SPC Marine Resources Division as well as collaborative projects with other regional initiatives.

• Performance indicators

1. Involvement in at least 4 in-country resource assessments or reef fishery status reports
2. Involvement in at least 4 in-country reef fishery management exercises
3. Publication of at least one overview of the status of reef fisheries in the region
4. Quick and effective postal, email or telephone response to requests, particularly from Pacific Islands
5. Collaborative work undertaken with other SPC programmes and regional initiatives so that their deadlines are met.

• Proposed funding for 2002

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i>	
<i>France</i>	55,000
<i>Taiwan/ROC</i>	18,750
<i>EC</i>	1,095,000
<i>MacArthur F.</i>	266,500
<i>Packard F.</i>	130,000
TOTAL FUNDING	1,565,250

Community Fisheries Section

• **Objective**

To promote the participation of coastal fishing communities, particularly women, in the management of subsistence and artisanal fisheries and to allow them to benefit from regional and national fisheries assessment, management and development activities

• **Activities**

1. Undertake research and produce national reports identifying problems and potential opportunities for men and women involved in subsistence and artisanal fisheries;
2. Based on in-country field work, produce national reports to advise government authorities on designs relevant for national community management programmes;
3. Undertake gender analysis studies of the tuna industry as the basis for National Tuna Management Plans;
4. Implement national and regional training activities targeting those involved in subsistence
5. and artisanal fisheries;
6. Provide technical inputs into national management programmes;
7. Assist in the production of village community fisheries management plans;
8. Produce and disseminate resource materials including the Section's special interest group bulletin, training manuals, and videos.

• **Performance indicators**

1. The production of at least 1 national report identifying problems and potential opportunities for men and women involved in subsistence and artisanal fisheries.
2. Implementation of 2 national community-based fisheries programmes.
3. Production of at least 1 gender analysis study of a national tuna industry.
4. Implementation of 3 national workshops and 1 regional workshop.
5. Completion of 2 reviews of community-based fisheries programmes.
6. Production of 2 special interest group bulletins, as well as at least 2 training resource materials.

• **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i>	
<i>AusAID</i>	136,120
<i>EC</i>	126,000
<i>NZODA</i>	110,000
TOTAL FUNDING	372,120

Aquaculture Section

• Objective

To promote economically, socially and environmentally sustainable aquaculture development among Pacific communities through a service of regional co-ordination and technical assistance.

• Activities

1. Facilitate the formulation of a regional strategy to guide aquaculture development in the Pacific.
2. Maintain a regional network of contacts as a means of exchanging ideas, forging linkages and instigating regional collaboration.
3. Maintain collaborative working partnerships with other agencies including other Council of Regional Organisations (CROP) agencies and the International Centre for Living Aquatic Resources Management (ICLARM).
4. Establish an aquaculture web-site of information and alerts, and a facility for on-line discussion.
5. Maintain a regional database of aquaculture information including, national statistics, public and private sector profiles and market trends.
6. Develop new sources of information including, a Special Interest Group Bulletin (SIG) and technical reports.
7. Improve the library resource collection of important reference materials and unpublished "grey literature" from the region.
8. Organise professional attachments for aquaculture of Pacific Islanders.
9. Sponsor Pacific Island scientists and managers to aquaculture-related conferences or workshops.
10. Assist Pacific Island governments and private sector to assess aquaculture investment proposals and investments.
11. Assist Pacific Island governments and communities to draw up practical plans, policies or regulations governing aquaculture.
12. Facilitate the priority applied research needs of aquaculture for the region.

• Performance Indicators.

1. First draft of the regional aquaculture development strategy is formulated.
2. 1 regional workshop of priority setting and policy development held by the aquaculture network.
3. Aquaculture web-site on-line.
4. Electronic and hardcopies of the regional database distributed to member countries.
5. First edition of the SIG bulletin distributed.
6. Bibliography of library resources distributed.
7. 3 professional attachments undertaken.
8. 4 Pacific Islanders sponsored to conferences or workshops.
9. 4 consultants engaged to provide technical assistance to the region.
10. Research activities are funded through ICLARM co-ordination and direct bilateral assistance.
11. A timely and effective response to all country requests for forms of aquaculture assistance.

• Proposed funding for 2002

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i> <i>AusAID</i>	355,000
TOTAL FUNDING	355,000

OCEANIC FISHERIES PROGRAMME

- **Mission Statement**

To undertake scientific research in order to provide member countries and territories with relevant information for the sustainable development and management of the international tuna and billfish resource in and adjacent to the SPC region. To provide data collection and analytical services to national fisheries departments and SPC fisheries programmes.

Oceanic Fisheries Coordination

Responsible for the co-ordination and administration of the Programme, its activities, and its consultative working groups, and presentation of SPC scientific advice on tuna fishery issues to international and national processes.

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	112,900
<i>Non-Core</i> <i>Multiple</i>	92,000
TOTAL FUNDING	204,900

Statistics and Monitoring Section

- **Activities**

1. Maintain on behalf of the countries/territories of the region a database on oceanic (primarily tuna fisheries in the region, based on catch-and-effort logsheets);
2. Maintain aggregate databases of oceanic fisheries activity in the region;
3. Provide statistical information on oceanic fisheries through publication of quarterly bulletins and annual catch summaries;
4. Provide data collection and analysis services to national fisheries departments;
5. Supervise port sampling and observer programmes in the region, which provide necessary information on catch composition and fishing activity, in support of resource assessment.

- **Performance indicators**

1. Catch-effort database exists and is accessed by member countries on demand
2. Data aggregated regularly and accessed for stock assessment
3. 4 bulletins and 1 catch summary published
4. At least 3 trips to member countries and at least 10 remote updates in response to requests by member countries for national database subset and programming updates.
5. Port sampling and observer database performance

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i>	
<i>AusAID</i>	169,000
<i>EUPROCFISH</i>	488,000
<i>France</i>	249,683
<i>Taiwan/ROC</i>	60,000
<i>GEF</i>	251,000
TOTAL FUNDING	1,217,683

Stock Assessment and Modelling Section

- **Activities**

1. Monitor the exploitation levels of stocks of commercially important tuna and billfish species in the region;
2. Carry out studies on the biology and population dynamics of these stocks, to improve understanding of their response to fishing and hence condition of stocks;
3. Assess levels of interaction between fisheries, gears and areas;
4. Prepare national fisheries assessments for member countries/territories, to guide the development and management of tuna resources at the national level where appropriate;
5. Study the environmental factors affecting regional tuna fishers, and monitor the environmental impacts of oceanic fishing activities.

- **Performance indicators**

1. Status of stock reports published or presented at meetings and negotiations;
2. Biological, environmental and fisheries scientific publications;
3. Reports on analyses of interactions in response to member country and regional requests
4. At least four national fisheries assessments presented

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i>	
<i>AusAID</i>	281,000
<i>EU PROCFISH</i>	308,700
<i>Global Environment Facility</i>	174,800
<i>NZODA</i>	30,000
TOTAL FUNDING	794,500

Tuna Ecology and Biology Section

- **Objective**

1. Through field and laboratory research, provide information on key biological parameters of stocks of tunas and associated species, such as age and growth, reproduction, recruitment, stock structure and behaviour relative to environmental factors.
2. Study the environmental factors affecting regional tuna fisheries, and monitor the environmental impacts of oceanic fishing activities
3. Deploy conventional and archival tags, collect and analyse biological samples (field work).
4. Incorporate various data in environmental and stock assessment models.
5. Undertake studies of ecosystems supporting the regional fishery

- **Performance indicators**

Review by member countries and by donors

- **Proposed funding for 2002**

Source	Confirmed / Assured
<i>Core</i>	
<i>Non-Core</i>	
<i>EU PROCFISH</i>	481,190
<i>Global Environment Facility</i>	218,000
TOTAL FUNDING	699,190