CONCEPT NOTE

PIDF NATIONAL CONSULTATION VISIT

This Concept Note presents a plan of action for a PIDF Team to visit Kiribati, Nauru, Solomon Islands, Timor-Leste, Tokelau, Tonga, Tuvalu, Vanuatu from 10 January 2017 – 13 March 2017 to conduct consultations on the PIDF Strategic Plan, Climate Change Roadmap and Pacific Climate Treaty as mandated by PIDF Leaders, to assist PIDF Member Countries and Territory set up their NSDB by the first quarter of 2017.

A United, Distinctive & Sustainable Pacific Society
OUR VISION

A United, Distinctive & Sustainable Pacific Society

OUR MISSION

Enabling Green–Blue Pacific Economies through Inclusive Strategies, Multi-stakeholder Governance, & Genuine Partnerships
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INTRODUCTION

This Concept Note presents a plan of action for a PIDF Team to visit Kiribati, Nauru, Solomon Islands, Timor - Leste, Tokelau, Tonga, Tuvalu, Vanuatu from 10 January 2017 – 13 March 2017 to conduct consultations on the PIDF Strategic Plan, Climate Change Roadmap and Pacific Climate Treaty as mandated by PIDF Leaders, to assist PIDF Member Countries and Territory set up their NSDB by the first quarter of 2017 and to receive the names of their three nominees (one each from government, private sector and civil society) to serve as their interim representatives to the PIDF Members Representative Council pending the formal establishment of their NSDB.

BACKGROUND

The 2016 PIDF Leaders" Summit was held on 13th July, 2016 at the Mendana Hotel, Honiara, Solomon Islands. The theme of the Leaders Summit was Healthy Oceans, Healthy Nations. It was attended by the following representatives:

- Peter M. Christian, President of the Federated States of Micronesia
- Josaia Bainimarama, Prime Minister of the Republic of Fiji
- Manasseh Sogavare, Prime Minister of the Solomon Islands
- Teuea Toatu, Minister for Finance and Economic Development of the Republic of Kiribati
- Tregar Albon Ishoda, Deputy Chief of Mission of the Embassy of the Republic of Marshall Islands to Republic of Fiji,
- Kim Aroi, High Commissioner of Nauru to the Republic of Fiji,
- Siotami Drew Havea, Chairperson, Pacific Island Association of Non-Governmental Organisation (PIANGO)
- Bruce Sanders, Pacific Island Private Sector Organisation (PIPSO),
- Hernani Coelho da Silva, Minister for Foreign Affairs and Cooperation of the Democratic Republic of Timor-Leste
- Paula Faiva, Climate Change Advisor for the Government of Tokelau
- Aisake Valu Eke, Minister for Finance and National Planning of the Kingdom of Tonga,
- Taulelama Finikaso, Minister for Foreign Affairs and Trade of Tuvalu
- Jenny Tevi, Senior Advisor of the Republic of Vanuatu.

CLIMATE CHANGE ROADMAP

The implementation of the Paris Agreement and the development of related modalities for transparency, access to technology, capacity building and finance, in addition to realizing the necessary actions in adaptation and mitigation remain the fundamental priorities for the region. A Climate Change Roadmap on how these may be addressed was presented to Leaders who directed that further consultations be undertaken with a report to be tabled at the next Summit in 2017.

PACIFIC CLIMATE TREATY

Leaders considered a proposal for a “Pacific Climate Treaty" which was a result of an initiative by the Pacific Islands Climate Action Network (PICAN) and other NGOs. The proposed initiative builds on the moral and political leadership already shown by Pacific island states in their efforts to tackle climate change. The treaty could form a new source of international law, provide a beacon of inspiration for other states working together to tackle climate change, and help drive the sustainable development of the Pacific through enhanced cooperation among Pacific island states and their development partners. The treaty is a logical next step to focus on the key priorities and concerns of the Pacific, as enunciated in the Suva Climate Change Declaration and captured in the Paris Agreement. The Leaders noted the Draft Treaty and asked the PIDF Secretariat to conduct thorough consultation, particularly at the national level and report back to the next Summit.
PURPOSE

The purpose of this Concept Note is to outline a plan of action on the implementation of the above decisions and requirement through a visit to PIDF Member Countries and Territory of a Team from the PIDF Secretariat to conduct bilateral consultations and a one and half day workshop on the setting up of their NSDB, the PIDF Strategic Plan, Climate Change Roadmap and Pacific Climate Treaty.

SCOPE

- This Concept Note covers the upcoming visits to the remaining eight PIDF Member countries yet to be covered in the first round of consultations. They are: Kiribati, Nauru, Solomon Islands, Timor - Leste, Tokelau, Tonga, Tuvalu, Vanuatu.

- The first round of consultations was undertaken during the period 24 November – 1 December 2016 and was to the Republic of the Marshall Islands (18 – 24 November 2016) and the Federated States of Micronesia (24 November – 1 December 2016).

- These two countries are now working on their list of interim delegates to the Members Representative Council and on the establishment of their NSDB. They are also processing the PIDF Strategic Plan, Climate Change Roadmap and Pacific Climate Treaty and will provide their comments to the Secretariat by early 2017.

RATIONAL OF VISIT

The purpose of the visit are as follows:

- To carry out consultations with stakeholders in Kiribati, Nauru, Solomon Islands, Timor - Leste, Tokelau, Tonga, Tuvalu, Vanuatu on the PIDF Strategic Plan, Climate Change Roadmap and Pacific Climate Treaty as mandated by the Leaders and to report back to them as directed on the outcome of the consultations;

- To assist Kiribati, Nauru, Solomon Islands, Timor - Leste, Tokelau, Tonga, Tuvalu, Vanuatu set up their NSDB by conducting bilateral discussions and a stakeholder workshop and formalize the establishment of their NSDBs by the first quarter of 2017;

- To assist Kiribati, Nauru, Solomon Islands, Timor - Leste, Tokelau, Tonga, Tuvalu, Vanuatu select their three nominees (one each from government, private sector and civil society) as their interim representatives to the PIDF Members Representative Council pending the formal establishment of their NSDB.

PIDF Draft Strategic Plan (2017-2020)

The PIDF Secretariat presented the first draft of its strategic plan (2017-2020). The planning process was guided by policy documents such as the PIDF Charter, the Outcome Documents of previous PIDF Conferences, the Suva Declaration on Climate Change, the principles of Green Economy and the 17 sustainable development goals endorsed in 2015. The Leaders tasked the PIDF Secretariat to undertake a thorough consultation process on the Strategic Plan (2017-2020), in particular identifying the niche areas differentiated from those of other organisations to ensure complementarity, possible avenues for funding and implementation arrangements. The outcome is to be presented to the Conference in 2017.

National Sustainable Development Board

Articles 9 and 13 of the PIDF Charter provides for the establishment of the NSDB in all PIDF member country and territory to serve as the implementation link in the decision-making cycle of the PIDF. The Charter contemplates that the NSDB need not be an entirely new entity if there are existing bodies that can assume this responsibility. The Senior Officials Committee of the PIDF in its meeting in July 2016 endorsed the plan for the setting up of the NSDB in member countries with the assistance of the PIDF Secretariat to be completed by the first quarter of 2017.
OUTCOMES OF THE VISIT

The outcomes of the visit are as follows:

- Key stakeholders in Kiribati, Nauru, Solomon Islands, Timor-Leste, Tokelau, Tonga, Tuvalu, Vanuatu are appraised of the PIDF Strategic Plan, Climate Change Roadmap and Pacific Climate Treaty and how they may provide their comments to the Secretariat by the beginning of 2017;
- Key stakeholders in Kiribati, Nauru, Solomon Islands, Timor-Leste, Tokelau, Tonga, Tuvalu, Vanuatu are better informed about how they may set up their NSDB by the first quarter of 2017, its features and characteristics, and the support that is available to assist them in this process and the requirement that they provide the visiting PIDF delegation the names of their three nominees (one each from government, private sector and civil society) that will serve as their interim representatives to the PIDF Members Representative Council (MRC) pending the formal establishment of their NSDB.

OUTPUTS OF THE VISIT

The outputs of the visit are as follows:

- Completed questionnaires on the PIDF Strategic Plan;
- Selection of the local multi-stakeholder committee that will assume the role of the NSDB;
- Submission of the three nominees (one each from government, private sector and civil society) that will serve as their interim representatives to the PIDF MRC;
- Identification of the national PIDF focal point.

ORGANISATION OF THE VISIT

The visit will be coordinated through the foreign office of the PIDF member country and/or their closest diplomatic mission to Suva, Fiji.

DATE OF VISIT

The visit is scheduled to begin in the second week of January 2017 to be completed by April 2017.

The exact schedule is being worked out in collaboration with each member country.
VISITING TEAM
The PIDF Team that will be visiting will comprise the Deputy Secretary General Mr Penijamini Lomaloma and the Team Leader Program Management Mr Mark Borg.

VISIT PROGRAM
- The program of the National Consultation Workshop is at ANNEX 1. This sets out the proposed National Workshop which shall be conducted over one and half days.
- The program of launch of the NSDB is at ANNEX 2. This sets out the proposed program for the launching of the NSDB at the conclusion of the visit. The launching will be signified by an exchange of letters between the Head of Government and the PIDF and the issue of a Certificate of Establishment formally establishing the NSDB.

MEETINGS
During the visit the Team will conduct discussions with multiple stakeholders at all levels. In particular, it will seek audiences with the political and elected leaders of government, and the leaders of private sector and civil society organisations. The proposed meetings will be organized in coordination with national authorities. The assistance of Government is therefore sought in the organization of these meetings. These meetings will take place in the days in between the workshop. It is proposed that the meetings begin with a courtesy call on the head of government, followed by meetings with elected leaders in charge of strategic planning, climate change, disaster management. Meetings are also sought with leaders of private sector and civil society and after the workshop it is requested if the Team can have a debrief with the Head of Government or the head of the foreign service.

OBJECTIVES OF MEETINGS
The objectives of these meetings are as follows:
- Appraise key stakeholders of the purposes of the visit and the ensuring dialogue to follow and the key timelines for their conclusion;
- Appraise key stakeholders on the establishment of their NSDB, the proposed formalization process (i.e. through an exchange of letters) and the support that is available to assist them in this process together with their key timelines;
- Explore likely multi-stakeholder national committee that can assume the role of the NSDB;
- Discuss the three nominees (one each from government, private sector and civil society) who will serve as their interim representatives to the PIDF MRC pending the formal establishment of their NSDB; and
- Discuss their PIDF focal point.

OUTCOMES OF MEETINGS
The outcomes of these meetings are:
- Greater awareness of the PIDF and the NSDB, the proposed strategic plan, climate roadmap and Pacific Climate Change Treaty;
- Consensus on multi-stakeholder national committee that will assume the role of the NSDB;
- Selection of the three nominees (one each from government, private sector and civil society) who will serve as their interim representatives to the PIDF MRC pending the formal establishment of their NSDB; and
- Selection of the PIDF focal point.
CONCEPT NOTE: PIDF NATIONAL CONSULTATION VISIT

WORKSHOP

The multi-stakeholder workshop will be conducted over one and half days.

WORKSHOP OBJECTIVES

The objectives of the workshop are as follows:

- Increase awareness of the PIDF and the NSDB;
- Explore the local multi-stakeholder committee that can assume the role of the NSDB;
- Seek comments on the proposed PIDF Strategic Plan;
- Discuss the proposed PIDF Climate Roadmap; and
- Conduct consultations on the proposed Pacific Climate Treaty.
- Explore possible three nominees (one each from government, private sector and civil society) to serve as interim representatives to the PIDF Members Representative Council pending the formal establishment of the NSDB.

WORKSHOP OUTCOMES

The outcomes of the workshop are:

- Greater awareness of the PIDF, the NSDB, the PIDF Strategic Plan, Climate Roadmap and Pacific Climate Treaty;
- Consensus on the local multi-stakeholder committee that can assume the role of the NSDB; and
- Consensus on likely three nominees as interim representatives to the MRC;
- Initial feedback comments on the PIDF Strategic Plan, Climate Roadmap and Pacific Climate Treaty.

METHODOLOGY

- There will be presentations on the PIDF, the NSDB, the PIDF Strategic plan, the Climate Roadmap and the Pacific Climate Treaty.
- There will be group work on the existing national structures that can assume the role of NSDB, on likely three nominees as interim representatives to the MRC and on the PIDF Strategic Plan.

INVITATIONS

20 participants from a diagonal slice to be invited by the Government that can contribute to the dialogue on the NSDB, PIDF Strategic Plan, the PIDF Climate Change Roadmap, and the Pacific Climate Treaty.
WORKSHOP LOGISTICS

Government is requested to provide the following assistance please:

- Invite appropriate senior official to open and close the workshop and present participation certificates and arrange delivery to the Secretariat of opening and closing remarks;
- Invite 20 participants to include key multi-stakeholders to serve in the NSDB, other parties from both within and outside government that can contribute to the dialogue on the PIDF Strategic Plan, the PIDF Climate Change Roadmap, and the Pacific Climate Treaty;
- Arrange a suitable venue;
- Provide audio-visual equipment;
- Arrange light refreshments and lunch on day one and light refreshments only on day two of the workshop. Invoice to be presented to the PIDF for settlement through their diplomatic mission in Suva or their foreign office in their capital.

NSDB LAUNCH

At the conclusion of the visit the PIDF Team will together with the Government and other stakeholders launch the NSDB through an exchange of letters and presentation of the Certificate of Establishment to be undertaken in a ceremony to be attended by the proposed members of the NSDB.

The draft letters of exchange and certificate of establishment setting up the NSDB is attached as ANNEX 3 and ANNEX 4.

The assistance of the Government is requested as follows for the launching please:
- A suitable venue;
- Invitation to the members of the NSDB to be present;
- Invitation to other key multi-stakeholders;
- Provision of sound system;
- Arrangement for a senior official of the government to provide the official letter of exchange from the government officially setting up the NSDB and to receive the Certificate of Establishment.

PROTOCOL AND TRANSPORTATION

The assistance of the government is sought in the provision of normal diplomatic courtesies appropriate to the level of the visit together with assistance in transportation please for the visiting PIDF delegation.

FURTHER INFORMATION

For further information please contact either Mr. Penijamini R. T. Lomaloma or Mr Viliame Kasanawaqa at:

Pacific Island Development Forum
56 Domain Road, Nasese, Suva, P.O. Box 2050, Government Buildings, Suva. Fiji
Tel: (679) 3311518  Fax: (679) 3311527.
secretariat@pacificidf.org.
# ANNEX 1 - PROGRAM OF WORKSHOP

## DAY ONE

<table>
<thead>
<tr>
<th>Time of session</th>
<th>Session Title</th>
<th>Expected outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Official opening and group photo</td>
<td>Opening address by the Chief Guest</td>
</tr>
<tr>
<td>9:30</td>
<td>Historical background to PIDF and its organisation, management and operations</td>
<td>Participants would know the origin of PIDF and its progress since its inception, how it is organised and its activities.</td>
</tr>
<tr>
<td>10.00</td>
<td>MORNING TEA</td>
<td></td>
</tr>
<tr>
<td>10:15</td>
<td>The PIDF Charter and the NSDBs</td>
<td>Participants understand the PIDF Charter, PIDF’s vision and mission, the role of NSDBs in the governance structure of PIDF and terms of reference of the NSDBs</td>
</tr>
<tr>
<td>12:00</td>
<td>LUNCH</td>
<td></td>
</tr>
<tr>
<td>1:00</td>
<td>PIDF’s Strategic Plan</td>
<td>Participants understand in detail the mission, purpose and functions of PIDF, the process undertaken to develop the draft strategic plan, the documents consulted in the process and the current contents of the draft strategic plan.</td>
</tr>
<tr>
<td>1:30</td>
<td>Working groups to assess PIDF’s 4 clusters of action</td>
<td>Participants would contribute ideas and suggestions on the relevance for the country of the PIDF 2017 – 2020 planned objectives and discuss the activities that would deliver the identified objectives.</td>
</tr>
<tr>
<td>15:45</td>
<td>AFTERNOON TEA</td>
<td></td>
</tr>
<tr>
<td>16:00</td>
<td>Reporting of the 4 working groups and discussion on the Strategic plan objectives and proposed activities.</td>
<td></td>
</tr>
</tbody>
</table>

## DAY TWO

<table>
<thead>
<tr>
<th>Time of session</th>
<th>Session Title</th>
<th>Expected outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00</td>
<td>PIDF’s Climate Action</td>
<td>Participants understand the Suva Declaration and the Pacific Leaders’ successes with the Climate negotiations and the Paris Agreement. They will also appreciate the limitations of the Paris Agreement and the need for higher ambition action.</td>
</tr>
<tr>
<td>9.30</td>
<td>The PIDF Climate Roadmap</td>
<td>Participants understand the need of a climate roadmap and the elements in the roadmap. Participants would contribute opinions on how the PIDF roadmap could contribute to CC efforts within their own countries and whether it would have a positive impact on their communities.</td>
</tr>
<tr>
<td>10.45</td>
<td>MORNING TEA</td>
<td></td>
</tr>
<tr>
<td>11.00</td>
<td>The Pacific Climate Treaty</td>
<td>Participants understand the proposed climate treaty and its articles. Participants would contribute opinions on the treaty and its application in the region and their country.</td>
</tr>
<tr>
<td>12:30</td>
<td>Official Closing</td>
<td>Closing address by the Chief Guest and presentation of Certificates</td>
</tr>
</tbody>
</table>
### Annex 2 - Program of Launch of NSDB

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00</td>
<td>NSDB members arrive</td>
</tr>
<tr>
<td>10.05</td>
<td>Chief Guest arrive</td>
</tr>
<tr>
<td>10.10</td>
<td>Welcome remarks by MC</td>
</tr>
<tr>
<td>10.15</td>
<td>Remarks by PIDF</td>
</tr>
<tr>
<td>10.20</td>
<td>Address by Chief Guest</td>
</tr>
<tr>
<td>10.30</td>
<td>Exchange of Letters and presentation of Certificate of Establishment</td>
</tr>
<tr>
<td>10.35</td>
<td>Photo</td>
</tr>
<tr>
<td>10.40</td>
<td>End of Program</td>
</tr>
</tbody>
</table>
Excellency,

I have the honor to refer to the Charter of the Pacific Islands Development Forum, Chapter Five, Articles 9 and 13 providing for the establishment of the National Sustainable Development Boards (NSDB) in all PIDF member countries.

I have the additional honor to propose that the NAME OF COUNTRY AND NAME OF ENTITY IN THE COUNTRY TO PERFORM ROLE OF NSDB assume the role of the NSDB for NAME OF COUNTRY and that its membership to include representatives of the private sector and civil society in NAME OF COUNTRY as well and that its Terms of Reference be amended to include the following.

- serve as the national/local focal point and repository of information on all PIDF matters at the national/local level;
- promote the establishment of multi-stakeholder and inclusive processes at the national/local level;
- coordinate the implementation of the decisions of the PIDF at national/local level;
- advocate and lead the vision and purposes of the PIDF at the national/local level;
- report to the Members Representative Council.

I have the honor to propose that, if the above is acceptable to your Government, this letter together with your confirmation to that effect shall together constitute an Agreement between the Pacific Islands Development Forum and the NAME OF COUNTRY on the designation of the INSERT NAME OF ENTITY IN NAME OF COUNTRY TO PERFORM ROLE OF NSDB as the NSDB for NAME OF COUNTRY.

Please accept, Excellency, the assurance of my highest consideration,

[signed]

François Martel

SECRETARY GENERAL
Mr François Martel  
Secretary General  
Pacific Islands Development Forum  
Suva,  
Fiji  

Sir,  

I have the honor to acknowledge receipt of your letter of _____________, which reads as follows:  

“Excellency,  

I have the honor to refer to the Charter of the Pacific Islands Development Forum, Chapter Five, Articles 9 and 13 providing for the establishment of the National Sustainable Development Boards (NSDB) in all PIDF member countries.  

I have the additional honor to propose that the NAME OF COUNTRY AND NAME OF ENTITY IN THE COUNTRY TO PERFORM ROLE OF NSDB assume the role of the NSDB for NAME OF COUNTRY and that its membership to include representatives of the private sector and civil society in NAME OF COUNTRY as well and that its Terms of Reference be amended to include the following.  

• serve as the national/local focal point and repository of information on all PIDF matters at the national/local level;  
• promote the establishment of multi-stakeholder and inclusive processes at the national/local level;  
• coordinate the implementation of the decisions of the PIDF at national/local level;  
• advocate and lead the vision and purposes of the PIDF at the national/local level;  
• report to the Members Representative Council.  

I have the honor to propose that, if the above is acceptable to your Government, this letter together with your confirmation to that effect shall together constitute an Agreement between the Pacific Islands Development Forum and the NAME OF COUNTRY on the designation of the INSERT NAME OF ENTITY IN NAME OF COUNTRY TO PERFORM ROLE OF NSDB as the NSDB for NAME OF COUNTRY.  

Please accept, Excellency, the assurance of my highest consideration.”  

In reply, I am able to confirm that the foregoing proposal is acceptable to the Government of the NAME OF COUNTRY who will regard your letter, together with this reply as constituting an agreement between the Pacific Islands Development Forum and the Government of NAME OF COUNTRY on the designation of the INSERT NAME OF ENTITY IN THE NAME OF COUNTRY TO PERFORM ROLE OF NSDB as the NSDB for the NAME OF COUNTRY.  

Please accept, Sir, the assurance of my highest consideration,  

[signed]  

HEAD OF GOVERNMENT
Certificate of Establishment

THE PACIFIC ISLANDS DEVELOPMENT FORUM PROUDLY PRESENTS THIS CERTIFICATE OF ESTABLISHMENT IN RECOGNITION OF THE SUCCESSFUL LAUNCHING OF THE

NATIONAL SUSTAINABLE DEVELOPMENT BOARD

Awarded this ___ day of __________, 20__

François Martel
Secretary General
Pacific Islands Development Forum
A United, Distinctive & Sustainable Pacific Society