



MEMORANDUM OF UNDERSTANDING (MOU)

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Between

The Government of Samoa
through the Ministry of Natural Resources and Environment (MNRE)

and

The Secretariat of the Pacific Regional Environment Programme (SPREP)

(Together, "the Parties")

The Government of Samoa, through the **Ministry of Natural Resources and Environment (MNRE)**, leads the management of Samoa's environment and natural resources. They work across a diverse range of issues as reflected in the core functions undertaken by the 14 Divisions within MNRE. MNRE's vision is an improved quality of life for all Samoans that is premised on sustainable development and management of the country's natural resources and environment.

SPREP is a regional, intergovernmental organisation comprising 26 members consisting of 21 Pacific Island Countries and Territories and five developed countries with direct interests in the Pacific region. The purposes of SPREP are to promote co-operation in the Pacific region and to provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Whereas SPREP and MNRE have mutual interests in relation to hosting the Fifth Pacific Meteorological Council in Apia, Samoa.

The Parties have reached the following understandings:

1. Objectives

1. The main objective of this Memorandum of Understanding (MOU) is to outline and describe the roles and responsibilities relating to the host country of Samoa (through the MNRE) and the Secretariat (i.e. SPREP) regarding hosting of the Fifth Pacific Meteorological Council (PMC-5) in Apia, Samoa.

2. Operational Provisions

The Parties agree, to the extent possible, but without limitation, to:

1. Complete all activities as described in the work plan (Annex 1) to successfully carry out the Fifth Pacific Meteorological Council
2. Collaborate and share information with regards to PMC-5 and participate in the internal planning committee meetings

3. Fund their individual activities as described in the work plan unless otherwise agreed upon in writing
4. For any disputes that arise from the implementation of this MOU, both Parties will use all reasonable effort and negotiate in good faith to resolve the dispute(s).

3. Annexes

1. Annex 1 namely, "PMC-5 Work plan" provides the detailed work plan for the parties in this MOU. These shall form an integral part of this MOU and, unless expressly provided otherwise, a reference to this MOU includes a reference to any such Annex.

4. Duration, entry into force, amendments and termination

1. The duration of this MOU shall be for the period leading up to PMC-5 up to the completion of the event, and shall have retrospective effect from June 2019 – August 2019.
2. This MOU may be amended by agreement in writing between the Parties.



Mr. Kosi Latu
Director General
SPREP

Date:

15/7/2019

Mr. Ulu Bismarck Crawley
Chief Executive Officer
MNRE

Date:

ANNEX 1: PMC-5 WORKPLAN

1. Background on PMC-5 Host Country Nomination

PMC-4 Outcomes

Agenda Item 28: Venue of the Fifth Meeting of the PMC The Meeting:

- *nominated Samoa to be the host of the Fifth Pacific Meteorological Council Meeting;*
- *agreed that the PMC will Meet in 2019 in Samoa and that the PMC and PMMM-3 will meet in 2020, and that the PMC will meet every 2 year thereafter and that the PMMM with meet every 4 years thereafter, pending approval in PMMM-2.*

(148. The Meeting was briefed on the venue of the next PMC Meeting and the frequency of the next PMC and Ministerial Meetings. It was noted that the PMC and the Ministerial meeting falls in the same year as the SPREP Meeting. The Secretariat's preference is for the PMC Meeting to fall in an off year from the biennial SPREP Meeting. The Secretariat proposed that the PMC next meet in 2019 and then meet in 2020 including the Ministerial Meeting. The PMC would meet every two years after and the Ministerial Meeting would be held every four years.

149. Samoa expressed their willingness to host PMC-5, noting that the PCCC will be launched in 2019. There was no objection to Samoa being the host of PMC-5 and the Chair expressed congratulations.

150. New Caledonia noted the challenges of hosting the PMC Meeting in 2019 before the WMO Congress as the meeting would have to be held during cyclone season. The Secretariat noted that Members had expressed their preference to have the Meeting close to the WMO Congress and accepted New Caledonia's proposed meeting time in March or April 2019. Tonga noted that preparation for the WMO Congress occurs 1 year before and regional preparations will take place at the WMO RA V meeting in 2018. Samoa noted that at RA V there is usually a mini-PMC meeting and that it may not be possible to have a full PMC meeting in 2018.

151. Tonga, Cook Islands, Solomon Islands and Australia proposed to hold PMC-5 in 2019 after the WMO Congress.)

2. Coordination for PMC-5

-The PMC hosting country will lead in the arrangements for the Fifth Pacific Meteorological Council Meeting

-The Pacific Meteorological Desk (SPREP and WMO) will be supporting the hosting country to deliver the Fifth Pacific Meteorological Council Meeting.

3. Outline of Roles and Responsibility of Host Country and the Secretariat

The matrix below is a summary of support which is expected of the secretariat and the host country:

Responsibilities of the Host Country (Samoa):	Responsibilities of the Secretariat (SPREP/WMO):
1. Provide a venue for PMC-5 (5 th – 9 th August 2019)	1. Send out save-the-date and invitation to all NMHS, partners and donors
2. Provide catering and drinks for PMC-5 (5 th – 9 th August 2019) *Including hosting a welcoming event	2. Provide staff to support MNRE in the planning of the meetings including the drafting of working papers, agenda and outcomes
3. Provide transport for delegates and attendees (i.e. airport pick-ups/drop-offs and venue pick-ups/drop-offs)	3. Provide support to Samoa during the PMC-5 meeting which the host country will chair
4. Assist SPREP in providing information for accommodation if needed.	4. Secure funding to support NMHSs to attend the meeting and arrange travels for funded delegates to attend
5. Provide meeting equipment (table set-up/IT/microphones, speakers)	5. In collaboration with the host country provide awareness and branding for the PMC-5
6. Provide stationary and a printing station	6. Organize logistics and meeting requirements for all pre-PMC 5 events
7. Ensure there is adequate internet bandwidth for internet access	7. Lead on the 'greening' of the meeting with support from host country
8. Provide VIP support should there be a high-level attendee during this meeting	8. Communications and Coordinate the Media Coverage of PMC with Samoa & Pacific, and others
9. Allocate venue/space for 2 side events during lunch	9. Provide IT support during the time of PMC-5
10. Chair the PMC-5 meeting	10. Provide information to MNRE on the arrival and departure information of all participants (whom have provided their travel details in advance)

Optional Host Country Responsibilities

11. Excursion or field trip for PMC-5 participants
12. Uniform for PMC-5 participants
13. Provide vendors for mobile services/handicrafts

3.1 Detailed requirements of host country (Samoa)

Support Required	Details of the Required Support
1. Venue Requirements and Meeting	<ul style="list-style-type: none"> • Conference Room: up to 150-person capacity (minimum 100), 5th-9th August 2019

Equipment	<ul style="list-style-type: none"> • Allocate at least 2 rooms for side events • Allocate 1 room for organising committee (i.e. secretariat room) • Main table seating and chairs • Observers' tables and chairs • 7 x Rapporteurs (each should have own computer)/Secretariat table(s) • Podium • 1 printer with spare toners • 1 x wireless AP (open) in conference area for Internet access for ALL (i.e. High speed internet access) • Microphones and speakers • Large screen for overhead presentations • 1 x projector for presentations • TV Screens for daily agenda • Decorations and floral arrangements • One main banner for PMC- 5 Meeting • Set-up and clean room daily
2. Catering	<ul style="list-style-type: none"> • Catering pax (6th August 2019): 100 per day • Catering pax (7th-9th August 2019): 150-200 per day • Morning tea, lunch and afternoon tea to be provided (no plastics or Styrofoam) • Meals should include vegan and gluten free options (as per list provided by SPREP with meal specifications) • Must have water dispensers around the room (18L bottles dispensers) approximately 5 • Reminder that reusable drinking bottles should be used throughout the meeting to reduce the use of single use materials (SPREP to provide the reusable bottles)
3. Transport and Hotel Bookings	<ul style="list-style-type: none"> • Airport transfers on arrival and departures • Transportation for participants (from the venues and to hotels) • Assist with hotel bookings for participants
4. Stationary and Printing	<ul style="list-style-type: none"> • Writing pads for all meeting participants • Stationary for the meeting (E.g. A4 reams, pens, staplers, scissors, etc)
5. Protocol VIP (**on a needs basis as this is not a ministerial meeting**)	<ul style="list-style-type: none"> • Official welcome/greeting (where appropriate) • Special Immigration and Customs facilities (where appropriate) • VIP lounge arrangements (where appropriate)
6. Opening Ceremony/Welcoming Event	<ul style="list-style-type: none"> • Invitations (at the discretion of the country) • Programme • Choir/Entertainment (not compulsory) • Official Photographer • Garland of flowers (or traditional decoration- but not compulsory)