



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## MEMORANDUM OF UNDERSTANDING (MOU)

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Between

The Government of Kiribati, herein represented by the Ministry of Environment, Lands, and  
Agriculture Development (MELAD)

and

The Secretariat of the Pacific Regional Environment Programme (SPREP)

(Together, "the Parties")

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The Government of Kiribati through its Ministry of Environment, Lands and Agriculture Development (MELAD) have joined 7 other Pacific Island Countries in participating in the Minamata Initial Assessment (MIA) project as part of their obligation to the Minamata Convention on Mercury. The Project is implemented by the UN Environment Programme (UNEP), and executed regionally in the Pacific by the Secretariat of the Pacific Regional Environment Programme (SPREP).

UNEP is an agency of United Nations and coordinates its environmental activities, assisting developing countries in implementing environmentally sound policies and practices. As Implementing Agency, and in accordance with the GEF Instrument, UNEP is accountable to the GEF Council for GEF-financed activities and in ensuring these activities are carried out in accordance with GEF policies, criteria, and procedures. The MIA project is a GEF-financed project.

The MELAD is mandated to protect and manage the natural environment of Kiribati to support sustainable development while simultaneously, contributing to enhancing human health. This is an important basis for achieving a sustainable balance between the country's economy and its natural environment. Improved and enhanced coordination of all international and regional environmental programs and activities on these, is critical.

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 to protect and improve its environment and to ensure sustainable development for present and future generations.

This Memorandum of Understanding ("MOU") between SPREP and the MELAD is to reaffirm all parties' commitment to continue the work agreed to and covered under the MIA project. Included in this work is facilitation of monitoring, facilitating and usage of funds allocated by GEF through UNEP to MELAD.

SPREP and MELAD have mutual interests in relation to the protection and management of the environment and developing and strengthening systems, institutions, organizations, and individuals concerned with environmental protection and management in the Pacific region.

The Parties have reached the following understandings:

### **1. Objectives**

1. The main objective of this Memorandum of Understanding (MOU) is to provide a framework of co-operation between SPREP and MELAD in relation to the Pacific Minamata Initial Assessment (MIA) Project
2. The MOU also sets out the roles and responsibilities of each party linked to ensuring the successful execution of the project activities detailed in the work plan as attached in Annex 1 to this MOU

### **2. Collaborative Activities**

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

1. Nominate Focal Points to coordinate the cooperation called for in this MOU.
2. Consult each other on a monthly basis electronically through email and Skype or other equivalent communication platform on the execution of this MOU and the record of monthly meetings to be circulated by SPREP.
3. Finalize and submit authorized and verified quarterly expenditure and narrative reports using approved templates to UNEP.
4. Collaborate and support capacity-building initiatives in relation to the management of mercury.
5. Collaborate and support data collection.
6. Keep all stakeholders informed on co-operative activities undertaken pursuant to this MOU.

### **3. Roles and responsibilities**

Now, therefore, it is hereby agreed by and between both parties that:

1. MELAD will undertake the following:
  - MELAD will be the national operational focal point for planning, coordinating, and implementing activities of the project in Kiribati.
  - MELAD will nominate a suitable point of contact for the purpose of coordinating the responsibilities of MELAD under this MOU

- MELAD will convene and chair a Steering Committee for the purpose of guiding the implementation of the national elements of the project in Kiribati.
- MELAD will recruit a National Project Coordinator to execute activities specified in his/her terms of references.
- MELAD will establish Technical Working Groups (TWGs) to replace the Data Expert and Legal Consultant to execute activities specified in their respective terms of references.
- MELAD will formulate the Terms of Reference for the TWGs and forward to SPREP for review and approval before commencement.
- MELAD will provide on the ground support and to facilitate the work of the international consultant during its visits to Kiribati.
- MELAD will implement other relevant activities that are specified in the Annual Work Plan jointly developed by both Parties. Such activities include workshops and meetings.
- MELAD will send signed narrative progress and expenditure reports and supporting documents on a quarterly basis to SPREP.

2. SPREP will undertake the following:

- SPREP will recruit an International Consultant, who would undertake activities specified in the work plan, and to share the TOR of the International Consultant with the MELAD.
- SPREP will draft the Terms of References for a National Project Coordinator.
- SPREP acknowledges the total budget allocation for Kiribati at USD 47,000 and had since already transferred USD 40,500.
- SPREP will facilitate transferring of remaining balance of USD 6,500 to MELAD for carrying out activities detailed in the Budget.
- SPREP will review CVs and credentials of applicants applying to the National Project Coordinator role before recruitment by MELAD. SPREP will also validate the recruitment of consultant.
- SPREP will facilitate and provide technical support to MELAD to implement the project through the engagement of an international consultant.
- SPREP will consult and work closely with MELAD in reviewing the training to be provided by the International Consultant to ensure it meets the requirements of the project.
- SPREP will review and provide timely feedback on draft reports produced under the MIA
- SPREP will validate the agenda of each visit by International Consultant before the commencement of visits.
- SPREP will draft and circulate the record of monthly meetings between SPREP and MELAD.

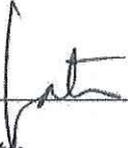
#### 4. Annexes

1. Annex 1 provides the detailed work plan for the parties in this MOU.
2. Annex 2 provide the detailed budget

These Annexes shall form an integral part of this MOU and unless expressly provided otherwise, a reference to this MOU includes a reference on any such Annex.

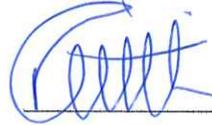
#### 5. Duration, entry into force, amendments, and termination

1. This MOU shall be valid until 31<sup>st</sup> December 2021, renewable for such further period may be agreed between Parties.
2. This MOU may be amended by agreement in writing between the Parties.
3. This MOU will enter into force on the date the last Party signs.
4. Either Party may terminate this MOU by giving three months written notice to the other.



Mr. Kosi Latu  
Director General  
SPREP

Date: 1 / 7 / 2020



Ms Taare Aukitino  
Secretary  
Ministry of Environment, Lands and  
Agriculture Development

Date: 3 / 7 / 2020



		4.6. Assist and provide guidance on the development of national strategies			
5. Final National Mercury Profile and Minamata Initial Assessment Report	<p><i>Activity 5.1: Draft and validate MIA Report</i></p> <p><i>Activity 5.2: Develop a national MIA dissemination and outreach strategy</i></p> <p><i>Activity 5.3: Organize a regional lessons learned workshop</i></p>	<p>5.1. Review the National Mercury Profile and circulate as needed;</p> <p>5.2. Provide any additional guidance on LGA/GA for submission as part of the MIA Report</p> <p>5.3. Comment on final MIA report submitted and approved;</p> <p>5.4. Provide recommendations for the identification of challenges, needs and opportunities to implement the Minamata Convention on Mercury.</p>	<p>- Draft the final MIA report</p> <p>- NPC organise a final validation and awareness raising workshop in each country.</p>	<p>Liaise with NPC for final validation and awareness raising workshop in each country.</p>	
6. Communications / information Sharing workshop		<p>6.1. Present at validation workshops;</p> <p>6.2. Produce communications piece summarizing fish mercury results including a fish consumption recommendations card for the region (BRI in-kind);</p> <p>6.3. Produce communications piece that summarizes Hg inventory findings for each country;</p> <p>6.4. Produce communications piece of findings from the cosmetics analyses (BRI in-kind).</p>		<p>Finalize /Wrap Up Process</p>	

Pacific Minamata Initial Assessment Project #9187

BUDGET ALLOCATION

Participating country name: KIRIBATI

Title of the approved project: Pacific Minamata Initial Assessment Project #9187

Completion Date: 31 December 2021

Total Budget allocated: USD 47,000

Cumulative amount already transferred from SPREP to KIRIBATI as of 30<sup>th</sup> April 2020: USD 40,500. Remaining Balance to Transfer: USD 6,500

Components	Activities/Outputs	Milestones	Allocate Budget Amount	Expenditures Incurred	Justification
1. Establishment of a Coordinating Mechanism	1.1. Organize a Regional and five National Inception Workshops to raise awareness and to define the scope and objective of the MIA process	Organise national inception workshops and report back to SPREP.		\$ 1,204.98	
	1.2. Conduct a national assessment on existing sources of information (studies), compile and make them available	Recruitment of National Project Coordinator (NPC). Engagement 2 Technical Working Groups (TWG). TWG 1 - Legal Gap Analysis, TWG 2 - Mercury Inventory	NPC - 80 days/10 months - \$20,000.00 TWG 1 - \$5,000 20 days TWG 2 - \$10,000 40 days. Total \$35,000.00	\$ 2,632.91	Based on stakeholders recommendation and circumstance with the technical capacity of consultants available, KIR agreed to engage 2 TWGs - gap analysis (legal, policy and institutional) and national mercury inventory instead of individual consultants. This decision was made to address the interest to instil sense of ownership of the MIA report and sustainability of the implementation of activities during the post project.
2. Initiation of the MIA Process through an Inception Meeting in each of the five countries (including review of the Institutional Gap Analysis-IGA and the Legislative Gap Analysis-LGA- needs)	2.1. Assess key national stakeholders, their roles in mercury management and institutional interest and capacities	- TWGs will do the assessments under the guidance of the NPC. - NPC will draft the final report. Regular Stakeholders Meeting to discuss issues, share information, get updates on the project, and also to review drafts of the consultants' reports.	5 meetings of stakeholders for the next 12 months and each meeting costs \$2,000.00. Total \$10,000.00	\$ 3,215.01	The national stakeholders meeting is important to monitor the progress of the project activities and also for the TWGs to present their draft reports for review
	2.2. Analyse the regulatory framework, identify gaps and assess the regulatory reforms needed for the ratification and early implementation of the Minamata Convention in participating countries	- TWGs will do the assessments under the guidance of the NPC. - NPC will draft the final report.			
3. UNEP's Toolkit spreadsheet presented at Inventory Training in each country (with follow up off-site efforts to collect Hg data and development of LGA and IGA Reports)	3.1. Develop a qualitative and quantitative inventory of all mercury sources and releases	- Data collector will follow the training delivered by BRI and will do the quantitative and qualitative inventory of all mercury sources and releases under the guidance of the NPC; - NPC writes the draft mercury inventory report that will be validated by BRI.			
	3.2. Develop a national strategy to identify and assess mercury contaminated sites	- MELAD develops the strategy with the guidance of BRI.			
4. Strategy for identification and assessment of mercury contaminated sites (as well as fish, hair and cosmetics sampling as in-kind support by BRI)- which contributes to the identification of challenges, needs and opportunities	4.1. Conduct a national and sectoral assessment on challenges and opportunities to implement the Convention in key priority sectors	- Address BRI's comments to the MIA report; - Identify the challenges, needs and opportunities to implement the Minamata Convention on Mercury.			
	4.2. Develop a report on recommendations to implement the Convention.	- NPC's write the reports.			
5. Final National Mercury Profile and Minamata Initial Assessment Report	5.1. Draft and validate MIA Report	- draft the final MIA report			
	5.2. Develop a national MIA dissemination and outreach strategy	- NPC organise a final validation and awareness raising workshop in each country.	\$2,000.00		\$2k is allocated for Communication and Awareness. Final Validation Workshop will be later discussed with SPREP and NPC.
<b>TOTAL</b>			<b>\$47,000.00</b>		

Signature of a duly Authorized officer:



Name:  
Position:  
Date: