



ROUTING SLIP- MOU (Amendment)

File: AP_3/22
Date: 25/03/2024
To: Sefanaia Nawadra- Director General
CC: Naheed Hussein, Clark Peteru, Finance and Administration
From: Salesa Nihmei- MCA

Subject: MOU Amendment #1- SPREP and Tuvalu Meteorological Service (TMS)

1. Clearly identify action requested

MOU Amendment #1 for the Acting Director General's signature

2. Clearly identify background to the activity requested-Brief

- SPREP and TMS entered an MOU on 27 July 2020 in which SPREP provides support to TMS to enable them to maintain operations of the Funafuti Global Upper Air Network (GUAN) Station. This support includes SPREP making quarterly top-up payments (for maintenance of the station and staffing), SPREP procuring meteorological balloons and radiosondes on a regular basis, and SPREP ensuring that maintenance works carried out by NZ Met Service are paid accordingly. TMS in turn ensures that the station is maintained by local staff and that data collected from the observations are sent to UKMO.
- This MOU falls under the overall funding agreement (MOU) between SPREP, the Met Office (UK) and Met Service (NZ) regarding the Met Office Pacific Fund, SPREP receives funds from the Met Office Pacific Fund, SPREP receives funds from the Met Office and under paragraph 6.1.1 is responsible for the payment of operational costs for recipient Pacific Island National Meteorological Services, of which TMS is one, the details of which are set in the MOU. This MOU has been extended to end on 1 December 2024 which is why we are now amending the MOUs between SPREP and the countries (Kiribati and Tuvalu) to 1 December 2024.
- This is the 2nd MOU that SPREP has entered with partner countries on the GUAN stations in which SPREP has managed for 10 years now. It is anticipated that this partnership will be ongoing with a new MOU to be signed before the end of year. However, this amendment is needed to ensure that services are not disrupted, and that observations continue until the new MOU is in place.
- The aims of the Global Climate Observing System (GCOS) Upper Air Network (GUAN) of radi-sonde stations is firstly; to ensure a fixed, well-distributed global network of stations with sufficient record length and adequate homogeneity and metadata for the assessment of multidecadal variations and trends and secondly, to provide high quality data both now and in the future for global climate research.

3. Clearly summarize the process that has been done in accordance with SPREP procurement policy.

- MOU signed with donor partner (UKMO) and NZ Met Service to extend partnership until 1 December 2024.
- MOU Amendment #1 sought before the expiry of original MOU.
- Sufficient budget in UM 2192 to maintain the GUAN Stations until 1 December 2024.
- MoU Amendment #1 Checked by legal in advance (Everett).

4. Clearly identify the outcome of the requested action

- The outcome of this amendment is that the GUAN stations will be maintained with quality data from the stations used for assessment of multidecadal variations and trends and global climate research.

5. Clearly state the budget implication of the action requested; whether funds are with SPREP and the project number to charge costs to.

- The costs associated with this MOU Amendment #1 between SPREP and TMS will be charged to **UM.2192.10.1130.00.00.S3.TV.XXXX** which is within the allocated funding supplied by UKMO.

Recommendation:

That the MOU Amendment #1 be signed by the ADG

Thanks,

 25-Mar-2024 | 14:49 WST

Salesa Nihmei

#	Name	Comments and or questions	Questions Addressed Yes/ No	Date	Signature of approval
<i>Please note that below is the order of signature approval or vetting completed. All supporting documentation and relevant decisions need to be properly attached and referenced to this routing slip.</i>					
1	OIC CCR: Naheed Hussein	Endorsed		25-Mar-2024	14:56 WST 
2	Legal Counsel Clark Peteru	simple date change		29-Mar-2024	09:34 WST 
3	Finance and Administration Director Petra Chan Tung	Amendment Endorsed. However delayed circula only just sent thru via docusign on Sunday 31/3	X	02-Apr-2024	12:25 WST 
<i>The Executive will consider the signed routing slip when all questions raised are addressed in the documentation provided and noted persons above have signed.</i>					
4	Executive Sefanaia Nawadra	Approved		03-Apr-2024	16:39 WST 

**Attached:
Original MOUs and Amendment #1**



AMENDMENT TO

Memorandum of Understanding (MOU)

Between

The Secretariat of the Pacific Regional Environment Programme
(SPREP)

And

Tuvalu Meteorological Service
(TMS)

Signed on 27 July 2020

AMENDMENT #1

WHEREAS:

1. **THE** Memorandum of Understanding which was signed on the 27 July 2020 required the MOU to complete on March 2024.
2. **THE** Parties agreed prior to the End Date and in accordance with Clause 17 of the Original Contract, to extend the End Date.
3. **THE** Amendment #1 is required to enable SPREP to continue to support TMS in providing timely, efficient and safe operations of the Funafuti Global Upper Air Network (GUAN) programme to end on 1 December 2024.
4. **SAVE** as to the terms and conditions of Amendment #1, the Parties agree that the terms and conditions of the original contract shall remain valid.
5. **THIS** Amendment #1 constitutes part of the Original Agreement between the Parties.

IN ALL OTHER RESPECTS, the Parties hereby agree to amend the Memorandum of Understanding Between SPREP and TMS as follows:

<p>Recitals</p>	<p>Delete the paragraph that reads as follows:</p> <p>“And Whereas by MOU dated 2019 between SPREP, the Met Office (UK) and Met Service (NZ) regarding the Met Office Pacific Fund, SPREP receives funds from the Met Office Pacific Fund, SPREP receives funds from the Met Office and under paragraph 6.1.1 is responsible for the payment of operational costs for recipient Pacific Island National Meteorological Services, of which TMS is one, the details of which are set in the MOU.”</p> <p>And replace it with the following:</p> <p>“And Whereas by MOU dated 2023 between SPREP, the Met Office (UK) and Met Service (NZ) regarding the Met Office Pacific Fund, SPREP receives funds from the Met Office Pacific Fund, SPREP receives funds from the Met Office and under paragraph 6.1.1 is responsible for the payment of operational costs for recipient Pacific Island National Meteorological Services, of which TMS is one, the details of which are set in the MOU.”</p>
<p>22.1. Duration, entry into force, amendments and termination</p>	<p>Delete paragraph 22.1 that reads as follows:</p> <p>“This Memorandum will come into force on the date the last party signs and will come to an end in March 2024 which is the end date of the main agreement between UKMO, SPREP and NZ Met Service, unless terminated under the provisions stipulated below.”</p> <p>And replace with new paragraph as follows:</p> <p>“This Memorandum will come into force on the date the last party signs and will come to an end in 1 December 2024 which is the end date of the main agreement between UKMO, SPREP and NZ Met Service, unless terminated under the provisions stipulated below.”</p>

IN WITNESS WHEREOF, the Parties hereto have caused this *Amendment No.1* to be signed in their respective names as of the day and year first above written:

DocuSigned by:

E154D79DF91044E...

Sefanaia Nawadra
Director General
SPREP

03-Apr-2024 | 16:39 WST
Date: _____

Tuala Katea
Director
Tuvalu Meteorological Service

Date: _____



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**NATURE CONSERVATION
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MEMORANDUM OF UNDERSTANDING (MOU)

MEMORANDUM OF UNDERSTANDING (MOU)

between

Tuvalu Meteorological Service (TMS)

and

The Secretariat of the Pacific Regional Environment Programme (SPREP)

(together, "the Parties")

TMS is a sub-division within the Office of Ministry of Public Works, Infrastructure, Environment, Labour, Meteorology and Disaster under the Government of Tuvalu, responsible for monitoring the state of the atmosphere in Tuvalu as well as issuing weather and climate information to safeguard the lives and properties of the people of Tuvalu.

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.

Definitions

"Financial Year" means the financial year 1st April to 31st March.

"GCOS" means Global Climate Observing System.

"GSN" means GCOS Global Surface Network.

"GUAN" means GCOS Global Upper Air Network.

"NZ Met Service" means Meteorological Service of New Zealand Ltd.

"TMS" means Tuvalu Meteorological Service, Office of Ministry of Public Works, Infrastructure, Environment, Labour, Meteorology and Disaster of the Government of Tuvalu.

"Parties" means SPREP and TMS.

"PF" means the UK Meteorological Office Pacific Fund.

"Services" means the services broadly defined in clause 2.2 and specifically defined in Appendix 1 of this Agreement.

"SPREP" means the Secretariat of the Pacific Regional Environment Programme

"WMO" means the World Meteorological Organization



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Whereas SPREP and TMS have mutual interests in relation to the management and operations of the Funafuti Global Upper Air Network (GUAN) programme and the continuous monitoring of the atmosphere to ensure adequate atmospheric data is collected to strengthen the GUAN and contributing vital meteorological data to global institutions of which information are processed for the safety of the people of Tuvalu, the Pacific region and around the world.

And Whereas by MOU dated 2019 between SPREP, the Met Office (UK) and MetService (NZ) regarding the Met Office Pacific Fund, SPREP receives funds from the Met Office and under paragraph 6.1.1 is responsible for the payment of operational costs for recipient Pacific Island National Meteorological Services, of which TMS is one, the details of which are set out in this MOU.

The Parties have reached the following understandings:

1. Objectives

- 1.1. The main objective of this Memorandum of Understanding (MOU) is to provide a framework of co-operation between SPREP and TMS to ensure timely, efficient, and safe operations of the Funafuti GUAN programme.
- 1.2. Within this framework the Parties will consult to collaborate on the activities they identify as requiring implementation.

2. Collaborative Activities

2.1. Background

- 2.1.1. This Agreement regarding Services funded out of the PF is between SPREP and TMS, referred to as the Parties in this Agreement.
- 2.1.2. Monies from the PF are used for authorized supporting activities to manage and operate the Funafuti GUAN station in Tuvalu.

2.2. Description of Services

- 2.2.1. SPREP, on behalf of the Met Office United Kingdom, agrees to engage TMS to provide the Services Specified in **Appendix I: Description of Services and Appendix II: World Meteorological Organization 'Best practices' for GUAN stations** of this Agreement.
- 2.1.2. SPREP may from time to time request TMS to provide additional services to the Services required under this Agreement. Both Parties shall agree in writing to the provision of such additional services and the charges for such additional services prior to those services being provided.

3. Operational Provisions

- 3.1 This MOU constitutes an expression of a shared intention of the Parties to endeavor to develop foundations for achieving their shared objectives relating to the protection of the environment and developing and strengthening systems, institutions, organisations and individuals concerned with environmental protection in the Pacific region.
- 3.1. Each Party's actions under this MOU shall be considered to be that Party's sole and separate action for all purposes, including liability, and neither Party shall claim to be acting on behalf of, or as agent for, the other Party to this MOU.



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- 3.2. Each Party will name and keep updated focal points to co-ordinate the cooperation called for in this MOU.

4. Financial Arrangements

- 4.1. Management: SPREP and TMS, will manage the finances under this Agreement, in accordance with SPREP and Government of Tuvalu's financial policies and procedures.
- 4.2. Payment to TMS: SPREP will issue a Telegraphic Transfer (TT) of monies to the Tuvalu Met Services Imprest Ac on a top-up basis of 10,000 AUD based on quarterly in-country funding balance.
- 4.3. SPREP to provide top-up funds to TMS as per clause 4.2. based on the following payment schedule:
- a) Quarter 1 (April)
 - b) Quarter 2 (July)
 - c) Quarter 3 (October)
 - d) Quarter 4 (January)

Processing of top-up payments will commence at SPREP once quarterly financial reports have been submitted by TMS to SPREP.

All payments made by SPREP to the Tuvalu Met Services Imprest Ac shall be made in cleared funds to the Account as follows:

Bank: National Bank of Tuvalu
Branch: Vaiaku, Funafuti
Account Name: Tuvalu Met Services Imprest Ac
Account No.: 01-390202-01
Swift address: NABTTVTV

- 4.4. The expenses to be paid out of the Tuvalu Met Services Imprest Ac will cover the following activities

Table I: Funafuti GUAN Station activities supported by the MoU

Expense Item
Management & staffing (Salaries and Allowances)
Occupancy -building rent
Occupancy -electricity (Hydrogen Building)
Office maintenance -furniture
Office -misc. (stationery, printing, etc.)
General Admin
Communications -postage
Communications -emails, tolls
Air conditioner ops

- 4.5. TMS will provide SPREP with monthly and quarterly progress reports summarizing activities carried out on the site and expenditures incurred during each month/quarter. The progress



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reports should reach the Pacific Meteorological Desk Partnership at SPREP no later than the 21st day of the following month.

5. Warranties

- 5.1. TMS warrants that it has not relied on any representation made by SPREP which has not been expressly stated in this Agreement or upon any descriptions contained in any document including any publicity material produced by SPREP.
- 5.2. If there are implied into this Agreement any terms or conditions, liability of which it cannot be excluded, SPREP liability arising for breach of such a term or condition is limited, and at SPREP absolute discretion.
- 5.3. Subject to clause 2.2.2, any Services which would otherwise be implied in this Agreement, are hereby excluded.

6. Intellectual Property

- 6.1. All observations from Funafuti GUAN station shall be freely transmitted through the WMO Global Telecommunication System (GTS), in line with WMO guidelines for GOS and GCOS stations.
- 6.2. All intellectual property rights arising in and part of the Services supplied by TMS under this Agreement shall belong to SPREP and TMS. This includes (without limitation) any equipment, the interfaces, presentations, concepts and manuals associated with some of the equipment procured under this Agreement.
- 6.3. The ownership of any amendments, alterations, revisions, modifications, abridgements or expansions made to any equipment, software or Services by any person associated with the Funafuti GUAN programme shall also vest in SPREP and TMS.

7. Indemnity

- 7.1. TMS shall indemnify SPREP against any loss, damage, liability, cost or expense in connection with or arising out of any claim by any third party against SPREP as a result of the fault or negligence of TMS staff or any of its contractors or agents in the performance or non-performance of this Agreement or non-compliance with it as the case may be.

8. Limitation of Liability

- 8.1. SPREP shall under no circumstances be liable under the law of tort, contract or otherwise, for any indirect or consequential loss or damage, however caused, arising out of, or in connection



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Nature Conservation Action for a Resilient Pacific

with, the performance or non-performance of this Agreement.

9. Assignment

- 9.1. No Party may assign or be relieved of its rights or obligations under this Agreement without the prior consent in writing of the other Party, which consent shall not be unreasonably withheld.

10. Force Majeure

- 10.1. Neither Party shall be liable for any delay in meeting, or failure to meet, its obligations under this Agreement to the extent that such delay or failure is caused by any event outside its reasonable control (including, without limitation, any delay or failure caused by any act or omission of the other Party). If a Party is prevented from meeting its obligations under this Agreement due to circumstances outside its reasonable control, it shall immediately notify the other Party of the circumstances and any alternative means for performance of the obligation and consult with the other Party as to the means, and use its best endeavours, to minimise the effects of its inability to perform its obligations under this Agreement.

11. SPREP Obligations and Rights

- 11.1. The following are the obligations and rights of SPREP. SPREP will;
- Provide details of the required authorised Services from TMS (see Appendix 1 for details);
 - Manage and oversee the overall implementation of this Agreement;
 - Respond to any queries from TMS as soon as possible but not later than 15 days after the enquiry is received;
 - Liaise with Met Office UK, NZ Met Service and relevant partners regarding the management and operation of this Agreement;

12. TMS Obligations and Rights

- 12.1. The following are the obligations and rights of TMS. TMS will;
- Provide the required Services specify in Appendix 1 in a timely, cost-effective and efficient manner;
 - Respond to any queries from SPREP as soon as possible but not later than 5 days after the enquiry is received;
 - Be responsible for ensuring that value for money is achieved in meeting its obligations under this Agreement;
 - Be entitled to recover any proper external costs of delivering the Services directly from SPREP. A tax invoice will be supplied to SPREP for any recovery sought, after prior agreement with SPREP.
 - Provide quarterly reports to SPREP to the Financial and Operation of the Stations

13. Staffing

- 13.1. TMS shall provide all the necessary and appropriate staffing to meet its obligations under this Agreement.

14. Sub-contractors

- 14.1. No part of this work under this Agreement shall be sub-contracted by TMS without the express agreement of SPREP. Any such sub-contract shall indemnify SPREP against any employment



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Nature Conservation Action for a Resilient Pacific

liabilities that incurred.

15. Ownership of equipment

15.1. Equipment procured and or purchased by SPREP under the PF and with other funds, for use in Funafuti GUAN station shall become the property of TMS. Full ownership of equipment shall be granted once the equipment is received and satisfactorily installed.

16. Acknowledgement of Parties

16.1. Unless there are exceptional reasons for the funding sources not to be acknowledged, TMS undertakes to acknowledge the contribution of SPREP and Met Office UK and where appropriate on equipment and related Services procured under the Agreement.

17. Amendments

17.1. Amendments may be made to this Agreement with the mutual agreement in writing of the Parties.

18. Disputes

18.1. In the event of a dispute relating to this Agreement, both Parties shall endeavour to resolve all disputes by direct negotiation where possible. Any dispute that cannot be resolved by mutual agreement within 21 days shall be resolved by such person nominated by the Parties acting as an expert and not as an arbitrator. The decision of such an expert shall be final and binding.

19. Confidentiality

19.1. The Parties shall keep confidential the terms and conditions of this Agreement and the appendices hereto and any information contained therein or associated with the negotiation and provision of the Services subject to any disclosure required by law. This clause shall survive termination of this Agreement.

20. General

- 20.1. Each Party to this Agreement acknowledges that it is in all respects independent of the other Party and that it does not have the authority to make statements or other representations on behalf of the other Party.
- 20.2. If either Party fails to exercise any right or remedy under this Agreement or delays in doing so, such failure or delay shall not operate as a waiver by that Party of that right or remedy or of any other right or remedy under this Agreement.
- 20.3. If any provision in this Agreement is held to be invalid or unenforceable, such invalidity shall not affect the validity or enforceability of the remaining provisions of this Agreement.
- 20.4. This Agreement may be signed in counterparts, email or by facsimile. Once a counterpart has been signed by each Party, each counterpart shall be deemed as valid and binding on the Party that signed it as if it had been signed by both Parties.
- 20.5. All notices under this Agreement shall be in writing and shall be delivered by hand or sent by courier, fast post (or its equivalent), email or facsimile to the address set out below or to such other address as the addressee may notify in writing from time to time.



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Table II: Contact points within TMS and SPREP

<p>Tuvalu Meteorological Service Private Mail Bag Funafuti Tuvalu Tel: + (688) 20736 e-mail: tauala.k@gmail.com niko.iona@gmail.com</p>	<p>Secretariat of the Pacific Regional Environment Programme Vailima P.O Box 240 Apia Samoa Tel: + (685) 21929 Fax: +(685) 20231 e-mail: tagaloac@sprep.org or ccdmet@sprep.org</p>
<p>Attention: Mr. Tauala Katea Director TMS And Mr. Nikotemo Iona Acting Director TMS</p>	<p>Attention: Ms. Tagaloa Cooper-Halo Director Climate Change Resilience Programme SPREP</p>

20.6. Each Party is liable for its own costs in connection with the preparation, signing and enforcement of this Agreement.

21. Annexes

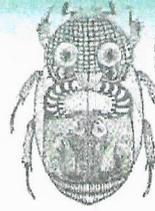
- 21.1. SPREP, on behalf of the Met Office United Kingdom, agrees to engage TMS to provide the Services specified in Appendix I: Description of Services and Appendix II: World Meteorological Organization 'Best practices' for GUAN stations of this Agreement.
- 21.2. Such Annex shall form an integral part of this MOU and, unless expressly provided otherwise, a reference to this MOU includes a reference to any such Annex.

22. Duration, entry into force, amendments and termination

- 22.1. This Memorandum will come into force on the date the last party signs and will come to an end in March 2024 which is the end date of the main agreement between UKMO, SPREP and NZ MetService, unless terminated under the provisions stipulated below.
- 22.2. SPREP reserves the right to terminate this Agreement, upon one month's written notice to TMS, inter-alia in the following circumstances.
- If the PF MoU between SPREP and Met Office UK is terminated;
 - For failure to provide the Services required under Appendix I of this Agreement;
 - For material breach by TMS of any terms of this agreement
 - By reason of force majeure.
- 22.3. Upon termination of this agreement, SPREP retains the right to recover any monies given to TMS for the purposes of the provision of the required services which cannot be accounted for.
- 22.4. Until the date on which termination takes effect, TMS shall continue to provide the services required under Appendix I of this Agreement.

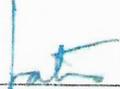


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10th Pacific Islands Conference
**NATURE CONSERVATION
AND PROTECTED AREAS**
Nature Conservation Action for a Resilient Pacific

22.5. Termination of the Agreement under clause 9 shall be without prejudice to other rights and remedies of the Parties arising out of any default which occurs before the termination, and shall be without prejudice to any claim for monies payable as at the date of termination or in respect of work done or liabilities incurred before the termination.



Mr. Kosi Latu
Director General
SPREP

24/07/2020



Mr. Nikotemo Iona
Acting Director
TMS

27/07/2020



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ANNEX 1: Description of Services

TMS will undertake the following tasks:

i. Technical Support

- Daily operation and maintenance of the Funafuti GUAN station. Standard Operating Procedures (SOPs) provided by Met Service's Observations & Engineering (O&E) staff shall be followed by TMS staff operating the Funafuti GUAN station.
- Daily operation and maintenance of communication systems used with radiosonde ground system tools, test equipment, manual and spares.
- Monthly review of Upper Air Log and compared them to those received at GCOS monitoring centres.
- Monthly quality control and review of alignment and accuracy of upper air soundings.
- Training of relevant staff assigned to operate and maintain the station.
- Prepare basic training manuals and guidance documents on operation and maintenance of station.
- Develop a standard trouble shooting and technical assistance response system.
- Establish a national maintenance spares pool within TMS for component systems that require routine replacement.
- Provide immediate procurement of any technical spares, as required, in accordance with operational requirements for Funafuti.
- Review condition and status of GUAN equipment (e.g. hydrogen generator and storage system, digicora, balloon fining operation site, etc.) and recommend appropriate follow up actions to repair or restorer any of the worn-out equipment to SPREP.
- Review operational safety procedures and safety conformity of GUAN programme.

ii. Secretariat, Reporting and Logistical

- Monthly preparation of CLIMAT TEMP reports.
- Prepare a monthly inventory and tracking system of equipment, expendables/consumables and expected resupply. Send the inventory to SPREP by the end of each month.
- Prepare monthly and quarterly reports on services delivered on a monthly (quarterly) basis to SPREP
- Assist NZ Metservice engineers during their remote assistance and in-country visits (e.g. emergency and routine visits) of facilities to diagnose faults.
- Other additional services that may be required.



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ANNEX 2: World Meteorological Organization 'Best Practices' for GUAN stations (Manual on the Global Observing System, WMO-No. 544, 2.10.4.9)

(Page <http://www.wmo.int/pages/prog/gcos/Publications/gcos-73.pdf>)

- Long-term continuity should be provided for each GUAN station. This requires the provision of the necessary resources, including well-trained staff, and keeping changes of location to a minimum.
- Changes of bias caused by changes in instrumentation should be evaluated by a sufficient overlapping period of observation (perhaps, as much as a year) or by making use of the results of instrument intercomparisons made at designated test sites.
- Soundings should preferably be made twice a day and should reach as high as possible, noting the GCOS requirements for ascents up to a height of 5 hPa. Because climate data are needed in the stratosphere to monitor changes in the atmospheric circulation, composition and chemistry, every effort should be made to maintain soundings regularly up to a level as high as possible noting the above GCOS requirement.
- CLIMAT TEMP data should be provided in an accurate and timely manner. CLIMAT TEMP reports should be transmitted by the fifth day of the month but not later than the eighth day of the month.
- Rigorous quality control should be exercised at each GUAN site. Periodic calibration, validation and maintenance of the equipment should be carried out to maintain the quality of the observations.
- Basic checks should be made before each sounding to ensure accurate data. Checks should also be made during and at the end of each sounding to assure corrections of incomplete soundings or errors before transmission.
- Back-up radiosondes should be released in cases of failure in order to maintain the record from the GUAN station.
- Detailed metadata should be provided. The batch identifier on the radiosondes should be logged for each flight, so that faulty batches can be identified, and the data amended or eliminated from the climate records if necessary. Up-to-date records of metadata in a standard format should be provided to the GUAN Archive so that shifts in the data will not be mistaken for climate change. The metadata should include detailed information about the station such as location, elevation, operating instruments, and their changes over time. Changes to operating and correction procedures should also be recorded. Both the corrected and uncorrected upper-air observation should be archived. Climate change studies require extremely high stability in the systematic errors of the radiosonde measurements.

Memorandum of Understanding
regarding the Met Office Pacific Fund

Between

Met Office

and

Secretariat for the Pacific Regional Environmental Programme

and

MetService

Reference Number L1944, L4750

THIS MEMORANDUM OF UNDERSTANDING is dated the 1st day of April 2019

Between

- (1) **MET OFFICE**, for and on behalf of the **SECRETARY OF STATE FOR BUSINESS, ENERGY AND INDUSTRIAL STRATEGY OF THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND** whose principal place of business is at Fitzroy Road, Exeter, Devon, EX1 3PB, United Kingdom ("**Met Office**")
- (2) **SECRETARIAT FOR THE PACIFIC REGIONAL ENVIRONMENTAL PROGRAMME**, located at Vailima in the city of Apia, Samoa ("**SPREP**")
- (3) **METEOROLOGICAL SERVICE OF NEW ZEALAND LTD**, 30 Salamanca Road, Kelburn, Wellington 6140, New Zealand ("**MetService**")

each referred to as a "**Participant**" or collectively as "**Participants**".

BACKGROUND:

- (a) The aim of the World Meteorological Organisation (WMO) Voluntary Cooperation Programme (VCP) is to enhance the capacity of developing countries worldwide through working in partnership to deliver equipment, services and training.
- (b) The UK contribution to the VCP is managed through the Met Office and is funded by the Public Weather Service programme. The Pacific Fund has been established for the purposes of supporting meteorological operations, enhancing the availability of observations worldwide and protecting life and property in the Pacific region (the "**Fund**").
- (c) Monies from the Fund are used for Met Office authorised support to observing programmes, installation and upgrading of meteorological equipment, ongoing operational expenses including consumables, staffing costs where agreed by Met Office, and support visits to assist Pacific Islands meteorological services through advice, training and maintenance.

1. Defined Terms and Interpretation

The definitions and rules of interpretation in this paragraph 1 apply in this Memorandum.

Bank Account	means the account opened by SPREP on behalf of Met Office containing the monies of the Fund and used exclusively for the purpose and scope of the fund including the administration of the Fund; the details of which are set out in Appendix One.
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Confidential Information	means all information, whether technical or commercial and in any form, disclosed by one Participant to the other(s) in connection with this Memorandum and the Fund but excludes the existence of the Fund itself and the general aims as set out in the Background to this Memorandum.
Financial Year	means the year 1 st April to 31 st March.
Intellectual Property Rights	means intellectual property rights of all kinds, regardless of the form or medium on which they are stored, including rights in classified or Confidential Information, know-how and trade secrets, in each case whether registered or unregistered;
Memorandum	means this Memorandum of Understanding and any future variations to it which may be jointly decided between the Participants as set out in paragraph 16;
Quarter or Quarterly	means the three month periods of: 1 st April to 30 th June 1 st July to 30 th September 1 st October to 31 st December 1 st January to 31 st March each year;
Statement of Financial Performance	means a summary based on the accruals concept covering a set time period and documenting income and expenditure, including any interest accrued.

2. Duration and Termination

- 2.1. This Memorandum will come into effect on the date indicated above and will continue for five (5) years, unless terminated under the provisions of paragraph 2.2.
- 2.2. This Memorandum may be terminated upon twelve (12) months' notice given by one Participant to each of the other Participants in writing signed by an authorised representative of the Participant.
- 2.3. This Memorandum may be extended in accordance with paragraph 16.

3. Purpose and Scope

- 3.1. The purpose of this Memorandum is to formally set out arrangements for the operation of the Fund including the obligations and rights of the Participants.
- 3.2. This Memorandum relates to matters concerning the Fund only and no other matters which the Participants may engage in from time to time.

4. Principles of co-operation

- 4.1. The Participants undertake to use the Fund solely for the purposes contemplated herein.
- 4.2. The Participants will use reasonable endeavours to ensure that value for money is achieved in fulfilling their obligations under this Memorandum.
- 4.3. The Participants will appoint representatives, identified in paragraph 18, who will promote co-operation between the Participants and review the effectiveness of the Memorandum as appropriate.

5. Met Office responsibilities

- 5.1. Met Office will:
 - 5.1.1. Make payments to the Bank Account (Fund averaging £160,000 per annum) as set out in paragraph 8.2 of this Memorandum.
 - 5.1.2. Retain ownership of the Bank Account and the monies held in it and ensure that the Bank Account has sufficient funds to meet agreed obligations.
 - 5.1.3. Be liable for all Samoa and United Kingdom tax obligations that may arise from the operation of the Fund.
 - 5.1.4. Consider the budget for the next Financial Year and provide approval in writing to SPREP prior to the commencement of the next Financial Year. Met Office reserves the right to withhold approval or require modifications to the budget before approval is given, such approval not to be unreasonably withheld.

6. SPREP responsibilities

- 6.1. SPREP will be responsible for the management and administration of the Fund, including:
 - 6.1.1. The payment of operational costs for recipient Pacific Island National Meteorological Services ("**PI-NMS**");

- 6.1.2. The payment of MetService operational engineering support costs within 30 days of receiving an invoice from MetService in accordance with paragraphs 7.3 and 7.4;
- 6.1.3. Procurement and delivery of consumables;
- 6.1.4. Monitoring of performance and regular liaison with recipient PI-NMS, providing advice and assistance as appropriate, to enable them to undertake their responsibilities as set out in the agreements concluded pursuant to paragraph 6.5;
- 6.1.5. Preparation and delivery to Met Office of a proposed budget prior to the commencement of each Financial Year in accordance with an agreed timetable;
- 6.1.6. Provision of quarterly reports to Met Office within thirty (30) working days of the end of each quarter, to contain
 - brief commentary on activities undertaken during the quarter
 - a Statement of Financial Performance
 - reconciliation of the Bank Account;
- 6.1.7. Responding to queries from Met Office as soon as possible but not later than 30 days after the query is received;
- 6.1.8. Ensuring that the operation of the Fund complies with government of Samoa tax requirements;
- 6.2. SPREP is entitled to recover any reasonably and wholly necessarily incurred external costs arising from its obligations under this paragraph 6 directly from the Fund, after prior agreement with Met Office. A tax invoice will be supplied to Met Office.
- 6.3. Each Financial Year, SPREP is entitled to recover an annual administration fee from the Fund amounting to £16,000 per annum. This fee will be reviewed annually in accordance with paragraph 13.
- 6.4. SPREP will provide all necessary personnel to meet its obligations under this Memorandum and will indemnify Met Office against any employment liabilities incurred. Such personnel will remain the employees of SPREP (or their existing employer) at all times.
- 6.5. SPREP will be the main point of contact for PI-NMS. SPREP will ensure that written agreements are concluded with appropriate recipient PI-NMS which include the undertakings set out in paragraphs 9.2, 10.3 and 12 of this Memorandum.

- 6.6. SPREP will liaise with MetService regarding required operational engineering work to facilitate budgeting, scheduling of work and payment to MetService in accordance with paragraph 7.3.
- 6.7. SPREP will fulfil its obligations under this paragraph 6 in a timely and efficient manner.
- 6.8. Any funds remaining from the previous MOU will be carried forward to this MOU.

7. MetService responsibilities

- 7.1. MetService will provide operational engineering support to recipient PI-NMS in the form of:
 - 7.1.1. A total of two visits per annum to the Pacific region to perform scheduled maintenance, each with a maximum duration of one week;
 - 7.1.2. Up to a total of two visits per annum to the Pacific region for the purpose of fault response, each with a maximum duration of one week;
 - 7.1.3. Up to a total of 40 hours of remote technical advice and consultancy per annum;
 - 7.1.4. Any operational engineering support required that is not covered in paragraphs 7.1.1, 7.1.2 and 7.1.3 will be negotiated and agreed to by SPREP and MetService prior to commencement.
- 7.2. MetService will liaise with SPREP regarding operational engineering work required to facilitate budgeting, scheduling of work and payment in accordance with paragraphs 7.3 and 7.4.
- 7.3. MetService will be entitled to recover from the Fund the following costs incurred while providing the operational engineering support under this paragraph 7:
 - all travel costs
 - per diem rates as published by the New Zealand Ministry of Foreign Affairs and Trade for each night spent in-country of the recipient PI-NMS
 - the cost of consumables required to set up and maintain a spares pool
 - the cost of all other consumables used.
- 7.4. MetService will provide an itemised statement of costs and a completed visit report as set out in Appendix Two to SPREP within thirty (30) days of the end of the relevant quarter to enable payment to be made.

- 7.5. MetService will fund all personnel costs incurred in undertaking its obligations under this paragraph 7.
- 7.6. MetService will provide all necessary personnel to meet its obligations under this Memorandum and will indemnify Met Office against any employment liabilities incurred. Such personnel will remain the employees of MetService (or their existing employer) at all times.

8. Financial matters

- 8.1. The Bank Account will be set up in Samoa by SPREP with the agreement of and on behalf of Met Office to contain all monies related to the Fund. All interest earned will become part of the Fund. The Bank Account will be of the most suitable type for the purposes of the Fund by mutual agreement between SPREP and Met Office.
- 8.2. Met Office will transfer monies in Pounds Sterling (GBP), or USD as applicable, to the Bank Account when required, to maintain a level of funds agreed by the Met Office. This will normally occur quarterly but certain quarters may be omitted if the level of funds is considered by Met Office as sufficient for planned activities.
- 8.3. The operation of the Bank Account will be subject to normal accounting rules and the law of Samoa with audit in accordance with SPREP's internal financial regulations. Additional audit may be undertaken by Met Office should it so request, or by the UK National Audit Office where required. Audit costs will be met by the Fund. SPREP will give open book access and all necessary assistance to the appointed auditors.
- 8.4. Upon termination of this Memorandum, the balance of the Fund and all associated assets after full settlement of legitimate liabilities will be transferred to a bank account nominated by Met Office. During any notice period, Met Office will transfer monies to the Bank Account sufficient only to cover planned activities for which:
 - 8.4.1. Expenditure has been approved in the budget for the relevant Financial Year; and
 - 8.4.2. Monies from the Fund have already been committed.

9. Ownership of equipment

- 9.1. Ownership of equipment procured and/or purchased either fully by the Fund, or jointly with other sources, for installation and use by PI-NMS shall vest in the beneficiary recipient PI-NMS once delivered and installed.

- 9.2. SPREP will ensure that recipient PI-NMS undertake to acknowledge receipt of all equipment and related services provided under the Fund in monthly reports to SPREP.

10. Intellectual Property Rights

- 10.1. This Memorandum does not affect the ownership and control of a Participant's Intellectual Property Rights that exist prior to the date of or independently from this Memorandum and associated activities. No licence to use any Intellectual Property Rights is granted or implied unless expressed in this Memorandum.
- 10.2. All observations from supported stations will be freely reported through the WMO Global Telecommunication System in accordance with WMO guidelines for GOS and GCOS stations.
- 10.3. SPREP will ensure that recipient PI-NMS undertake to comply with the provisions of this paragraph 10.

11. Confidentiality

Each Participant will treat as confidential all Confidential Information and will not divulge such Confidential Information to any person (except to such Participant's own employees, government or audit bodies who need to know the same) without the prior written consent of the Participant providing the Confidential Information. This paragraph will not extend to information which was rightfully in the possession of such Participant prior to the commencement of the negotiations leading to this Memorandum, which is already public knowledge or becomes so at a future date (otherwise than as a result of a breach of this paragraph) or which is trivial or obvious. Each Participant will ensure that its employees are aware of and comply with the provisions of this paragraph. If a Participant appoints any sub-contractor, then that Participant may disclose Confidential Information to such sub-contractor subject to such sub-contractor giving the Participant an undertaking no less onerous than the provisions of this paragraph.

12. Publicity

SPREP will ensure that recipient PI-NMS undertake to acknowledge the contributions of the Participants to equipment and related services provided through the Fund in all relevant publicity activities. The provisions of this paragraph shall not apply where exceptional circumstances make it inappropriate for the Participants' contributions to be acknowledged.

13. Review of Memorandum

This Memorandum will be reviewed annually, with the first review to take place no later than twelve (12) months from the commencement date, which is the date at the head of this Memorandum. In addition, a review may take place pursuant to significant changes to policy or legislation, or where there has been a change in the office of Chief Executive or equivalent of the Participants' organisations.

14. Dispute resolution

14.1. The Participants will use all reasonable endeavours to resolve any dispute amicably and in good faith in accordance with the procedures laid down in this paragraph 14.

14.2. In the event that the dispute cannot be resolved under paragraph 14.1 the matter shall be referred to a senior management level of each Participant and thereafter to arbitration in accordance with paragraph 14.3.

14.3. In the event a matter is referred to arbitration the following will apply:

14.3.1. The Participants agree to refer any unresolved disputes arising from this Memorandum to final and binding arbitration via a mutually agreed independent third party. Where an agreement cannot be reached, disputes shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce. Any person to whom a reference is made under this sub-clause shall act solely as an arbitrator and their decision (which shall be given in writing and shall state the reasons for the decision) shall be final and binding on the Participants to the dispute except in the case of manifest error or fraud. Each Participant shall provide the arbitrator with such information and documentation may be reasonably required for the purposes of arbitration.

14.3.2. The costs of arbitration shall be borne by the Participants to the dispute in such proportions as they shall agree in advance. In the event that an agreement cannot be reached, costs shall be borne by the Participants in equal proportions.

15. Assignment

15.1. MetService and SPREP may not assign or charge any of their respective rights or the benefit of all or part of this Memorandum or transfer, delegate or subcontract any of their duties or obligations without the prior written consent of Met Office.

15.2. The provisions of paragraph 15.1 will not apply to sub-contracts between SPREP and MetService which are necessary for the Participants to fulfil their obligations under this Memorandum.

15.3. Any sub-contract relating to this Memorandum will indemnify Met Office against any employment liabilities incurred.

16. Variation

No variation to this Memorandum will be effective unless approved in writing and signed by an authorised representative of each Participant.

17. Governing law

Unless otherwise stated, this Memorandum and any dispute or claim arising out of or in connection with it (including non-contractual disputes or claims) shall be governed by, and construed in accordance with, the law of England and Wales.

18. Representatives

The following representatives of the Participants are the main points of contact for all matters relating to this Memorandum.

Met Office

Karen McCourt, UK Voluntary Co-operation Programme Manager

Telephone: +44 7717 488460
Fax: +44 1392 885681
E-mail: karen.mccourt@metoffice.gov.uk
Address: Met Office
FitzRoy Road
Exeter
Devon
EX1 3PB
United Kingdom

SPREP

Tagaloa Cooper, Director, Climate Change Resilient Programme

Telephone: +685 21929
Fax: +685 20231

E-mail: tagaloac@sprep.org
Address: PO Box 240
Apia
Samoa

MetService

James Lunny, WMO Manager

Telephone: +64 4 4700 782

E-mail: James.Lunny@metservice.com
Address: MetService
PO Box 722
Wellington 6012
New Zealand

The above represents the understandings reached by the Participants.

Signed

)



Name

)

Penny Endersby

For and on behalf of

)

**MET OFFICE, for and on behalf of the
SECRETARY OF STATE FOR
BUSINESS, ENERGY AND
INDUSTRIAL STRATEGY OF THE
UNITED KINGDOM OF GREAT
BRITAIN AND NORTHERN IRELAND**

Job Title

)

Chief Executive

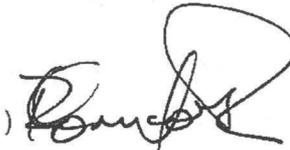
Date

)

29/3/19

Signed

Name

) 
for) Kosi Latu

For and on behalf of

) **SECRETARIAT FOR THE PACIFIC
REGIONAL ENVIRONMENTAL
PROGRAMME**

Job Title

Date

Acting) Director General
) 27/3/19

Signed

) 

Name

) Peter Lennox

For and on behalf of

) **METEOROLOGICAL SERVICE OF
NEW ZEALAND LTD**

Job Title

) Chief Executive Officer

Date

) 2 April 2019.

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Appendix One

Details of the Bank Account held by SPREP containing the monies of the Fund

Beneficiary Name:	SPREP USD Working Account
Beneficiary Account Number:	01-849599-07
Beneficiary Bank:	Bank South Pacific (Samoa) Ltd
Beneficiary Bank Address:	Beach Road, PO Box 1860, Apia, Samoa
SWIFT Code:	BOSPWSWS

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Appendix Two

MetService technical maintenance visit report template

Technical Maintenance Visit Report

Submitted by	
Co-traveller(s)	
Visit(s) to	
Inclusive mission dates	
Travel schedule	
Estimated cost	
Purpose/objective of mission	

Background

Brief description of site and relevant history of recent issues as applicable

Pre Visit Equipment Status

Overview of current equipment operational status, faults etc.

Activities

Itemised equipment types (e.g. Proton, Digicora, Water Purifier etc.) and bullet points of work completed and comments or issue as applicable



Staff

Brief summary of any meetings with Managers and/or staff and any training provided to local technical staff

Recommendations

Any recommended tasks, modifications or suggestions to be considered for action post visit or for the next technical visit

Miscellaneous

Any other observations, comments or concerns relevant to this site for information or consideration

Note this documentation is in addition to filed technical calibration & maintenance worksheets and post visit database entries at MetService Observation & Engineering workshops.





Met Office
FitzRoy Road
Exeter
Devon
EX1 3PB
United Kingdom

FAO:
Sefanaia Nawadra
Director General
Secretariat of the Pacific Environment Programme (SPREP)
Apia, SAMOA
2nd October 2023

Amending Letter 1

Met Office Pacific Fund linked with the World Meteorological Organisation Voluntary Cooperation Programme

Legal References: L1944, L4750 and L6827

Dear Mr Nawadra,

I am writing in regard to the Memorandum of Understanding between the Met Office, for and on behalf of the Secretary of State for Science, Innovation and Technology of the United Kingdom of Great Britain and Northern Ireland ("**Met Office**"), the Secretariat for the Pacific Regional Environmental Programme ("**SPREP**") and Meteorological Service of New Zealand Ltd. ("**MetService**") which was signed on 2nd April 2019 ("**Current MoU**").

The Current MoU relates to the Met Office Pacific Fund linked with the UK commitment under World Meteorological Organization Voluntary Cooperation Programme ("**VCP**"). A copy of the Current MoU is appended to this Amending Letter 1 in Appendix 1.

1. Amendments

1.1. Following recent correspondence, the Participants agree to further vary the Current MoU as outlined below:

Amendment 1

The Participants wish to extend the Current MoU to allow for the signing of a separate, but related, contract (for new hydrogen generators for two Pacific islands supported under VCP for upper air observations) between MetService and SPREP.

Therefore, Participants propose that Clause 2 of the Current MoU be amended to read:

"This Memorandum will come into effect on the date indicated above and will continue until 1st December 2024, unless terminated under the provisions of paragraph 2.2".

Amendment 2

The Participants acknowledge that on the 3rd May 2023, the Secretaries of State for Energy Security and Net Zero, for Science, Innovation and Technology, for Business and Trade, and for Culture, Media and Sport and the Transfer of Functions (National Security and Investment Act 2021 etc) Order 2023 came into force. As a result of this, the Met Office transferred from the Department for Business, Energy and Industrial Strategy ("**BEIS**") to the Department for Science, Innovation and Technology ("**DSIT**").

Therefore, from the 3rd May 2023 in the Current MoU, the Met Office's legal name shall be read as "Met Office, for and on behalf of the Secretary of State for Science, Innovation and

Technology of the United Kingdom of Great Britain and Northern Ireland". This shall not be seen as a Change of Control or require notice.

2. General

- 2.1. Except as set out in this Amending Letter 1, the Current MoU shall continue in full force and effect.
- 2.2. This Amending Letter 1 and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and interpreted in accordance with the laws of England and Wales and the courts of England have exclusive jurisdiction to settle any such dispute or claim.

Please sign and return the enclosed copy of this letter to acknowledge your agreement to the variation of the Current MoU.

Signed on behalf of the Met Office:	
	
Name:	Michael Robbins
Position:	Head of Legal
Date:	Nov 15, 2023

Signed on behalf of MetService	
	
Name:	E Stephen J Hunt
Position:	Chief Executive for MetService
Date:	Nov 15, 2023

Signed on behalf of SPREP	
 <small>Sefanaia Nawadra (Nov 3, 2023 10:07 GMT+13)</small>	
Name:	Sefanaia Nawadra
Position:	Director General for SPREP
Date:	Nov 3, 2023

Appendix 1

Copy of latest MoU:



MoU MO MS SPREP
FINAL SIGNED.PDF

Extension Letter MoU SPREP, MetService and Met Office

Final Audit Report

2023-11-15

Created:	2023-11-02
By:	Cece Odell (cece.odell@metoffice.gov.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAARleDeybZXuKf0AdkIM2HzR_ShMDwr2bv

"Extension Letter MoU SPREP, MetService and Met Office" History

-  Document created by Cece Odell (cece.odell@metoffice.gov.uk)
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-  Document emailed to sefanaian@sprep.org for signature
2023-11-02 - 12:09:48 PM GMT
-  Email viewed by sefanaian@sprep.org
2023-11-02 - 9:04:59 PM GMT
-  Signer sefanaian@sprep.org entered name at signing as Sefanaia Nawadra
2023-11-02 - 9:07:49 PM GMT
-  Document e-signed by Sefanaia Nawadra (sefanaian@sprep.org)
Signature Date: 2023-11-02 - 9:07:51 PM GMT - Time Source: server
-  Document emailed to stephen.hunt@metservice.com for signature
2023-11-02 - 9:07:53 PM GMT
-  Email viewed by stephen.hunt@metservice.com
2023-11-14 - 7:43:26 PM GMT
-  Signer stephen.hunt@metservice.com entered name at signing as Stephen Hunt
2023-11-14 - 7:45:11 PM GMT
-  Document e-signed by Stephen Hunt (stephen.hunt@metservice.com)
Signature Date: 2023-11-14 - 7:45:13 PM GMT - Time Source: server
-  Document emailed to Michael Robbins (michael.robbins@metoffice.gov.uk) for signature
2023-11-14 - 7:45:15 PM GMT

 Email viewed by Michael Robbins (michael.robbins@metoffice.gov.uk)

2023-11-15 - 9:37:33 AM GMT

 Document e-signed by Michael Robbins (michael.robbins@metoffice.gov.uk)

Signature Date: 2023-11-15 - 9:39:44 AM GMT - Time Source: server

 Agreement completed.

2023-11-15 - 9:39:44 AM GMT

From: Everett Sioa [everetts@sprep.org]
To: Teuila-Jane Fruean [teuilajanef@sprep.org]
Subject: RE: MoU Amendments for Checking
Sent: Sat 3/23/2024 7:49 PM GMT-07:00
Importance: Normal

Hi Teuila,

Please find attached the revised draft MOU Amendments for your consideration. Once the changes have been included, please proceed to finalise.

Let me know if you have any queries.

Kind Regards,

E.

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Everett Sioa | Legal Officer

+ 685 21929

Ext

375

everetts@sprep.org <<mailto:everetts@sprep.org>>

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Check out:

SPREP Annual Report

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SPREP-Tok

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From: Teuila-Jane Fruean <teuilajanef@sprep.org>
Sent: Saturday, March 23, 2024 7:47 PM
To: Everett Sioa <everetts@sprep.org>
Subject: MoU Amendments for Checking

Hi mate,

Here's the 2 amendments for your checking please, I included the overall agreement with donor UKMO as well as original MoUs with Kiribati and Tuvalu.

Let me know if you have any comments.

Thanks heaps,

Willa

Certificate Of Completion

Envelope Id: 63ADC56D2D3A4C2A960791DBC207680C
 Subject: DocuSign: MOU Amendment No#1 SPREP and Tuvalu Meteorological Service
 Source Envelope:
 Document Pages: 43
 Certificate Pages: 6
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC+13:00) Samoa

Status: Completed

 Envelope Originator:
 Teuila Fruean
 Avele Street Apia, Tuamasaga,
 Tuamasaga, 0000
 teuilajanef@sprep.org
 IP Address: 103.75.21.249

Record Tracking

Status: Original
 25-Mar-2024 | 14:41
 Holder: Teuila Fruean
 teuilajanef@sprep.org
 Location: DocuSign

Signer Events

Salesa Nihimei
 salesan@sprep.org
 Security Level: Email, Account Authentication
 (None)

Signature



Signature Adoption: Pre-selected Style
 Using IP Address: 113.11.243.248

Timestamp

Sent: 25-Mar-2024 | 14:47
 Viewed: 25-Mar-2024 | 14:48
 Signed: 25-Mar-2024 | 14:49

Electronic Record and Signature Disclosure:
 Accepted: 09-Feb-2023 | 13:59
 ID: ee1fba90-26fa-48d1-8ca1-266a8650ed29

Naheed Hussein
 naheedh@sprep.org
 Security Level: Email, Account Authentication
 (None)



Signature Adoption: Pre-selected Style
 Using IP Address: 203.99.159.231
 Signed using mobile

Sent: 25-Mar-2024 | 14:49
 Viewed: 25-Mar-2024 | 14:56
 Signed: 25-Mar-2024 | 14:56

Electronic Record and Signature Disclosure:
 Accepted: 03-Mar-2023 | 12:37
 ID: 8da7feeb-c7b8-4495-8d40-df2e5c6af4c8

Clark Peteru
 clarkp@sprep.org
 OIC
 Security Level: Email, Account Authentication
 (None)



Signature Adoption: Pre-selected Style
 Using IP Address: 49.225.113.239

Sent: 28-Mar-2024 | 12:37
 Resent: 28-Mar-2024 | 14:01
 Viewed: 29-Mar-2024 | 09:06
 Signed: 29-Mar-2024 | 09:34

Electronic Record and Signature Disclosure:
 Accepted: 19-Oct-2022 | 10:58
 ID: b27cd667-5b3b-42dc-a978-1599494129f8

Petra Chan Tung
 petrac@sprep.org
 Director Finance & Administration
 Petra Chan Tung
 Security Level: Email, Account Authentication
 (None)



Signature Adoption: Uploaded Signature Image
 Using IP Address: 110.5.112.193

Sent: 29-Mar-2024 | 09:34
 Viewed: 02-Apr-2024 | 12:17
 Signed: 02-Apr-2024 | 12:25

Electronic Record and Signature Disclosure:
 Accepted: 19-Oct-2022 | 17:12
 ID: c9178913-f425-4928-b105-d89ffb32f0e9

Signer Events	Signature	Timestamp
<p>Sefanaia Nawadra sefanaian@sprep.org Director General Security Level: Email, Account Authentication (None)</p>	<p>DocuSigned by:  E154D79DF91044E...</p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 45.117.246.250 Signed using mobile</p>	<p>Sent: 02-Apr-2024 12:25 Resent: 03-Apr-2024 15:59 Viewed: 03-Apr-2024 16:39 Signed: 03-Apr-2024 16:39</p>
<p>Electronic Record and Signature Disclosure: Accepted: 20-Oct-2022 19:57 ID: 58fae78a-64b4-42f1-88e2-8b5eb6aee110</p>		

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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<p>Everett Sioa everetts@sprep.org x Security Level: Email, Account Authentication (None)</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 28-Mar-2024 12:37</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		

<p>Maraea Slade-Pogi fa_procurement@sprep.org Security Level: Email, Account Authentication (None)</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 03-Apr-2024 16:39</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		

<p>Lupe Silulu lupes@sprep.org Security Level: Email, Account Authentication (None)</p>	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	<p>Sent: 03-Apr-2024 16:40 Viewed: 03-Apr-2024 17:12</p>
<p>Electronic Record and Signature Disclosure: Accepted: 03-Apr-2023 09:13 ID: 31d0512c-f715-4d64-92c4-f3b34e522d5d</p>		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	25-Mar-2024 14:47
Envelope Updated	Security Checked	28-Mar-2024 10:59
Envelope Updated	Security Checked	28-Mar-2024 10:59
Envelope Updated	Security Checked	28-Mar-2024 10:59
Envelope Updated	Security Checked	28-Mar-2024 10:59
Certified Delivered	Security Checked	03-Apr-2024 16:39
Signing Complete	Security Checked	03-Apr-2024 16:39
Completed	Security Checked	03-Apr-2024 16:40

Payment Events	Status	Timestamps
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