



ROUTING SLIP – NON-PROCUREMENT

File: AP_3/34/8
Date: 25 March 2024
To: Sefanaia Nawadra, Director General
Cc: Naheed Hussein, Clark Peteru, Petra Chan Tung

From: 'Ofa Kaisamy - MPCCC

Subject: Hosting Agreement between SPREP and Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Islands Countries Phase 3

1. Brief background to the document including what it seeks to achieve

- a) SPREP will host the J-Prism 3 Project Office, 2nd Floor - Pacific Climate Change Centre.
- b) The monthly rental is USD\$1,533.53 in equivalent to Samoan Tala
- c) SPREP will host the J-Prism 3 Project Office for a period of 12 months from 01 April 2024 to 31 March 2025, renewable based on mutual agreement in writing.

2. Financial implications.

- a) The total cost of the Hosting Agreement for J-PRISM 3 is USD\$18,402.36
- b) There are no financial implications.

3. For signature of Director-General

- a) I kindly request your approval of the hosting agreement between SPREP and Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Islands Countries Phase 3
- b) The hosting agreement is attached, for your ease of reference.

Thanks,

DocuSigned by:
Ofa Kaisamy 25-Mar-2024 | 18:00 WST
8A1D8390292B433...
Ofa Kaisamy – MPCCC



Sustainable, transformative and resilient for a Blue Pacific

#	Name	Comments and or questions	Questions Addressed Yes/ No	Date	Signature of approval
<p>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.</p>					
1	OIC, Climate Change Resilience Naheed Hussein	Endorsed		25-Mar-2024	21:16 WST DocuSigned by: Naheed Hussein 78BAC417B310422...
2	Legal Counsel Clark Peteru	responses noted		27-Mar-2024	17:18 WST DocuSigned by: Clark Peteru B90F97DB8F78481...
3	Director, Finance and Administration Petra Chan-Tung	Endorsed		28-Mar-2024	11:29 WST DocuSigned by: Petra Chan-Tung D6275B01DEC046C...
<p>The Director General will consider the signed routing slip when all questions raised are addressed in the documentation provided and noted persons above have signed.</p>					
4	Executive	Approved		02-Apr-2024	16:57 WST DocuSigned by: [Signature] E154D79DF91044E...

Attached : Hosting Agreement

Hosting Agreement

This Hosting Agreement (hereinafter referred to as “Agreement”) and its annexes is made upon signature by both Parties.

BETWEEN:

Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Islands Countries Phase 3 (hereinafter referred to as “J-PRISM 3”) Project Office, Vailima, c/o JICA Samoa Office, P.O. Box 1625, Apia, Samoa

AND

The Secretariat of the Pacific Regional Environment Programme (hereinafter referred to as “SPREP”) a regional environment organization formed by the Governments of the Pacific Region, represented by its Director General, and having its office at Vailima, P.O. Box 240, Apia, Samoa.

The purpose of this Hosting Agreement is to agree the terms and conditions between SPREP and J-PRISM 3 for the provision of common services provided by SPREP to the J-PRISM 3 Project Office, at the premises of SPREP in Apia, Samoa.

Based on the negotiations between J-PRISM 3 and SPREP

1. SPREP will host the J-PRISM 3 Project Office at the Pacific Climate Change Centre (PCCC) and provide the services described in Annex 2 effective from 1 April 2024 to 31 March 2025, unless extended in line with para 5 hereinbelow.
2. J-PRISM 3 shall provide SPREP with funds for the provision of the services as outlined in this agreement and further described in Annex 2. Funds will be made available on a monthly basis, based on the estimated rental fee as reflected in attached Annex 1. Annex 1 may be updated on an annual basis, or as appropriate.
3. During the term of this Agreement, the Parties shall have the right to request reasonable changes to the scope of the Services described in Annex 2. All changes shall be in writing and signed by authorized representative of the Parties.

4. Schedule of payments:

J-PRISM 3 shall pay SPREP for USD\$1,533.53 per month. Commencing as of the Commencement date in clause 4 above, J-PRISM 3 shall pay on monthly basis to SPREP, in equivalent Samoan Tala within 10 days upon reception of an invoice from SPREP.

Initial SREP

A blue ink signature is written over a blue rectangular box. The letters "DS" are printed in the top right corner of the box.

Initial J-PRISM3

5. This agreement, including its Annexes thereto, can only be changed through an agreed modification in writing.
6. Either Party may terminate this Agreement upon serving a written notice to the other party at least 1 month prior to such termination.
7. Any dispute arising out of or in connection with this Agreement shall be settled through friendly negotiation between J-PRISM 3 and SPREP. Should attempts at amicable negotiation fail, any such dispute shall, upon request by either Party, be submitted to the Directors General of SPREP and Chief Advisor of JPRISM 3 for review and mediation.
8. The Parties shall carry out their respective responsibilities in accordance with the provisions of the Agreement.
9. SPREP shall be solely and completely responsible and accountable for all services performed by its personnel, agents, employees, or contractors.
10. Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of either of the Parties.
11. Annexes 1 and 2 to this Agreement are an integral part of the Agreement.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed the present Agreement at the place and on the day below written.

For and on behalf of J-PRISM 3:

Satoru Mimura
Chief Advisor
Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Islands Countries Phase 3 (J-PRISM 3)

Place: Apia, Samoa Date:

For and on behalf of SPREP:

DocuSigned by:

E154D79DF81044E...

Sefanaia Nawadra
Director General
Secretariat of the Pacific Regional Environment Programme (SPREP)

Place: Apia, Samoa Date: 02-Apr-2024 | 16:57 WST

Annex 1

Rental & Services fees for the J-PRISM 3 Programme

Component	Amount (USD)
Monthly rental charge	USD\$1,533.53

Calculation Basis

Office space: 359.28 square feet

Rental charge: USD\$ 51.22 per sq feet per annum

Total rent per annum = 359.28 sq feet x USD \$51.22 per sq foot per annum = USD \$18,402.32 per annum

USD \$18,402.32 / 12 = USD \$1,533.53 per month

Annex 2

DESCRIPTION OF SERVICES PROVIDED

Location of the J-PRISM3 Project Office

1. First floor of the Pacific Climate Change Centre (PCCC) building hosted at the SPREP Compound, Apia Samoa

Office Space, Utilities & SPREP's Corporate Services

2. SPREP will provide an open office space of approximately 359.28 feet for the housing of the J-PRISM 3 Project Office, on the first floor of the PCCC building.
3. J-PRISM 3 will pay SPREP a service fee based on the total value of the office space, the utilities costs or corporate services and other costs and outgoings, as mutually agreed. The monthly rent is USD \$1,533.53 per month.
4. J-PRISM 3 Project Office will have access to the following utilities at SPREP: electricity, water, direct phone lines, IT network lines, security, office cleaning, air conditioning, morning tea facilities, toilets, and conference rooms.
5. J-PRISM 3 Project Office will have access to and use of the following corporate support services: mailing, reception, parking spaces, courier, office-transport (when requested for meetings and transportation of goods and materials) finance and accounting services.

PCCC Business Centre

6. The PCCC Business Centre is available free of charge to the J-PRISM 3 Climate Change Adviser for small meetings, based on availability and with advanced booking in line with the PCCC booking system.

PCCC Conference Rooms, SPREP Entertainment Fale and SPREP Training and Education Centre for Workshops and meetings

7. SPREP will make the above facilities available, as needed and depending on availability, on a cost basis at the rate charged to J-PRISM 3.

Invoicing of the Actual Costs

8. SPREP will be charging actual cost for any other costs not covered under the service fee to be incurred by J-PRISM 3 to be paid following provision of a monthly invoice by SPREP.

Other Provisions

9. J-PRISM 3 will be responsible for its own corporate image, separate from SPREP, for its communications, promotions, public relations, and advertising including letterheads, business cards, e-mail and website addresses, promotional material, logo, signs and displays.
10. J-PRISM 3 is authorised to post separate signage subject to approval from SPREP, at its own expense in vicinity of existing signs and boards, to advertise the housing of J-PRISM 3 Programme staff as indicated in this agreement.

Initial SREP

DS


Initial J-PRISM3

11. J-PRISM 3 shall comply with SPREP's Values and Code of Conduct and any applicable rules and regulations that apply to all SPREP Community members including rules and policies intended to help ensure a safe and healthy work environment.

Initial SREP  DS

Initial J-PRISM3

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IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed the present Agreement at the place and on the day below written.

For and on behalf of J-PRISM 3:

Satoru Mimura
Chief Advisor
Japanese Technical Cooperation Project for Promotion of Regional Initiative on
Solid Waste Management in Pacific Islands Countries Phase 3 (J-PRISM 3)

Place: Apia, Samoa Date:

For and on behalf of SPREP:

Sefanaia Nawadra
Director General
Secretariat of the Pacific Regional Environment Programme (SPREP)

Place: Apia, Samoa

Date: _____

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Certificate Of Completion

Envelope Id: 06016ABA7B6549668E8E35E6CA7EF5BC	Status: Completed
Subject: Hosting Agreement between SPREP and J-PRISM Phase 3	
Source Envelope:	
Document Pages: 12	Signatures: 6
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Comments: yes
Envelope Stamping: Enabled	Envelope Originator:
Time Zone: (UTC+13:00) Samoa	pccc routing
	Avele Street Apia, Tuamasaga,
	Tuamasaga, 0000
	pccc_routing@sprep.org
	IP Address: 203.99.159.188

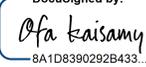
Record Tracking

Status: Original 25-Mar-2024 17:36	Holder: pccc routing pccc_routing@sprep.org	Location: DocuSign
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Signer Events

Ofa Kaisamy
ofak@sprep.org
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

8A1D8390292B433...

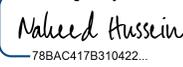
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Using IP Address: 110.5.115.167
Signed using mobile

Timestamp

Sent: 25-Mar-2024 | 17:45
Viewed: 25-Mar-2024 | 18:00
Signed: 25-Mar-2024 | 18:00

Electronic Record and Signature Disclosure:
Accepted: 23-Jan-2023 | 16:10
ID: 2523a6ee-cb30-4df9-aa05-0b32c2fe7c33

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

DocuSigned by:

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Signature Adoption: Pre-selected Style
Using IP Address: 203.99.159.231

Sent: 25-Mar-2024 | 18:00
Viewed: 25-Mar-2024 | 21:15
Signed: 25-Mar-2024 | 21:16

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)

DocuSigned by:

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Signature Adoption: Pre-selected Style
Using IP Address: 203.99.159.188

Sent: 25-Mar-2024 | 21:16
Viewed: 26-Mar-2024 | 16:01
Signed: 27-Mar-2024 | 17:18

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)

DocuSigned by:

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Signature Adoption: Uploaded Signature Image
Using IP Address: 110.5.112.193

Sent: 27-Mar-2024 | 17:18
Viewed: 28-Mar-2024 | 11:23
Signed: 28-Mar-2024 | 11:29

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>Electronic Record and Signature Disclosure: Accepted: 20-Oct-2022 19:57 ID: 58fae78a-64b4-42f1-88e2-8b5eb6aee110</p>	<p>DocuSigned by:  E154D79DF91044E...</p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 45.117.247.237 Signed using mobile</p>	<p>Sent: 28-Mar-2024 11:29 Resent: 02-Apr-2024 16:33 Viewed: 02-Apr-2024 16:57 Signed: 02-Apr-2024 16:57</p>
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
<p>Maraea Slade-Pogi fa_procurement@sprep.org Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>COPIED</p>	<p>Sent: 02-Apr-2024 16:57 Viewed: 02-Apr-2024 17:15</p>
<p>Lupe Silulu lupes@sprep.org Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 03-Apr-2023 09:13 ID: 31d0512c-f715-4d64-92c4-f3b34e522d5d</p>	<p>COPIED</p>	<p>Sent: 02-Apr-2024 16:57 Viewed: 03-Apr-2024 09:36</p>
<p>Everett Siota everettes@sprep.org Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>COPIED</p>	<p>Sent: 02-Apr-2024 16:57</p>
<p>Naoafioga Feuu-Foti naoafiogaf@sprep.org Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 25-Mar-2024 17:04 ID: 2ce991fb-bdde-4a28-a6c3-fcbef9867980</p>	<p>COPIED</p>	<p>Sent: 02-Apr-2024 16:57 Viewed: 02-Apr-2024 16:58</p>
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	25-Mar-2024 17:45
Envelope Updated	Security Checked	26-Mar-2024 11:21

Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	26-Mar-2024 11:23
Certified Delivered	Security Checked	02-Apr-2024 16:57
Signing Complete	Security Checked	02-Apr-2024 16:57
Completed	Security Checked	02-Apr-2024 16:57

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Secretariat Of The Pacific Regional Environment Programme:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: hr_routing@sprep.org

To advise Secretariat Of The Pacific Regional Environment Programme of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at hr_routing@sprep.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from Secretariat Of The Pacific Regional Environment Programme

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to hr_routing@sprep.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Secretariat Of The Pacific Regional Environment Programme

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to hr_routing@sprep.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Secretariat Of The Pacific Regional Environment Programme as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Secretariat Of The Pacific Regional Environment Programme during the course of your relationship with Secretariat Of The Pacific Regional Environment Programme.