

MEMORANDUM OF UNDERSTANDING (MOU)

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between

The Tuvalu Government

and

The Secretariat of the Pacific Islands Regional Environment Programme (SPREP)

(together the Parties)

Tuvalu is a parliamentary democracy and Commonwealth realm with Elizabeth II as Queen of Tuvalu. Since the Queen resides in the United Kingdom, she is represented in Tuvalu by a Governor General. Tuvalu has a population of 10,640. The total land area of the islands of Tuvalu is 26km². It comprises three reef islands and six true atolls spread out between the latitude of 5° to 10° south and longitude of 176° to 180°, west of the International Date Line.

SPREP is a regional, intergovernmental organisation comprising 26 members consisting of 21 Pacific Island Countries and Territories and 5 developed countries with direct interests in the Pacific Islands Region. SPREP's mandate is to promote co-operation in the Pacific Islands Region and to provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Whereas

The Parties have mutual interests in relation to the protection of the environment and developing and strengthening systems, institutions, organisations and individuals concerned with environmental protection in Tuvalu as well as the Pacific Islands Region.

The Parties agree as follows:

1. Purpose

This MOU formally recognizes the intent of SPREP and the Tuvalu Government to work together on environmental issues.

The purpose of this MOU is to provide a framework of cooperation between the Parties in the fields of biodiversity, waste management, environmental governance in Tuvalu and more widely in the Pacific Islands Region on the basis of climate change equality and mutual benefit.

2. Objectives

The objective of this MOU is to develop a partnership between the two organisations that will, as far as possible, and without limitation:

- Enhance the conservation and management of biodiversity.
- Enhance waste management and pollution control.
- Enhance environmental governance processes and systems.
- Enhance climate change resilience in Tuvalu and in the Pacific Islands Region.
- Promote environmental networks within the Pacific Islands Region.
- Develop and implement projects and programmes as appropriate to meet the above objectives. In particular to implement the GEF6 "Strengthening national and regional capacities to reduce the impact of Invasive Alien Species on globally significant biodiversity in the Pacific" activities in Tuvalu.
- Share information and resources that will improve the effectiveness of both Parties and the wider Pacific Islands Region in their attempts to conserve marine and terrestrial ecosystems and species.
- Collaborate on, participate in and support special events at regional and global levels relating to the above.

The Parties will collaborate to enhance capacity building and more broadly, assist with best practice in environmental policies and their implementation in Tuvalu and in the Pacific Islands Region to ensure international, regional and national environmental objectives and commitments are met.

3. Collaborative activities

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

- Consult each other as appropriate on environmental matters of mutual concern.
- Exchange information on developments and current activities in relation to the environment.
- Collaborate and support awareness-raising efforts in relation to the environment.
- Collaborate on the implementation of global and regional priorities in relation to the environment.
- Collaborate and support capacity-building initiatives in relation to the environment with Pacific island countries and territories in particular with Tuvalu.
- Exchange technical information, scientific data and practical experiences regarding biodiversity management including marine protected areas issues.
- Develop activities and projects in the area of biodiversity in Tuvalu and in the Pacific Islands Region.

Additional fields of cooperation may be added with the agreement of both Parties.

4. Agreements

Specific work once agreed shall be embodied in separate agreements.

5. Nature of the MOU

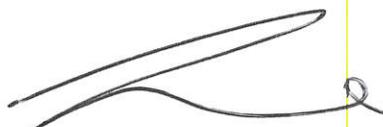
- i) This MOU constitutes an expression of shared intention of the Parties to endeavor to develop foundations for achieving their shared objectives relating to the protection of the environment and strengthening the capacity of systems, institutions, organisations and individuals concerned with environmental protection in the Pacific region;
- ii) Unless otherwise agreed 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;
- iii) This MOU is not governed by international or domestic law and does not constitute, nor is it intended to be a legally binding arrangement, contract or relationship. It does not create any legally binding or enforceable obligations, express or implied. It serves only as a record of each Party's separate intention pending execution of specific agreements governing the undertaking of activities as contemplated by this MOU;
- iv) In executing this MOU, neither Party necessarily commits to any financial or other binding obligation in relation to activities to be carried out under this MOU.

6. Operational Provisions

- i) This MOU shall enter into force on the date the last Party signs.
- ii) This MOU may be amended by agreement in writing between the Parties.
- iii) The duration of this MOU shall be for five years, renewable for such further period as may be agreed between the Parties;
- iv) Any dispute, controversy or difference as to the interpretation of this MOU will be settled amicably by mutual consent between the Parties;
- v) Either Party may terminate this MOU by giving three months' written notice to the other.
- vi) Termination of this MOU will not incur liability for either Party, and will not affect any separate agreements or other legally-binding arrangements in place between the Parties.



Mr. Kosi Latu
Director General
SPREP



Mr. Fakavae Taomia
CEO Ministry of Foreign
Affairs, Trade, Tourism,
Environment & Labour
The Tuvalu Government

Date: 30/7/2019

Date: 6/8/2019

Annex 1: PacWastePlus Programme

This Annex forms an agreement between SPREP and the **Tuvalu Ministry of Local Government and Agriculture** for the implementation of the European Union funded PacWastePlus Tuvalu Country Project. The **Ministry of Local Government and Agriculture** is the Ministry in Tuvalu with responsibility for agriculture and provision of public facilities such as utilities and services, including waste management, on the nine islands of Tuvalu. The **Department of Waste Management** sits within the **Ministry of Local Government and Agriculture**.

1. Duration

1. The work will commence from the date that this agreement is signed.
2. The work will finish on 8 September 2024

The description of work is included in Attachment 1 (PacWastePlus Programme Action Description)

2. Investment

1. The PacWastePlus Programme is subject to the Terms and Conditions of the Pillar Assessed Grant or Delegation Agreement (PAGoDA), and as such is required to manage all Programme Funds directly, and not disperse these funds to third parties unless through a procurement process that follows the approved SPREP Procurement Policy. As such, PacWastePlus programme investment will be managed by the PacWastePlus Programme Management Unit (PMU) on behalf of the **Ministry of Local Government and Agriculture**.
2. Specific details of the Programme investment are included in Attachments 1, 2, and 3 to this Annex.

3. Status of Partner

1. The status of the partner shall be as an agency of equal standing according to the spirit and tenor of the over-arching MOU to which this Annex is attached.

4. Title Rights

1. Other than material purchased by the Partner from the Partner's own funds, any material permanently obtained for the purpose of fulfilling this Agreement shall be the property of SPREP.
2. Unless otherwise stated in this Agreement, intellectual property shall be the property of SPREP.

5. Delay

1. Each Partner must notify the other in writing as soon as the Partner becomes aware of circumstances (including any Dependency or an Extraordinary Event) which may give rise to delay together with an estimate of further time required for the completion of the Services and the Parties will consult in good faith as to how to proceed.

2. In event of any Dependency affecting the Partner's ability to provide the Services and notified under this clause, then the Parties will, as appropriate, also consult in good faith to agree an extension of time, variation to the Services accordingly.
3. The Parties agree that the following are Dependencies under this Agreement:
 - a. Travel restrictions or bans affecting the Partner's ability to travel.
 - b. The ability of the Partner to secure reasonable input from experts and identified stakeholders due to their inability to use video-conferencing facilities.
 - c. Timely provision of all information, approvals and assistance by SPREP that the Partner reasonably requires to provide the Services.

6. Confidentiality

1. Unless otherwise stated in this MOU or as otherwise agreed in writing by the Parties, neither will disclose or use in any way any Confidential Information except to the extent that disclosure or use of such Confidential Information is necessary to enable the Services to be performed.

7. Dispute resolution

1. The Parties shall cooperate to carry out their obligations in good faith and shall endeavor to resolve any disagreement in an amicable manner, including through use of mediation and conciliation processes.

8. Variation

1. This Annex may be varied by written agreement of the Parties.

9. Project Focal Points

1. Mr. Bradley Nolan and Ms. Hilary Boyes of **SPREP** and Mr Walter Pulogo of the **Department of Waste Management** are responsible for managing the Annex delivery of the PacWastePlus Programme, including:
 - a. Managing the relationship between the Parties
 - b. Overseeing the effective implementation of this Annex
 - c. Act as a first point of contact for any issues that arise and,
 - d. Address and resolve any issues in a prompt manner.
 - e. Changing the Focal Point
2. If a Party changes its Focal Point it must tell the other Party, in writing, the name and contact details of the replacement within 5 business days of the change.

10. Counterparts

This Agreement may be executed in any number of counterparts (including by facsimile or electronic copies) each of which, when taken together, will constitute one and the same document.

Should these terms and conditions be acceptable to you, please sign below and return to SPREP.



Mr Kosi Latu

Director General

Secretariat of the Pacific Regional Environment
Programme (SPREP)

Date:

22/9/2024



Mr Taufia Patolo

Permanent Secretary

Ministry of Local Government and Agriculture

Date:

06/10/2024

Attachment 1: PacWastePlus Programme Action Description

1. PacWastePlus Programme Overview

1.1. Programme Background

The European Union funded PacWastePlus programme, is working with 14 countries in the Pacific region and Timor-Leste, to improve and enhance waste management activities and the capacity of governments, industry and communities to manage waste and reduce the impact on human health and the environment.

1.2. Programme Objectives

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for participating countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The programme activities are designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific island communities, and climate change mitigation and adaptation requirements.

1.3. Programme Activities

PacWastePlus will work with the **Ministry of Local Government and Agriculture**, the waste industry and the agencies from the Council of Regional Organisations of the Pacific (CROP) to address eight waste stream types: asbestos, e-waste, and healthcare waste, recyclables, organic waste, disaster waste, and bulky waste; and wastewater; to undertake activities that improve the management of waste, and to work towards the delivery of the Cleaner Pacific 2025 Regional Waste Strategy.

1.4. Programme Deliverables

PacWastePlus aims to deliver quality outcomes through the following programme Key Result Areas (KRA):

- **Key Result Area 1:** Improved data collection, information sharing, and education and awareness:
PacWastePlus first Key Result Area will focus on three important aspects:
 - (i) support national and regional decision making by providing relevant accurate data;
 - (ii) provide education and awareness raising to encourage the adoption of good practices in terms of waste management; and
 - (iii) promote innovative waste management approaches through research.
- **Key Result Area 2:** Policies and regulatory frameworks developed and implemented:
PacWastePlus will strengthen the institutional capacity of participating countries by supporting the development of legislations and policies that incorporates institutional arrangements for waste management and leads to improvements in service delivery, private sector engagement and cost recovery of waste management activities.
- **Key Result Area 3:** Best practices, including enhanced private sector engagement and infrastructure development, implemented:

PacWastePlus will provide in-country investment to assist participating countries to implement projects that will improve the management of a chosen waste stream to reduce health and environmental harm.

- **Key Result Area 4: Human Capacity Enhanced:**

PacWastePlus will aim to build human capacity in participating countries, to deliver waste and pollution management that meet good practice standards based on country needs.

1.5. Programme Modality

The PacWastePlus Programme will be implemented through the development of several regional activities managed through the SPREP Programme Management Unit, and specific Country based actions as determined by the Ministry Staff and articulated in this MOU Annex. Details of the various activities are detailed in Sections 2 and 3.

2. PacWastePlus Regional Projects

The PacWastePlus Programme will deliver regional actions to assist participating Countries improve the management of PacWastePlus waste streams not covered by Country Projects (Section 3).

Regional projects have been chosen as they:

- (i) were included as a specific outcome in the PacWastePlus Action Document;
- (ii) identified by Focal Points as they present a significant issue to waste management in Small Islands Developing States (SIDS);
- (iii) seen to provide a significant opportunity to achieve improvement in waste management; or
- (iv) seen to comprise a large portion of the waste stream entering landfills, where intervention is possible to divert these materials.

To maximise waste management benefits and achieve objectives of PacWastePlus Regional Projects, specific activities are required. These requirements are specified in Table 1.

Table 1: Responsibilities needed for the successful participation in Regional Projects – Department of Waste Management

Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of Department of Waste Management
Health Care Waste Management	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Identify needs for healthcare waste management infrastructure requirements and seek external funding support to undertake this work. (ii) Assess current healthcare waste management practices throughout the region, in partnership with World Health Organization (WHO) and CROP. (iii) Conduct reviews and assessment of options of alternative technologies, besides incineration, that be utilised for healthcare waste volume reduction and treatment. (iv) Develop training materials for remote and face-to-face delivery. 	<p>SPREP will</p> <ul style="list-style-type: none"> (i) Engage consultants to assess options of alternative technologies, develop training materials, develop resource materials, and if needed, support in the creation of healthcare waste management plans and strategies. (ii) Liaise and engage with country focal points to assist with tailoring of activities. (iii) Provide all materials and resources to country focal points for utilisation by government agencies. (iv) Provide support for uptake and implementation of activities. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Engage with SPREP to assist and inform development of products. (ii) Actively disseminate materials and products to the appropriate staff in appropriate Ministries and facilities, so they can access the resources developed. (iii) Identify staff to participate in training sessions (if offered). (iv) Support the adoption of waste management guidance and creation of appropriate policies and strategies in local hospitals and clinics. (v) Assist with monitoring and reporting on activities.

Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of Department of Waste Management
	<ul style="list-style-type: none"> (v) Develop template healthcare waste strategies, and template hospital healthcare waste management plans. (vi) Develop ongoing resource materials to increase knowledge and awareness on matters relating to healthcare waste management. 		
Asbestos Management	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Develop a guidance and drafting note for the imposition of a ban on importation of asbestos containing materials. (ii) Develop a draft Code of Practice for the management of asbestos containing materials. (iii) Develop support documentation on the management of asbestos containing materials (may take the form of brochures, guidance notes, videos etc.). (iv) Disseminate learnings from country projects focused on the management of asbestos containing materials. 	<p>SPREP will</p> <ul style="list-style-type: none"> (i) Engage consultants to develop guidance notes, Code of Practice, and materials. (ii) Provide support and technical advice on the management of asbestos containing materials. (iii) Actively engage with country focal points to promote the management of asbestos containing materials. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Utilise materials and support provided to pursue the adoption of legislation / regulation of asbestos containing material bans, and the adoption of a Code of Practice for the management of asbestos containing materials. (ii) Disseminate information through to the appropriate ministries and industry groups to ensure modification and improvement of asbestos management. (iii) Assist with monitoring and reporting on activities.
Disaster Waste Management	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Support the implementation of the Regional Disaster Waste Management Guideline (developed by JPRISM II). (ii) Expand on elements of the guideline to provide greater guidance on management of waste streams not directly addressed in the guideline. (iii) Develop resources to support the implementation of a Disaster Waste 	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage consultants to develop materials and support the implementation of a trial disaster waste management taskforce. (ii) Actively engage with country focal points to promote the disaster waste management materials and processes. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Work with the National Disaster Management Office to mainstream waste management into national disaster preparation and response works. (ii) Actively disseminate information developed to the relevant Ministry and groups to ensure they can access and implement disaster waste management activities and response.

Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of Department of Waste Management
	<p>Management Taskforce as part of National disaster response.</p> <p>(iv) Develop resources and systems for disaster waste management embedded in disaster response systems, and trial the activity in one country (selection to be determined).</p> <p>(v) Develop a template community disaster waste management plan</p> <p>(vi) Develop a disaster waste management manual, including practitioner guidelines for the management of disaster waste, and hazardous waste that may be released during disaster events.</p>		<p>(iii) Assist with monitoring and reporting on activities.</p>
Bulky Waste /End of Life Vehicles	<p>The regional project will seek to:</p> <p>(i) Develop drafting guidelines for legislation / regulation that manages issues related to end-of-life vehicles, and the issues they pose.</p> <p>(ii) Develop guidelines and resources on the safe dismantling of end-of-life vehicles, to manage health and safety, environmental harm, and increase possibility of recovery and recycling of component parts.</p> <p>(iii) Develop (and possible delivery) of training on the safe dismantling guideline.</p> <p>(iv) Support the implementation of other donor funded end-of-life vehicle activities.</p>	<p>SPREP will:</p> <p>(i) Engage consultants to develop materials and resources.</p> <p>(ii) Provide technical support to countries to implement appropriate end-of-life vehicle management activities.</p> <p>(iii) Actively engage with country focal points to promote the materials and resources developed.</p> <p>(iv) Actively work with partner programmes to enhance the activities implemented to assist with the management of end-of-life vehicles.</p>	<p>The Department will:</p> <p>(i) Actively engage with SPREP to assist with the development of resources and support packages.</p> <p>(ii) Disseminate information to relevant Ministries and organisations to enhance the management of end-of-life vehicles.</p> <p>(iii) Actively participate in any training provided on the management of end-of-life vehicles.</p> <p>(iv) Support and further the development of legislation / regulation to address issues from management of end-of-life vehicles.</p> <p>(v) Assist with monitoring and reporting on activities.</p>
Sustainable Financing - Advance Recovery Fee	<p>The regional project will seek to:</p> <p>(i) Enhance and broaden findings from country-based studies by facilitating information exchange.</p>	<p>SPREP will:</p> <p>(i) Engage consultants to develop materials and resources.</p>	<p>The Department will:</p> <p>(i) Actively engage with SPREP to assist with the development of resources and support packages.</p>

Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of Department of Waste Management
and Deposit (ARFD) project	<ul style="list-style-type: none"> (ii) Develop resources and materials to build awareness of ARFD systems and their benefits for waste management. (iii) Develop decisions support resources to guide the design and implementation of ARFD systems. (iv) Provide Technical Assistance to design and implement ARFD systems. (v) Partner with other donor projects to enhance ARFD activities throughout the region, including the development and delivery on related training products. 	<ul style="list-style-type: none"> (ii) Provide evidence-based guidance documents to Governments and Stakeholders to implement a successful ARFD suitable for local context. (iii) Develop a Decision Support Tool to assist governments to determine if an ARFD is appropriate for their circumstances and to guide its design. (iv) Provide Technical Support (possibly including training) on the design and implementation of ARFD systems. (v) Actively work with partner projects to provide support to countries. 	<ul style="list-style-type: none"> (ii) Disseminate information to relevant Ministries and organisations. (iii) Assist with the facilitation of training on ARFD systems, including identification of staff to participate. (iv) Provide support to SPREP and Ministries to design and implement an ARFD (if determined suitable for country implementation). (v) Assist with monitoring and reporting on activities.
Organics Management	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Assist stakeholders in each country to design and implement their own organic waste management solutions that suit the local context and audience. (ii) Develop a package of resources any stakeholder can use to design a successful organic processing facility (iii) Develop and deliver online training sessions/workshops. (iv) Disseminate learnings from country projects focused on the management of organics to all Member Countries. 	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage consultants to develop materials and resources. (ii) Provide Technical Support (possibly including training) on organics management and system design. (iii) Provide evidence-based guidance documents to Governments and Stakeholders to implement their own successful organic solutions. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Actively engage with SPREP to assist with the development of resources and support packages. (ii) Disseminate information to relevant Ministries and organisations. (iii) Assist with the facilitation of training on organic waste management systems, including identification of staff to participate. (iv) Provide support to SPREP and Ministries to design and implement an organics waste management system (if determined suitable for country implementation). (v) Assist with monitoring and reporting on activities.
Behaviour Change	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Develop resources for countries to utilise to develop and implement community 	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage consultants to develop materials and resources. 	<p>The Department will:</p>

Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of Department of Waste Management
	<p>based social marketing / behaviour change campaigns to address waste generation and management issues.</p> <p>(ii) Pilot three campaigns (countries to be determined) to prove concept and provide details of the processes for replication and translation to other issues, communities, and countries.</p> <p>(iii) Disseminate information on pilot projects to all participating countries.</p>	<p>(i) Provide Technical Support (possibly including training) on community based social marketing / behaviour change.</p> <p>(ii) Provide direct project and financial support to three countries (TBD) to pilot campaigns.</p> <p>(iii) Actively engage with country focal points to promote the materials and resources developed.</p>	<p>(i) Actively engage with SPREP to assist with the development of resources and support packages.</p> <p>(ii) Disseminate information to relevant Ministries and organisations.</p> <p>(iii) Assist with the facilitation of training on behaviour change programmes, including identification of staff to participate.</p> <p>(iv) Provide support to SPREP and Ministries to design and implement behaviour change programmes.</p> <p>(v) Assist with monitoring and reporting on activities.</p>
Capacity building	<p>The regional project will seek to:</p> <p>(i) Enhance capacity development opportunities in the region for waste management by providing appropriate developed training and courses based on country needs.</p> <p>(ii) Identify potential accredited waste management training, competency-based assessments, or hands-on training opportunities currently available to participating countries.</p> <p>(iii) Conduct a needs analysis with participating countries to determine what capacity building they feel they require to appropriately manage waste in their countries.</p> <p>(iv) Undertake a gap analysis to determine what courses and capacity building services may be missing from the region.</p>	<p>SPREP will:</p> <p>(i) Engage consultants to develop materials and resources.</p> <p>(ii) Provide opportunities for country staff to participate in capacity building events.</p> <p>(iii) Disseminate information and capacity building resources as they are developed.</p>	<p>The Department will:</p> <p>(i) Actively engage with SPREP to assist with the capacity needs analysis.</p> <p>(ii) Actively promote capacity building opportunities within the Ministry, and with other Ministries that would benefit from participation.</p> <p>(iii) Assist with monitoring and reporting on activities.</p>

Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of Department of Waste Management
	<ul style="list-style-type: none"> (v) Design and develop courses, in partnership with tertiary and vocational institutes, the fill capacity building gaps identified. (vi) Where possible, provide capacity building courses to meet country needs. 		
School Education	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Mainstream waste management into core school subject's curriculum for primary, and secondary schools. (ii) Undertake research existing school curriculum on waste management. (iii) Develop appropriate resources and materials for inclusion in country curriculum packages. 	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage consultants to develop template materials and resources. (ii) Actively engage with country focal points to promote the materials and resources developed. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Actively engage with SPREP to assist with the review of draft curriculum materials. (ii) Actively modify the draft curriculum materials to ensure they reference, and support, systems and services implemented in their country. (iii) Actively engage with Ministries of Education to determine how best to introduce curriculum materials into the country. (iv) Actively promote the use of integration of the curriculum materials. (v) Assist with monitoring and reporting on activities.
Waste Licensing	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Assist in developing mechanisms (such as national licensing and certification) for waste management service providers. 	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage consultants to develop materials and resources. (ii) Provide Technical Support (possibly including training) on use of template systems. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Actively engage with SPREP to assist with the development of resources. (ii) Actively engage with the relevant Ministries to tailor and adopt waste licensing systems to manage risk from waste management. (iii) Assist with monitoring and reporting on activities.

3. PacWastePlus Programme Country Actions

The PacWastePlus Programme has allocated project investment to design and implement a project that will improve the management of chosen PacWastePlus waste streams for Tuvalu (hereinafter referred to as **Country Project**).

To achieve the effective delivery of the Country project, specific activities are required. These requirements are specified in Table 2.

Table 2: Project Implementation responsibilities needed for the successful delivery of the Country Project.

Objective	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of Department of Waste Management
1. Regulation to ban the importation of asbestos into Tuvalu	<p>Project activities shall include:</p> <p>(i) Consultation with relevant ministries, Kaupules, private sector, and other stakeholders regarding the asbestos importation ban.</p> <p>(ii) Development and approval (by Tuvalu cabinet) of regulations to ban the importation and use of asbestos in Tuvalu.</p> <p>(iii) Update the Tuvalu Customs Standard Operating Procedure and other relevant documents to specify process to identify and capture asbestos at the border.</p> <p>(iv) Complete training with Customs officers to enable enactment and enforcement of asbestos importation ban.</p>	US\$12,000	<p>SPREP will:</p> <p>(i) Provide specific information obtained from PacWastePlus asbestos regional activities to inform development of the Tuvalu asbestos ban regulation</p> <p>(ii) Provide technical support, information and review of the Tuvalu asbestos ban regulation, Customs Standard Operating Procedure, training material and other required documents.</p> <p>(iii) Manage procurement process and engage Contractor to undertake agreed activities (update Customs Standard Operating Procedure and training to Customs staff and training with Island DWM Operation Assistants and Kaupules).</p> <p>(iv) Manage and oversee contractor activities and make payments to consultant.</p>	<p>The Department will:</p> <p>(i) Finalise and ensure approval (by Tuvalu cabinet) of the Asbestos Ban Regulation prior to the end of the PacWaste Plus Project</p> <p>(ii) Ensure relevant Ministry staff are engaged on activities to ensure agreed outputs.</p> <p>(iii) Establish multi-ministry project Working Group (or as part of an existing group) with the Attorney General Office, relevant ministries, Kaupules, private sector, and other stakeholders to oversee all steps associated with the drafting and enactment of the asbestos importation ban regulation.</p> <p>(iv) Facilitate consultation with relevant government, community groups and private sector stakeholders to gain political support for asbestos importation ban regulation.</p> <p>(v) Facilitate and coordinate consultations, including arranging</p>

Objective	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of Department of Waste Management
	<p>(v) Complete training with Department of Waste Management and Kaupules - on how to identify asbestos, and monitor and enforce asbestos importation ban</p> <p>(vi) Complete awareness session with Tuvalu private sector and other stakeholders to enable compliance of asbestos importation ban.</p>		<p>(v) Liaise with contractor and provide assistance, information, and resources.</p> <p>(vi) Provide regular updates and reports on the execution of the PacWaste Plus programme in Tuvalu.</p> <p>(vii) Actively engage with Ministry staff to ensure necessary activity is being undertaken.</p>	<p>logistics such as venues, invite attendees, recording and incorporating feedback, communicating decisions, and develop/deliver presentations, ensuring equality and GESI components are respected.</p> <p>(vi) Develop required internal documentation and actively support the asbestos importation ban regulation through political approval until passed by cabinet and the legislation is enacted.</p> <p>(vii) Actively engage with asbestos expert and provide assistance, information, resources, including providing local support when in Tuvalu (if required).</p> <p>(viii) Assist the Department of Customs and asbestos expert during the updating of Customs Standard Operation Procedure to support the enforcement of the asbestos importation ban.</p> <p>(ix) Provide information and materials to the private sector to inform compliance with the asbestos importation ban.</p> <p>(x) Incorporate asbestos monitoring in DWM Operation Assistants duties</p> <p>(xi) Provide progress reports to SPREP and complete monitoring and reporting activities.</p>

Objective	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of Department of Waste Management
<p>2. Strategic Action Plan to inform the long-term management (and eventual removal) of asbestos from all islands of Tuvalu</p>	<p>Project activities shall include:</p> <p>(i) Charter a vessel through the Ministry of Fisheries and Trade to complete an asbestos investigation on the eight outer islands of Tuvalu to determine location and quantity of presumed asbestos in outer islands of Tuvalu. The vessel will be chartered from the Tuvalu Ministry of Fisheries and Trade, as detailed in Annex III of this MOU.</p> <p>(ii) Develop report on location and quantity of asbestos in Tuvalu, with recommendations on options and estimated costs for its removal and disposal, to inform the development of a Strategic Action Plan for the long-term management and removal of asbestos from Tuvalu.</p> <p>(iii) Develop a Strategic Action Plan to plan for the long-term management and removal of asbestos from Tuvalu</p>	<p>US\$60,000 (additional budget of US\$26,000 for voyage managed through separate contract with Ministry of Fisheries and Trade).</p>	<p>SPREP will:</p> <p>(i) Manage procurement process and engage asbestos expert to undertake agreed activities (asbestos investigation and report). (ii) Manage and oversee contractor activities and make payments to consultant. (iii) Liaise with consultant and provide assistance, information, and resources. (iv) Provide technical support and review on the Strategic Action Plan, and associated documents. (v) Monitor agreed workplan and make payments to the Ministry of Fisheries and Trade for charter of government vessel to complete outer island voyage (Annex III of this MOU). (vi) Assist with the international travel (if required) for asbestos expert to travel to Tuvalu. (vii) Actively engage with Ministry staff to ensure necessary activity is being undertaken.</p>	<p>The Department will:</p> <p>(i) Ensure relevant Ministry staff are engaged on activities to ensure agreed outputs, including one or more Department of Waste Management officer(s) to participate in the outer island voyage to assist the asbestos assessment. (ii) Coordinate logistical arrangements for voyage, including confirming dates, communicating with Island Kaupules and communities in advance (by radio) of the visit activities and purpose, and communicate awareness sessions. (iii) Actively engage with asbestos expert on work tasks and delivery and provide assistance, information, resources, including providing local support for asbestos expert when in Tuvalu (if required). (iv) Assist the asbestos expert to undertake assessment of all buildings in the outer islands to identify and mark presumed asbestos, including providing translation when liaising with local communities as required. (v) Act as focal point between Ministry of Fisheries and Trade, Asbestos expert, and SPREP to ensure all</p>

Objective	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of Department of Waste Management
<p>parties complete required activities to complete agreed workplan</p> <p>(vi) Convert asbestos report findings / recommendations into a Strategic Action Plan for the long-term management and removal of asbestos from Tuvalu and actively support the Action Plan until approved and adopted.</p> <p>(vii) Provide progress reports to SPREP and complete monitoring and reporting activities.</p>				
<p>3. Awareness to stakeholders to increase understanding of asbestos and reduce exposure</p>	<p>Project activities shall include:</p> <p>(i) Finalise details of the Tuvalu National Education and Awareness Plan</p> <p>(ii) Conduct awareness sessions with each outer island community, Kaupule and other stakeholders on how to live safely with asbestos</p> <p>(iii) Translated awareness posters / flyers disseminated to each outer island community how to live safely with asbestos and disseminate to island communities</p> <p>(iv) Asbestos awareness sessions with Island Department of Waste Operation Assistants and Kaupules - on minimum safety standards to be</p>	<p>US\$15,000</p>	<p>SPREP will:</p> <p>(i) Provide specific information obtained from PacWastePlus asbestos regional activities to inform the development of the Tuvalu living safely with asbestos community factsheet and other awareness materials.</p> <p>(ii) Provide technical support and review on the asbestos awareness sessions and documents.</p> <p>(iii) Manage procurement process and engage consultants to undertake agreed activities.</p> <p>(iv) Manage and oversee contractor activities and make payments to consultant.</p> <p>(v) Actively engage with Ministry staff to ensure necessary activity is being undertaken.</p>	<p>The Department will:</p> <p>(i) Develop content for all education, awareness, and communication materials.</p> <p>(ii) Ensure that all awareness materials comply with PacWastePlus Communication and Branding Plans.</p> <p>(iii) Engage with relevant government agencies to finalise and implement the agreed National Education and Awareness Plan</p> <p>(iv) Ensure relevant Ministry staff are engaged on activities to ensure agreed outputs, including Department of Waste Management communications officer participation in outer island voyage.</p> <p>(v) Prepare communication messages to be aired by the radio to convey asbestos information and provide</p>

Objective	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of Department of Waste Management
	<p>employed to handle asbestos (e.g., pre- and post-disaster events) and how to deliver future asbestos awareness sessions</p> <p>(v) Monitoring of community behaviour regarding handling asbestos and report any unsafe practices and complete additional education</p>			<p>details on the asbestos assessment voyage.</p> <p>(vi) Liaise with local provider and validate translation of the asbestos promotional materials.</p> <p>(vii) Facilitate consultations and awareness sessions with communities in the outer islands.</p> <p>(viii) Provide support to the asbestos expert and translation (when needed) while visiting the outer islands.</p> <p>(ix) Provide progress reports to SPREP on activity undertaken to ensure required jobs are completed.</p> <p>(x) Assist with monitoring and reporting on activities.</p> <p>(xi) Island Department of Waste Operation Assistants to monitor community behaviour with asbestos and report any unsafe practices and complete additional education.</p>
<p>4. Regulation (by-laws) and agreements to enable collection and transport Waste Levy items from islands back to Funafuti</p>	<p>Project activities shall include:</p> <p>(i) Consultation with island communities, Kaupules, Department of Marine and other relevant ministries, and other stakeholders regarding updating waste management sections of outer island by-laws</p>	<p>US\$3,000</p>	<p>SPREP will:</p> <p>(i) Provide technical support and review of the waste management section of the Tuvalu outer island by-laws, Marine Standard Operating Procedure, training material and other required documents.</p> <p>(ii) Provide regular updates and reports on the execution of the PacWaste Plus programme in Tuvalu.</p>	<p>The Department will:</p> <p>(i) Ensure relevant Ministry staff are engaged on activities to ensure agreed outputs.</p> <p>(ii) Facilitate consultation with relevant communities, Kaupules, Department of Marine and other relevant ministries, and other stakeholders regarding updating waste</p>

Objective	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of Department of Waste Management
	<p>(ii) Development and approval of waste management sections of outer island by-laws, incorporating requirements for the operation of the Waste Levy depots and shipping of Waste Levy items</p> <p>(iii) Update of the Tuvalu Marine Standard Operating Procedure (or other document) and establishment of Memorandum of Understanding (if needed) to specify the process for handling and shipment of Waste Levy items from islands back to Funafuti.</p> <p>(iv) Training to Island Department of Waste Operation Assistants and Island Kaupules monitor and enforce Island by-laws.</p>		<p>(iii) Actively engage with Ministry staff to ensure necessary activity is being undertaken.</p>	<p>management sections of outer island by-laws.</p> <p>(iii) Coordinate with Kaupules and facilitate all steps associated with the drafting and enactment of outer island by-laws</p> <p>(iv) Actively support the by-law approval process and signing.</p> <p>(v) Assist the Department of Marine during the updating of Marine Standard Operation Procedure (or other document) to provide for safe handling and transport of Waste Levy items from islands back to Funafuti</p> <p>(vi) Draft the Memorandum of Understanding and coordinate signing with the Department of Marine to specify the process for the safe handling and transport of Waste Levy items from islands back to Funafuti</p> <p>(vii) Develop and deliver training to Department of Waste Management Operation Assistants and Island Kaupules on monitoring and enforcement of Island by-laws.</p> <p>(viii) Provide progress reports to SPREP and complete monitoring and reporting activities.</p>
5. Outer island provided with facilities, equipment	Project activities shall include:	US\$15,000 (additional budget of ~US\$195,000)	SPREP will: (i) Provide technical support to assist with decision making for the final	The Department will:

Objective	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of Department of Waste Management
<p>and systems to enable participation in the Tuvalu Waste Levy.</p>	<p>(i) Construct and furnish Waste Levy sheds, on six outer islands of Tuvalu: Nanumea, Nui, Nukufetau, Nukulaelae, Nanumanga, and Niutao (Note: Vaitupu Waste Levy shed to be constructed by another donor; facility deemed unnecessary on Niulakita – island governed under Niutao and has a population of ~10 households) to enable to effective operation of the Waste Levy, including the collection, storage and transport of Waste Levy items. The Tuvalu Department of Public Works will construct and furnish the sheds, as will be detailed in Annex II of this MOU.</p> <p>(ii) Procure specialist equipment (hand-held bottle crushers) to facilitate the effective collection and transport the Waste Levy.</p> <p>(iii) Formal handover of Waste Levy Sheds from Department of Public Works</p>	<p>for construction of sheds will be managed as a direct contract with Department of Public Works).</p>	<p>design and furnishing of the Waste Levy sheds.</p> <p>(ii) Actively engage with Department staff to ensure necessary activity is being undertaken during the construction of the Waste Levy sheds (details in Annex II)</p> <p>(iii) Monitor agreed workplan and make payments to the Department of Public Works for construction of Waste Levy Sheds in the outer islands (Annex II of this MOU).</p> <p>(iv) Manage procurement process for purchase of specialist equipment (hand-held crushers) for operation of the six Waste Levy sheds</p> <p>(v) Provide technical support and review training material and other required documents.</p> <p>(vi) Provide Transfer of Assets form/documentation for the formal handover of Sheds from the Department of Public Works to the Department of Waste Management.</p>	<p>(i) Ensure relevant Department staff are engaged on activities to ensure agreed outputs.</p> <p>(ii) Liaise, and manage the Department of Public Works and oversee construction of the six Waste Levy shed through to completion, including monitoring progress, ensure agreed outputs and assisting with the receipt of materials and equipment in Funafuti prior to transport to the outer islands.</p> <p>(iii) Facilitate consultation with relevant communities, Kaupules, and other stakeholders regarding construction process and timeline for construction and operation of the Waste Levy sheds on each island.</p> <p>(iv) Formally accept transfer of assets (Waste Levy sheds and equipment), including acceptance of recurrent costs for their operation and maintenance.</p> <p>(v) Acceptance of recurrent costs for shipment of Waste Levy items from outer islands to Funafuti (from the Waste Levy Special Fund).</p> <p>(vi) Develop and deliver training to Department of Waste Management Operation Assistants and island Kaupules on operation of the Waste Levy, including on safe handling of Waste Levy items, data collection,</p>

Objective	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of Department of Waste Management
	<p>to the Department of Waste Management for operation</p> <p>(iv) Training to Island Department of Waste Management Operation Assistants and Kaupules on collection, storage, and transport of Waste Levy items, including record keeping and data requirements for issuing refunds.</p> <p>(v) Refresher training to Department of Marine vessel staff to safely handle and transport Waste Levy items.</p>			<p>ensuring GESI considerations, and issuing refunds.</p> <p>(vii) Develop and deliver refresher training to Department of Marine vessel staff, Department of Waste Management Operation Assistants, and Island Kaupules on safe handling and transport of Waste Levy items.</p> <p>(viii) Ensure staff are provided with the necessary Personal Protective Equipment for use when handling Waste Levy items.</p> <p>(ix) Provide progress reports to SPREP and complete monitoring and reporting activities.</p> <p>(x) Will accept the responsibility for the ongoing maintenance and upkeep of the constructed buildings upon handover from the Department of Public Works.</p>
<p>6. Provide awareness and materials to facilitate Tuvalu outer islands participation in the Waste Levy.</p>	<p>Project activities shall include:</p> <p>(i) Finalise details of the Tuvalu National Education and Awareness Plan</p> <p>(ii) Awareness sessions with each outer island community, Kaupule and other stakeholders on the operation of, and how to utilise, the Waste Levy, along with awareness on the</p>	<p>US\$24,000</p>	<p>SPREP will:</p> <p>(i) Engage consultant and manage procurement process to undertake agreed awareness activities.</p> <p>(ii) Provide technical support and review education and training material and other required documents.</p> <p>(iii) Manage the procurement of all approved services.</p> <p>(iv) Actively engage with Department staff to ensure necessary activity is being undertaken.</p>	<p>The Department will:</p> <p>(i) Develop content for all education, awareness, and communication materials.</p> <p>(ii) Ensure that all awareness materials comply with PacWastePlus Communication and Branding Plans.</p> <p>(iii) Engage with relevant government agencies to finalise and implement the agreed National Education and Awareness Plan</p> <p>(iv) Actively engage with consultants during design of Waste Levy</p>

Objective	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of Department of Waste Management
	<p>management of solid waste in general</p> <p>(iii) Translated awareness posters / flyers disseminated to each outer island community on the operation of, and how to utilise, the Waste Levy</p> <p>(iv) Implementation of the agreed National Education and Awareness Plan, including TV/Radio adverts and Waste Levy events</p> <p>(v) Train-the-trainer sessions with island Kaupules and Waste Operation Assistants to provide proficiency to deliver follow-up communication/consultation on Waste Levy and future Island-based waste management community sessions.</p> <p>(vi) Waste Levy in operation in outer islands of Tuvalu, collecting Waste Levy items from all people in Tuvalu and transporting items back to Funafuti (and onwards) for recycling</p> <p>(vii) Island DWM Operation Assistants to monitor and</p>			<p>promotional and awareness materials.</p> <p>(v) Ensure relevant Ministry staff are engaged on activities to ensure agreed outputs.</p> <p>(vi) Be the key focal point for the distribution of Waste Levy messages through the agreed National Education and Awareness Plan (community sessions, social media, TV and radio communication)</p> <p>(vii) Facilitate consultation with relevant communities, Kaupules, and other stakeholders regarding operation of the Waste Levy and management of solid waste items, specifically discussing GESI components including operational hours of the Waste Levy sheds, and the process for claiming deposits</p> <p>(viii) Collect data from Waste Levy awareness campaigns and sessions (i.e., number of attendees, gender, age, number of facebook hits, etc)</p> <p>(ix) Facilitate train-the-trainer training with Waste Operation Assistants and Kaupules to enable them to continue community education sessions on their islands.</p> <p>(x) Liaise with local provider and validate translation of the Waste Levy presentation and educational materials</p>

Objective	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of Department of Waste Management
	<p>evaluate Waste Levy operation through activities such as weekly data collection (recycling data and GESI data), and annual mini-audit at island dumps</p> <p>(viii) Follow-up consultation completed by DWM Operation Assistants with communities, Kaupules, and other stakeholders regarding operation of the Waste Levy on each island, to solicit public feedback on its operation to improve services and equality for all island residents</p>			<p>(xi) Ensure Waste Levy data is collected on agreed schedule (weekly / monthly), including GESI components, and developing quarterly / annual reports</p> <p>(xii) Facilitate follow-up consultation with outer island communities, Kaupules, and other stakeholders regarding operation of the Waste Levy and management of solid waste items, soliciting feedback on its equitable operation</p> <p>(xiii) Provide progress reports to SPREP and complete monitoring and reporting activities.</p> <p>(xiv) DWM Operation Assistants to monitor rates of Waste Levy items disposed at island dumps through completion of annual mini-audits and litter assessments</p>
Legislative Support	<p>In addition to the Country Project, the PacWastePlus programme is able to provide direct support for development of legislative response to key waste management issues</p>	\$30,000	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Manage the procurement of the services. (ii) Manage the monthly task delivery and make payments to consultant. (iii) Actively engage with Ministry staff to ensure necessary activity is being undertaken. (iv) Ensure required informational resources are provided to consultant for them to be able to deliver quality services. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Actively engage with consultant on work tasks and delivery, as the consultant is there to provide technical assistance (not necessarily do the tasks for the staff). (ii) Establish multi-ministry project taskforce (if needed) to provide necessary information to consultants when undertaking work on legislative activity.

Objective	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of Department of Waste Management
				<ul style="list-style-type: none"> (iii) Ensure relevant Ministry staff are engaged on activities to ensure appropriate output. (iv) Actively work to have outcome recommendations passed through the country legislative system to enable enactment in law or Regulation.
<p>Project Administration</p> <p>In addition to Country Project activities above, the Ministry of Local Government and Agriculture confirms they will complete additional administrative activities to assist with the implementation of the PacWastePlus Programme.</p> <p>The Ministry of Local Government and Agriculture confirms they seek to undertake these activities in-kind, as opposed to utilising the support of a PacWastePlus / GEF ISLANDS funded National Officer</p>	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Actively engage with Focal Point and relevant Ministry staff to ensure necessary activity is being undertaken. (ii) Ensure required informational resources are provided to Focal Point for them to be able to deliver quality services. (iii) Providing advice and guidance to country focal points on matters arising from the implementation of the PacWastePlus programme. (iv) Provide support services to Focal Point with respect to delivery of the PacWastePlus programme. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Disseminate project materials to relevant Ministry staff. (ii) Assist with coordinating and implementing national workshops related to PacWastePlus programme activities. (iii) Provide technical support and advice to Ministry staff in relation to PacWastePlus programme activities either directly, or with the support from SPREP project Officers. (iv) Manage and encourage meaningful engagement with key project stakeholders throughout the implementation of PacWastePlus project activities. (v) Assist in developing / reviewing communication and information products (including assistance to translate materials into local dialects where required). 		

Objective	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of Department of Waste Management
				<ul style="list-style-type: none"> (vi) Undertake relevant capacity building activities of waste management in the country. (vii) Assist in developing / reviewing Monitoring & Evaluation plans and undertake required monitoring and evaluation activities as per the agreed M&E plan. (viii) Provide monthly reports to SPREP on activity undertaken to ensure required job is completed (ix) Directly support any consultants working on the PacWastePlus project as it relates to Tuvalu.

Refer to **Attachment 2** to provide high level overview for the two Tuvalu Country Projects.

4. Country Commitment to the Implementation of PacWastePlus

To achieve the effective delivery of the PacWastePlus Programme, specific administrative activities are required. These requirements are specified in Table 3.

Table 3. Administrative arrangements and responsibilities required for the successful delivery of the PacWastePlus Programme.

Component	Key Activities	Responsibilities of SPREP	Responsibilities of Department of Waste Management
Focal point & Steering Committee Representative (and Alternate Representative)	<p>The Focal Point will be the country representative for planning, coordinating and implementing the activities of PacWastePlus as they involve or impact the country.</p> <p>The Steering Committee Representative is also responsible for coordinating the discharge of the country's responsibilities under the MOU and assisting the successful implementation of the PacWastePlus programme.</p>	<p>(i) Ensure that the country's Focal Point is informed of programme's activities and opportunities.</p> <p>(ii) Provide funds sufficient to cover flights and per diems for one nominated country representative to attend the annual PacWastePlus Steering Committee meeting.</p>	<p>(i) Nominate a Government Department and Officer.</p> <p>(ii) Nominate PacWastePlus Steering Committee representative (and Alternate).</p> <p>(iii) Actively discharge the responsibilities noted in Sections 2 and 3 of this Agreement.</p> <p>(iv) Attend and actively participate in the Annual Programme Steering Committee Meeting and other consultation sessions delivered throughout the term of the Programme.</p>
National Coordination Committee	<p>The National Coordination Committee is recommended to be created to oversee the implementation of projects in each country. Existing committees may be utilised.</p> <p>The Committee is not a Programme requirement, but is strongly recommended.</p>	<p>(i) Provide information to the Steering Committee member to utilise at National Coordination Committee meetings.</p> <p>(ii) Provide technical assistance to the Committee as and when required.</p>	<p>(i) Convene and chair the National Coordination Committee (or utilise an existing committee) if this option is adopted by the country.</p> <p>(ii) Communicate outcomes of meetings to the PacWastePlus PMU.</p>

Component	Key Activities	Responsibilities of SPREP	Responsibilities of Department of Waste Management
Consultants engaged to undertake the agreed PacWaste Plus work	Consultants will be engaged to undertake the agreed PacWastePlus workplan activities.	<ul style="list-style-type: none"> (i) Facilitate procurement (ii) High-level consultant management (iii) Monitor activities (iv) Pay consultants (v) Publish outcomes and outputs 	<ul style="list-style-type: none"> (i) Provide on-ground support to, and facilitate the work of, consultants (or SPREP employees) during the execution of national elements of the PacWastePlus project. (ii) Undertake necessary monitoring and engagement to ensure work conducted meets the needs of the programme.
Financial Management	All financial management and controls to be managed by SPREP as required by contract with the EU	<ul style="list-style-type: none"> (i) Facilitate procurement (ii) Facilitate contract management (iii) Facilitate payment of contractors 	<ul style="list-style-type: none"> (i) Report to SPREP approval of contractor outputs.
Implementation of PacWastePlus activities	Delivery of all activities detailed in Tables 1 and 2	<ul style="list-style-type: none"> (i) As per responsibilities listed in Tables 1 & 2. 	<ul style="list-style-type: none"> (i) As per responsibilities listed in Tables 1 & 2.
Participate in staff exchanges	Staff exchanges and capacity building events will be delivered by the PacWastePlus programme, if deemed relevant to the staff member, and of benefit to the country, national staff should be enabled to participate.	<ul style="list-style-type: none"> (i) Provide financial support for country representatives to participate in regional events as enabled by the PacWastePlus Programme's approved budget, as opportunities arise 	<ul style="list-style-type: none"> (i) Allow for staff and officers to participate in staff exchanges or capacity building events
National Education and Awareness Plan (NEAP)	Develop and implement NEAP to support the implementation of in-country PacWastePlus activities.	<ul style="list-style-type: none"> (i) Provide technical support to develop and implement a NEAP 	<ul style="list-style-type: none"> (i) Utilising the tools and resources provided by PacWastePlus, develop and implement agreed activities in country NEAP. (ii) Monitor and report on activities.

Component	Key Activities	Responsibilities of SPREP	Responsibilities of Department of Waste Management
<p>Maintenance and replacement of PacWastePlus funded plant, machinery or infrastructure</p>	<p>Any plant or equipment purchased with PacWastePlus funds will be formally transferred into the ownership of the Ministry that is party to this Agreement. The maintenance (or replacement) of PacWastePlus funded plant, machinery or infrastructure provided is the responsibility of the Ministry.</p> <p><i>Note: ongoing funding support for operational issues is not provided by PacWastePlus</i></p>	<p>(i) Procure assets as per approved project activities and through SPREPs approved procurement system</p>	<p>(i) Formally accept transfer of asset (ii) Accept recurrent costs for operation, maintenance, insurance. (iii) Actively utilise and monitor activity related to the procured asset and regularly report on activity. (iv) Ensure staff responsible for use of the plant and equipment have been appropriately trained in its use (v) Ensure staff are provided with the necessary Personal Protective Equipment (PPE) for use when operating the Plant or Equipment.</p>
<p>Capture waste data</p>	<p>Capture waste data, in accordance with the PacWastePlus Data Strategy, SPREP WMPC Regional Waste Monitoring System and the Clean Pacific 2025 reporting mechanism and provide information at least annually by uploading the data to the Country Inform data portal</p>	<p>(i) Provide technical support to country on establishing Waste Data system. (ii) Where included in the PacWastePlus programme activities and budget, support the collection, collation, and analysis of data and information.</p>	<p>(i) Actively participate in data collection activities, including support for consultancies, release of staff to build capacity, participate, and report on outcomes. (ii) Establish and implement systems to capture waste data as 'normal business' utilising SPREP National Waste Monitoring process. (iii) Regularly report on waste data outcomes to PacWastePlus, and SPREP. (iv) Upload all waste data and reports to the Country Inform data portal.</p>

Component	Key Activities	Responsibilities of SPREP	Responsibilities of Department of Waste Management
Monitoring and Evaluation	Provision and oversight of project activities by governmental staff and personnel to include the long-term inspection, data gathering, and reporting requirements as defined within the project plan	<ul style="list-style-type: none"> (i) Develop, implement and monitor the PacWastePlus Monitoring & Evaluation Plan. (ii) Work with countries to implement the national monitoring and evaluation activities. (iii) Provide regular updates and reports on the execution of the PacWaste Plus programme 	<ul style="list-style-type: none"> (i) implement the Monitoring and Evaluation Plan as developed for national involvement in the PacWastePlus programme. (ii) Regularly report monitoring data to PacWastePlus.
Collaboration with other donor agencies	Strengthened collaboration and understanding of other donor agencies and inter-governmental organisations achieving similar goals will provide improved implementation of waste projects.	<ul style="list-style-type: none"> (i) Provide details and minutes from discussions with other donor agencies and inter-governmental organisations achieving similar outcomes 	<ul style="list-style-type: none"> (i) Provide details and minutes to SPREP from discussions with other donor agencies and inter-governmental organisations achieving similar outcomes
Ban of asbestos containing materials	A key element of the EU investment in PacWastePlus is to see the implementation of importation bans of asbestos in all countries. Consistent with the endorsement made by SPREP member countries during the 27th & 28th SPREP Meetings, execute a ban through legislation, regulation or policy of the manufacture, use, reuse, import, transport, storage or sale of all forms of asbestos and asbestos containing materials.	<ul style="list-style-type: none"> (i) Engage consultants to develop guidance notes, Code of Practice, and materials. (ii) Provide support and technical advice on the management of asbestos containing materials. (iii) Actively engage with country focal points to promote the management of asbestos containing materials. 	<ul style="list-style-type: none"> (i) Utilise materials and support provided to pursue the adoption of legislation / regulation of asbestos containing material bans, and the adoption of a Code of Practice for the management of asbestos containing materials. (ii) Disseminate information through to the appropriate ministries and industry groups to ensure modification and improvement of asbestos management. (iii) Assist with monitoring and reporting on activities.

Attachment 2: PacWastePlus Programme Country Project Description

<u>Tuvalu – Asbestos Ban and Assessment in the Outer Islands</u>															
<p>The 2015 PacWaste Asbestos Assessment completed an analysis of buildings on Funafuti and estimated 18% of buildings contain Asbestos. Currently the quantity and location of the Asbestos in the outer islands is not known. The Department of Waste Management seeks to ban the importation of new Asbestos and complete an assessment to identify the location and quantity of the Asbestos on all Tuvalu Islands so a plan can be made for its removal (which will be completed by another donor), and ultimately clean Tuvalu from Asbestos.</p>															
<u>Outcomes</u>							<u>How measured</u>								
At the end of the project we seek to...							We will prove success by measuring...								
- Establish legislation to ban the importation of new ACM into Tuvalu – eliminating the long-term health and pollution risks							Asbestos ban legislation approved by parliament								
- Have trained Customs officials who can confidently identify and capture Asbestos prior to it entering the country							All Customs staff provided with relevant resources and training 0 occurrences of Asbestos entering the country								
- Have Asbestos identified and marked on buildings in the outer islands of Tuvalu and a report developed providing the Government of Tuvalu with options and costings for its removal							>95% of buildings in outer islands reviewed for Asbestos and a report of findings submitted								
- Have a Strategic Plan for the management and removal of Asbestos endorsed by Tuvalu Government							Strategic Plan for the management and removal of Asbestos developed and approved by parliament								
- Have households on outer islands provided with information on how to live safely with Asbestos to reduce exposure and incidents of illegal dumping – protecting against possible health risks							Factsheet translated into Tuvaluan and distributed to Kaupule on all nine islands Awareness / Information session held with communities in all nine outer islands 0 incidents of incorrect/unsafe handling or illegal dumping of Asbestos identified								
- Have Kaupules and other stakeholders on outer islands provided with information and minimum safety standards if necessary to handle asbestos (i.e., post disaster event) to reduce exposure and protect against possible health risks							Kaupules and stakeholders provided with relevant resources and training for handling of Asbestos when necessary (until it is removed)								
<u>High-level activities / outputs</u>	2021				2022				2023				2024		<u>Budget</u>
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
Legislative Pathway – implement Asbestos Ban															5,000
Training (Customs, Kaupule)															7,000
Review ACM and develop report															60,000
Outer Island Voyage															13,000
Education and awareness															15,000
Data Collection															
	TOTAL													100,000	

Tuvalu – Expansion of the Waste Levy to Outer Islands

Funafuti has been operating the Tuvalu “Waste Levy” since August 2019. Currently the outer islands do not have facilities to be involved so all waste levy items are going to the dumps (currently making up >20% of waste disposed).

The Department of Waste Management seeks to build small waste levy sheds “depots” on each island so all communities can:

- 1) claim their Waste Levy refunds (social/economic benefits)
- 2) have a cleaner environment (environmental benefits)
- 3) have equal access to waste facilities so recyclable items can be transported back to Funafuti (and onwards) for recycling

<u>Outcomes</u> At the end of the project we seek to...	<u>How measured</u> We will prove success by measuring...
- Have the operation of the operation of the Waste Levy and improved waste management written into island by-laws so all stakeholders are aware of best practises for waste management in all islands of Tuvalu	Updated waste management section in the by-law of each outer island islands
- Have facilities and equipment to allow for effective collection and processing of Waste Levy items on each outer island	Waste Levy depot, with equipment, installed on six outer islands (Vaitupu funded by other donor; Niulakita facility deemed unnecessary – island governed under Niutao and has a population of ~10 households)
- Reduce Waste Levy items disposed at the outer island dumpsites – to reduce land, water and air pollution	% reduction in waste disposed to island dumps (using a mini-audit): 50% year 1; 70% year 2; 90% year 5
- Have the Waste Levy system on outer islands operating effectively, collecting and processing items and self-funding their transportation back to Funafuti (and onwards) for recycling	% recycling – # items (cans, bottles and batteries) collected / # items delivered 50% year 1; 70% year 2; 90% year 5
- Have all households participating in the Waste Levy to generate income through redemption of product	% households involved in Waste Levy on each island: 50% year 1; 70% year 2; 90% year 5
- Have a Recovery and Recycling industry which provides equal opportunity employment for women and men, and those that have a physical or mental disability	DWM recruitment process to offer equal employment opportunity for all Tuvaluan people

<u>High-level activities / outputs</u>	2021				2022				2023				2024		<u>Budget</u>
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
Legislative Pathway – update Islands by-laws															3,000
Construction / procurement of facilities and equipment															205,000
Training (DOM, DWM)															5,000
Outer Island Voyage															13,000
Education and awareness															24,000
Data Collection															
	TOTAL													250,000	

Attachment 3: PacWastePlus Programme Steering Committee Nomination Form

Primary Country Representative

Nominating Country					
Title		Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Mr <input type="checkbox"/>	Dr <input type="checkbox"/>
Name					
Job Title					
Organisation					
Department					
Gender		Female <input type="checkbox"/>	Male <input type="checkbox"/>	Other <input type="checkbox"/>	
Year of Birth					
Work Address	Street / PO Box				
	City				
	Country / Postcode				
Telephone Number (Office)					
Telephone Number (Mobile)					
Fax Number					
Email					

Please let us know your areas of responsibility for your current role in your organisation.

Landfill Management <input type="checkbox"/>	Waste Collection Contracts <input type="checkbox"/>
Waste Strategy <input type="checkbox"/>	Waste Education Planning <input type="checkbox"/>
Waste Management Facility Design <input type="checkbox"/>	Residual Waste Management <input type="checkbox"/>
Organic Waste Management <input type="checkbox"/>	Recyclables Management <input type="checkbox"/>
Communications & Outreach <input type="checkbox"/>	Legislation Development <input type="checkbox"/>
Compliance <input type="checkbox"/>	Waste Industry Liaison <input type="checkbox"/>
Hazardous Waste Management <input type="checkbox"/>	Disaster Waste Management <input type="checkbox"/>
Other (please describe) <input type="checkbox"/>	

Secondary Country Representative

Nominating Country					
Title	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Mr <input type="checkbox"/>	Dr <input type="checkbox"/>	
Name					
Job Title					
Organisation					
Department					
Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Other <input type="checkbox"/>		
Year of Birth					
Work Address	Street / PO Box				
	City				
	Country / Postcode				
Telephone Number (Office)					
Telephone Number (Mobile)					
Fax Number					
Email					

Please let us know your areas of responsibility for your current role in your organisation.

Landfill Management <input type="checkbox"/>	Waste Collection Contracts <input type="checkbox"/>
Waste Strategy <input type="checkbox"/>	Waste Education Planning <input type="checkbox"/>
Waste Management Facility Design <input type="checkbox"/>	Residual Waste Management <input type="checkbox"/>
Organic Waste Management <input type="checkbox"/>	Recyclables Management <input type="checkbox"/>
Communications & Outreach <input type="checkbox"/>	Legislation Development <input type="checkbox"/>
Compliance <input type="checkbox"/>	Waste Industry Liaison <input type="checkbox"/>
Hazardous Waste Management <input type="checkbox"/>	Disaster Waste Management <input type="checkbox"/>
Other (please describe) <input type="checkbox"/>	

