

File Reference:
Master Arrangement Number: MAG-0000068

PARTNERSHIP ARRANGEMENT (Arrangement)

Contribution to the Implementation of Weather Ready Pacific Programme Inception Phase (the **Activity**)

between

Ministry of Foreign Affairs and Trade (MFAT)¹

and

Secretariat of the Pacific Regional Environment Programme (SPREP)

(each a **Partner** and, together, **Partners**)

1. Purpose

The Partners have jointly decided to work together to support the implementation of the Weather Ready Pacific Programme (the **Programme**).

Objectives

The **overall objective** for the Weather Ready Pacific Programme is *Pacific island communities enjoy improved safety, security and prosperity*.

The **strategic objective** is *Communities, government and industries having the systems, forecasts, warnings and information to enact response plans to extreme weather events and in a timely manner*.

Results

The key result areas (**KRA**) to be progressed by the Weather Ready Pacific Programme, and supported by the Activity as discussed by the Partners are:

- KRA 1: Effective management and coordination
- KRA 2: Production of forecasts and warnings

¹ MFAT is responsible for managing the New Zealand Aid Programme. The New Zealand Aid Programme is the New Zealand Government's international aid and development programme.

- KRA 3: Communication and delivery of forecasts and warnings to end-users
- KRA 4: Infrastructure
- KRA 5: Capacity and training

The purpose of this Arrangement is to set out the principles and understandings between the Partners that will guide the delivery of the support provided by MFAT towards the Activity. The Partners, in good faith, will adhere to the principles and understandings set out in this Arrangement, based on the spirit of partnership.

2. Partnership principles

The Partners will act in good faith and demonstrate mutual respect, honesty, integrity, openness, and accountability in dealings and communications with each other.

The Partners will act in accordance with the principles set out under the Grant Funding Arrangement between MFAT and SPREP: *Secretariat of the Pacific Regional Environment Programme, 2020-2025* dated 2 June 2020.

The Partners will also ensure that the principles of the Weather Ready Pacific Programme, as amended from time to time, are supported by the Partners and where applicable to this Arrangement, Partners will act in accordance with these principles.

Any changes to the principles during the life of this Arrangement referred to above will apply to this Arrangement.

The Partners will seek to develop a strong institutional partnership that builds capacity and organisational strength. They will engage in a consultative manner, with a focus on sustainable development outcomes and a commitment to effective development practice, including:

Ownership of development priorities

The ownership of the objectives and results will rest with SPREP and key stakeholders approved by SPREP, on the guidance of the Weather Ready Pacific Steering Committee as required.

Results focus

The Partners will monitor progress and achievement of key results through regular meetings and exchange of results information.

Transparency and accountability

The Partners will each be accountable to each other, the intended beneficiaries and their respective citizens for their respective responsibilities under this Arrangement.

Weather Ready

The Partners will develop and deliver communications in such a way as to align with the Weather Ready Pacific principles, and as set out in Paragraph 7: Communications

Pacific branding and usage

3. Scope of the Activity

The Weather Ready Pacific Programme seeks to reduce the human and economic costs of severe weather, water and ocean events across Pacific Island communities, by strengthening national meteorological and hydrological organisations and their partnerships with national disaster management organisations. This programme of investment ensures

that the Pacific participates in and benefits from advances in forecast and warning systems that should ultimately enable increased accuracy, geographic specificity and lead time of forecasts.

MFAT will support the establishment and implementation of the Inception Phase of Weather Ready Pacific in accordance with this Arrangement, and as set out in the key result areas of the Weather Ready Pacific Implementation Plan 2024-2033 (the **Implementation Plan**) as decided between both Partners. Support will align with the approved activities set out in the Implementation Plan. This will include:

- Direct support to SPREP to deliver key activities relating to engagement, consultation, operational budget and other associated activities as from time to time discussed and mutually decided;
- Delivery of key activities, and provision of technical assistance by New Zealand Technical Agencies, NIWA and Met Service, in accordance with the Implementation Plan as directed by SPREP; and
- Provision of support through the engagement of consultants to develop key programme documents including the Implementation Plan, Programme of Work, and Environmental and Social Safeguards strategy.

Funding associated with support for the Inception Phase will be based on an Implementation timeframe of 1 January 2024 to 30 June 2026 (or beyond June 2026 should MFAT be in a position to provide additional funding).

4. Oversight and management

Governance: The Partners will work in accordance with the current and existing Weather Ready Pacific governance arrangements. Specifically, the Partners will ensure that participation in these arrangements reflects a Pacific-led approach and the principles set out in Paragraph 2 above.

Coordination and decision-making: The Partners will meet, at a minimum, monthly to discuss progress of activities, key priority areas, and any other matters related to this Arrangement, either separately or with others supporting the Activity as required.

SPREP will engage with National Meteorological and Hydrological Services (**NMHS's**), other Pacific partners, suppliers, technical agencies and others as required to identify, negotiate and decide activities to be supported by MFAT. Requests for support for activities or funding, including approach to providing the support will be submitted by SPREP and to be decided in writing between SPREP and MFAT.

Oversight of deliverables of New Zealand Technical Agencies

SPREP and New Zealand Technical Agencies will meet, at a minimum, quarterly to discuss progress of activities and and to seek direction from SPREP on delivery of services. Where possible, this will be in-person.

Where MFAT enters into contracts with suppliers or implementing partners directly in relation to this Activity, MFAT will consider the buyer nominee, in this case, SPREP and Weather Ready Pacific, and include provisions to clearly outline expectations regarding reporting lines, accountability and reporting. The buyer nominee is the person, business, company, organisation, government or local authority entity intended to benefit from all or part of the services contracted directly by MFAT in relation to this Activity. This will include:

- Reporting requirements that align with the expectations of the buyer nominee, with reporting provided to the buyer nominee directly (with MFAT copied into reporting). SPREP will provide confirmation of its reporting requirements to MFAT for inclusion in contracts between MFAT and suppliers or implementing partners, on case by case basis;
- Expectations regarding meetings and engagement with the buyer nominee to ensure direction is sought from the buyer nominee on the delivery of services; and
- Expectation that the services are delivered in close collaboration with the buyer nominee and identified stakeholders, and that they are delivered in a manner that supports the Buyer Nominee to take greater leadership and ownership of deliverables.

The Partners will participate in the Executive Management Group (**EMG**) meeting that maintains oversight of progress of Weather Ready Implementation including the MFAT's Climate Evidence and Advice Programme (**CEAP**). CEAP is the overarching mechanism that support for Weather Ready Pacific sits under. It is anticipated that the EMG will meet quarterly and comprise representatives from both Partners, representatives from technical agencies and others as required.

The Partners will participate in the CEAP Technical Working Group (**Technical Working Group**) to provide direction and advice to suppliers and implementing partners to deliver their services as required.

It is anticipated that the Technical Working Group will meet monthly and comprise representatives from both Partners, representatives from technical agencies and others as required. The Terms of Reference for the EMG and the Technical Working Group will be made available to both Partners.

5. Funding

MFAT will provide a maximum funding amount of **NZD 20 million** to support the establishment and implementation of the Inception Phase of the Weather Ready Pacific Programme. This will be provided through a mix of the following:

- Direct Funding to SPREP for implementation of activities, and support for operational budget via a Grant Contribution letter;
- Direct engagement by MFAT of consultants to deliver short-term services as directed by SPREP including the development of strategies and plans, monitoring and evaluation, and sustainability planning; and
- Direct engagement by MFAT of NZ Technical Agencies, NIWA and MetService, to deliver services in support of the Activity as directed by SPREP.

The funding will be provided subject to:

- the terms and conditions of the contracts that MFAT, at its sole discretion, will enter into with suppliers and implementing partners for the delivery of approved activities; and
- New Zealand Government policy and an appropriation by the New Zealand Parliament of sufficient funds to support this Activity.

It is MFAT's expectation that the funding will be released to the appropriate Partners, suppliers or implementing partners by 31 December 2025. However, MFAT takes this

opportunity to acknowledge that those Partners are not under an obligation to immediately spend the funds by this date, but will continue to be able to spend the funds for another 12 months (or longer as decided by both Partners) so as to achieve the goals and outcomes of this Arrangement.

The Partners will consult regularly on the activities to be supported and the associated budget. Changes to the approved activities and budget may be decided from time to time in writing between the Partners.

6. Roles, responsibilities and contributions

The Partners will do their best to avoid conflicts of interests arising. In good faith, they will seek to resolve any actual or anticipated issues or differences relating to the Activity. Where there are any differences between the Partners, the Partners will adhere to the following process:

Contract managers will meet first to discuss the differences. If they cannot decide a way forward, either Partner may refer it to the relationship manager. Should that not address the difference identified, the Partners may refer it to the Director General for SPREP, and the Divisional Manager for MFAT.

MFAT will contribute to the effective implementation of the Activity by:

- a. contracting and applying funding for implementation of the Activity as set out in paragraph 5;
- b. contributing to and approving plans and reports provided by contracted Suppliers and implementing partners;
- c. participating in approved governance and oversight mechanisms;
- d. monitoring and evaluating the Activity's progress as it relates to the funding provided by MFAT; and
- e. encouraging other development partners to coordinate any assistance to the Weather Ready Pacific Programme, and in alignment with this Arrangement if appropriate.

SPREP will contribute to the effective implementation of the Activity by:

- a. contracting and applying funding for implementation of the Activity as set out in this Arrangement;
- b. participating in approved governance and oversight mechanisms;
- c. Providing direction and approving workplans and progress reports provided by suppliers and implementing partners;
- d. arranging for other Pacific partners to facilitate the delivery of the Activity where required;
- e. encouraging other development partners to coordinate any assistance to the Weather Ready Pacific Programme, and in alignment with this Arrangement if appropriate;
- f. encouraging a commitment to the health and safety of workers involved with the Activity; and
- g. facilitating the work of the Suppliers and other implementing partners for the Activity.

Each Partner will assume individual responsibility for its internal processes to ensure that:

- a. it will not make, cause to be made, nor receive any offer, gift, payment, consideration, inducement, reward or benefit of any kind, that would, or could be construed as an illegal, corrupt or unethical practice;
- b. funds provided to the Activity do not provide direct or indirect support or resources to organisations and/or individuals associated with terrorism; and
- c. adhering to their respective policies, including relevant child protection policies, environmental and social safeguards, gender and social inclusion policies and fraud prevention.

7. Communications

The Partners will share information relevant to the delivery of the Activity in a timely fashion with each other, relevant governance and management mechanisms and suppliers and implementing partners as appropriate.

No Partner will make any commitment on behalf of the other Partner, including any commitment or expenditure of the other Partner's official funds.

Each Partner will consult and seek approval in advance from the other Partner on:

- a. the release to any third party of any document or information relating to this Arrangement, including any press releases; and
- b. the use or release of confidential information of the other Partner relating to the Activity or this Arrangement.

The Partners will notify each other of any actual or anticipated issues relating to the Activity. In particular, the Partners will notify each other immediately where such issues are significant, may receive media attention, or may be subject to an official request or complaint under a Partner's domestic legislation, including regulations, or similar. The Partner may decide to meet to discuss any actual or potential issues and will use their best endeavours to reach a joint decision on how those issues will be managed.

Communications from suppliers or implementing partners: Suppliers and implementing partners will be expected to develop a communications plan to guide their communications and marketing of the delivery of their services under this Activity. These communications plans will be provided to SPREP, with communications approved by SPREP as deemed appropriate between SPREP and the suppliers/implementing partners to ensure they reflect a Pacific-led approach, with Weather Ready Pacific at the forefront. Suppliers/implementing partners and SPREP will decide a mechanism to review and approve communications products as required.

8. Duration and nature

This Arrangement will come into effect on the date of signing by both Partners and will remain in effect until 31 December 2033.

This Arrangement may be amended by mutual written consent of the Partners at any time. Either Partner may suspend or discontinue this Arrangement, in whole or in part, for any reason by providing notice in writing to the other Partner. Should this Arrangement be discontinued, the Partners will consult with each other on how to bring this Arrangement

and the Activity to an orderly end, including any resulting termination of the Service Provider(s) contract(s).

9. Notices

All formal notices under this Arrangement will be sent by email, mail, fax or hand delivered to the following addresses, or to such other address or person as that Partner may specify by notice in writing to the other Partner:

MFAT's address		Partner's address
For the attention of:	Bernadette Cavanagh Deputy Secretary Pacific and Development Group	Sefanaia Nawadra Director General Secretariat of the Pacific Regional Environmental Programme
cc:	Rebekah Robertson	Ofa Faʻanunu Manager of the Weather Ready Pacific Programme
Delivery address:	Ministry of Foreign Affairs and Trade Level 10, HSBC Building 195 Lambton Quay Wellington 6011 New Zealand	Secretariat of the Pacific Regional Environmental Programme (SPREP) Apia Samoa
Postal address:	Ministry of Foreign Affairs and Trade Private Bag 18-901 Wellington 6160 New Zealand	Secretariat of the Pacific Regional Environmental Programme (SPREP) P. O. Box 240 Apia Samoa
Email:	Rebekah.Robertson@mfat.govt.nz	ofaf@sprep.org

Signing

Signed in four (4) original texts this 29th day of August 2024, two each in English, all texts being considered originals.

For and on behalf of MFAT



Signature

Bernadette Cavanagh

Full name

Deputy Secretary, Pacific and Development Group

Position

29 August 2024

Date

For and on behalf of Partner



Signature

Sefanaia Nawadra

Full name

Director General of SPREP

Position

29 August 2024

Date