



**Central Policy and Planning  
The Office of the Prime Minister  
GOVERNMENT OF THE COOK ISLANDS**

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**Minutes**  
**National Sustainable Development Committee**

<b>Date</b>	Wednesday 26 <sup>th</sup> July 2017
<b>Time</b>	10am
<b>Venue</b>	Cabinet Room, Office of the Prime Minister
<b>Attendees</b>	Bredina Drollet (OPM) (Chair) Lavinia Tama (MFEM/DCD) Gail Townsend (MOE) Halatoa Fua (CIT) Liz Iro (MOH) Amelia Fukofuka (MFAI) Mii Nimerota (NSDC Secretariat) Charlene Hoff (NSDC Secretariat) <b>Apologies:</b> Tepaeru Herrmann (MFAI) Joseph Brider (NES) Mike Henry (IC member) Garth Henderson (MFEM) Daphne Ringi (PSC)
<b>Reference documents</b>	NSDC Minutes Draft 170628 Briefing note – HOM's retreat HOM's retreat concept note Core sector support update of activities

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## 1. Introduction

- Meeting opened with a pure at 10.07am by Bredina

## 2. Minutes, and matters arising from the last meeting on 28<sup>th</sup> June 2017

- NSDC **adopted** minutes of both meetings as a true and correct.
- Actions arising from the last meeting –
  - a. Brainstorming session on priorities for the NZ GFA Core Sector Support (CSS) fund and administered fund for current year – This did not happen as CSS largely already set by NSDC last year and Administered Fund is

expected to target MOJ and ICI as first priorities. Prioritisation will be needed for next financial year and in preparation for the new triennium NZ and so should come out of the HOM's retreat.

- Gail asked for clarification on the 2 funds for institutional strengthening and if they both end at the end of this financial year (30<sup>th</sup> June 2018). This was confirmed.
- The current core sector support activities list was circulated at the meeting. An update was given on each of the current priorities as listed. The CSS team (one person from DCD and one person from CPPO) have been working with agencies to ensure that TORs are finalised in August, procurement to commence in September and contract signing before 31 December for majority of proposal.
  1. Phase 4 Implementation of the Revenue Management System: (MFEM) Implementation phase, contracts already signed.
  2. Financial Management Information System (FMIS): (MFEM) Implementation phase, contracts already signed.
  3. Resourcing for Aviation International Compliance: (MOT) Implementation phase, contracts already signed.
  4. Resourcing for Maritime Compliance: (MOT) TOR in development with MOT. Anticipate TOR to be completed shortly.
  5. Companies Online Registry – (MOJ) TOR and Procurement on hold pending confirmation if Justice legislation passed in recent Parliament sitting
  6. CSS GFA Coordinator: (CPPO/DCD) Implementation phase, contracts already signed.
  7. Asset Management Stock take: Scope and TOR currently in development. Discussions between ICI and CIIC. Expected to be large and complex with TOR finalization and procurement to be later than other activities on the list.
  8. Audit House Keeping TA (MFEM). Likely to proceed before December.
  9. Foreign Direct Investments: (MFEM) TOR is being developed. Expected to be procured by December.
  10. Health and Safety Legislation Review: (INTAFF) Discussions on TOR between NZ and INTAFF. Anticipating that this will be signed before December.
  11. State Owned Enterprises: (CIIC) CIIC has requested this be removed.
  12. Resourcing for CIG Annual Audit backlogs: (MFEM/Audit) Further discussions needed on this matter. Gail asked for clarification on how this proposal relates to Annual Audit Backlog proposal. Lavinia advised this will be led by Treasury and more alignment to FMIS. The approach is they are looking for a technical person that will be embedded to align the ministries to get their annual accounts and financial statements completed and Audit will be able to come in and do their job. And the Audit proposal is how they address their needs such as staff.
  13. Public Expenditure Reviews of the economic, social, and environmental sectors: (MFEM) Further advise from MFEM regarding prioritisation of this and timeframes.
  14. New proposal - Addressing ODA Graduation: (MFEM) developing the GNI Data series. Endorsed by NSDC.
  15. New Proposal - Workers Compensation Review: (INTAFF) Endorsed by NSDC. Liz Iro noted work on broader insurance including health insurance and potential changes to the national superannuation funding to achieve a system similar to Medicare that Health has embarked on with support Minister Brown and Minister Glassie this week and given there support. Liz said that there were early discussions with INTAFF but went ahead with their current insurance liability programme. MOH however will go ahead with developing a concept note. Bredina noted that the current INTAFF programme was simply collecting based on current system and this planned review was looking at modernizing the worker's insurance framework so it made sense that at this concept stage that MOH, INTAFF etc do meet to ensure that this TA can capture options including broader insurance beyond workers insurance.

16. New Proposal - Prison review and warden training: (MOJ) NSDC agreed to this in-principle as it came through the McDermott-Matapo report and Capacity assessment. TOR needs to be developed.

- NSDC **endorsed** the list of priorities and three additional items: namely ODA graduation, Workers Compensation and the Prison Review.
  - NSDC **agreed** the Ministries need to aim to finalise TOR by 31<sup>st</sup> August, commence procurement in September and contracts to be signed by 31<sup>st</sup> December
  - NSDC **agreed** that high level policy dialogue meeting with NZ should occur after HOMS retreat in October 2017.
- b. HOM's retreat – discussed later in the meeting.
- c. Presentation to NSDC by 4<sup>th</sup> August on the Immigration policy – MFAI has revised the Foreign Policy Whitepaper timelines as the work involved is far more significant than initially envisaged. An October at the earliest timeline for presentation to NSDC is now envisaged, MFAI will keep the Secretariat informed as this work progresses should the timeframes change again

### Action

No actions required

### 3. Update on HOM's Retreat

- Mii updated NSDC on the HOM's retreat. A draft concept note was circulated to members however there was one change to dates following confirmation from PS Commissioner Russell that HOM's are only available on the 23-24 October (not 24-25 October).
- The northern group EO's are likely to come on 16 October and the southern group EO's will arrive the weekend of the HOM's retreat. As the northern group EO's and financial officer's will be here a week earlier, that time will be used to give them dedicated training in that week.
- Currently one sub working group has developed a survey, this has gone out to the Pa Enea EO's to get clarity of their expectations on this training and their experience going through the last budget process. We are expecting this information this Friday and this will help inform the Pa Enea training schedule. Another sub working group will look at specifically the HOM's retreat training programme. Programme is still yet to be developed but the working group will keep the NSDC informed of any updates.
- Total cost slightly exceeds \$100,000 with \$68,000 in airfares alone. MFEM has confirmed that Public Sector Strengthening fund could support travel only and that cost-sharing options need to be explored. Options include:
  - look at climate change division funds or ridge to reef funds (Bredina noted that we had looked at GCF readiness funds but that wasn't available now but need to see if there is SRICC funding)
  - Halatoa suggested Ministries wanting to host or run a session could pay for morning tea etc.
  - Another suggestion from Halatoa was to not fund the travel but instead invest in Skype service partnership with Bluesky. Mii responded to Halatoa's suggestion and advised this could be explored but for this year MFEM would like Pa Enea to participate for training.
  - Bredina noted if MFEM can guarantee cost of flights of \$68,000 (through the MFEM fund), instruction could be issued to each island governments to pay for their own per diem (estimated total of \$30,000), and the NSDC institutional strengthening administered fund could pay the remainder of up to \$10,000 for venue, catering etc.

- Gail suggested changing the name from *HOMS Retreat* to a *Public Sector Workshop* as it was broader than HOMs and more planning in nature. A suggestion of name could be public sector planning workshop. Also another suggestion was to have the opportunity to share business plans to the Pa Enea.

**Action**

Draft programme training for HOM's retreat and Pa Enea training will be circulated by email in the next week

**Mii**

**4. Update on core sector support**

- This was raised earlier under minutes, and matter arising from last minutes.

**Action**

No actions required

**5. Other matters**

- Administered fund – Bredina noted we are in the 12month period to get the funds spent and instead of losing time in developing templates etc that we need to focus on issues that were identified as the reason for the administered fund and initially focus on MOJ and ICI activities. Priority was that any proposed activities by those agencies are in response to the capacity assessments and other recent reports and demonstration on how activities will address medium and long term outcomes. CPPO team currently working closely with MOJ and ICI on their proposals. Bredina noted Garth's email comments that are important - ensuring clear performance indicators but also over a three year timeframe. At this stage we will focus on MOJ and ICI. If NSDC has to be called for earlier meeting in next few weeks to endorse proposals, notification will be issued.

**Action**

MOJ and ICI capacity assessment report to be sent to NSDC members

**CPPO**

Meeting closed by Bredina at 11.04am

**Date for next meeting:** 30<sup>th</sup> August 2017