



**CORAL TRIANGLE
INITIATIVE**
ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



INTERNAL RESOURCE COMMITTEE

Mr. Alick Misibini
Chair

16th Senior Officials' Meeting

13-15 December 2021

Outline

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- II. Update on actions taken in relation Special SOM Decisions
- III. Highlights of 2021 Progress Report
- IV. Financial Utilization Report as of November 2021
- V. Status of 2021 Country Contribution
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 - c. Staff Policies and Procedures Manual
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I. Country Focal Points

| Country | Focal Point |
|------------------|---|
| INDONESIA | Dr Hendra Yusran Siry Secretary, Directorate General for Marine Spatial Management Ministry of Marine Affairs and Fisheries |
| MALAYSIA | Mr. Jamalulail Abu Bakar Undersecretary, Environmental Management Division Ministry of Environment and Water |
| PAPUA NEW GUINEA | Mr Timothy Mais Assistant Secretary for the Renewable Resources Branch, Sectoral Policy Division Department of Treasury |
| PHILIPPINES | Datu Tungko M. Saikol Director, Biodiversity Management Bureau Department of Environment and Natural Resources |
| SOLOMON ISLANDS | Mr. Alick Misibini Financial Controller Ministry of Fisheries and Marine Resources |
| TIMOR-LESTE | Mr. Celestino da Cunha Barreto Director of National Fisheries and Marine Resource Management Ministry of Agriculture and Fisheries |



**II.
Actions taken
following
decisions from
Special SOM**



Special SOM (adopted on 28 May 2021)

RS Update

RS Finance

2020 Annual Report and 2020 Country Report

2.2 Agreed to include the Business Continuity Plan and Country Reports as part of the Annexes of the 2020 Annual Report, which CT6 Member Countries as agreed are to submit their respective Country Reports by 4th June 2021 to be able to launch the 2020 Annual Report in the commemoration of the upcoming Coral Triangle Day on 9th June 2021.

Papua New Guinea (PG) and Solomon Islands (SB) have yet to submit their 2020 Country Reports for inclusion in the 2020 Annual Report

2020 Audit Report

2.5 Tasked the Regional Secretariat to ensure that Restricted Funds amounting to USD \$466, 761 as of 31st December 2020 are clearly labeled and reflected in all Financial Reports for clarity.

Done

Status of Country Contributions

2.7 Noted that the outstanding balances of Solomon Islands, Papua New Guinea and Timor-Leste and encouraged to settle their 2020 contribution.

8 Jun 2021: Received from SB payment of outstanding balance in the amount of USD \$99,878



| Special SOM (adopted on 28 May 2021) | RS Update |
|--|--|
| <p>2020 Financial Utilization Report 2.9 Urged the Regional Secretariat to strictly adhere to the Financial Regulations for the authorization/approval of budget expenditures.</p> | <p>For 2021, RS is monitoring closely the fund utilization based on 2021 approved budget and adheres to the financial regulations, policies and procedures.</p> |
| <p>2021 Budget 2.12 Urged the Regional Secretariat to prioritize activities and look carefully at all options to incur savings due to pressing economic conditions brought about by the COVID-19 pandemic.</p> | <p>RS has been continuously observing cost-effective measures in the operations and management of activities. However, priority activities like In-Situ virtual meetings on the finalization of the draft RPOA 2.0 and draft SPPM were not previously allotted budget, thus RS had to source savings from other line-item budgets to cover costs for these activities.</p> |
| <p>Proposed 2021 Country Contributions 2.16 Tasked the Regional Secretariat to inform member countries of their contribution due, following the decision from Special SOM</p> | <p>Done. 13 August 2021: RS wrote to CT6 Member Countries requesting their 2021 Country Contribution 30 Sept 2021: Received from MY payment of 2021 country contribution in the amount of USD \$86,442 19 Nov 2021: Received from PH payment of 2021 country contribution in the amount of USD \$87, 662 6 Dec 2021: Received from ID payment of 2021 country contribution in the amount of USD \$164,352 6 Dec 2021: At PRESOM, PG reported that they are following-up with the Department of Treasury the 2021 Country Contribution; SB reported that they will pay the 2021 Country Contribution by end of 2021; TL reported that the 2021 Country Contribution is being processed by the Ministry of Finance.</p> |

HR Management

Update on Hiring of FOM, TPSM and CIM

3.4 Acknowledged the updates on the recruitment process for the hiring of the Finance and Operations Manager (FOM), Technical Program Senior Manager (TPSM) and Communication and Information Manager (CIM)

- **Mr Brian Nerre from Papua New Guinea** has been hired as new Finance and Operations Manager. Mr Nerre completed a Bachelors degree in Accounting and worked as an Accountant and Accounts and Administration Manager in a company in Papua New Guinea as well as in international development organizations. He is currently in Jakarta for the required quarantine prior to arrival in Manado, Indonesia on 24 December 2021.
- **Mr Muhammad Ihsan from Indonesia** is the new Technical Program Manager. He earned his Masters degree in Conservation Biology from the University of Queensland, Australia and had previously worked with international conservation NGOs in Indonesia.
- RS is on the process of recruiting a candidate from the Philippines, **Ms Cecilia Cabusas**. Ms Cabusas earned her Masters Degree in Sociology from Virginia Polytechnic Institute and State University in USA and had previously worked as a marketing manager for profit making company and also involved in promotion and company visibility work in the Philippines.

Special SOM (28 May 2021)

RS Update

UPDATES ON HCA, SPPM, AND RPOA 2.0

Update on HCA, SPPM and RPOA 2.0

3.5 Tasked the Regional Secretariat to expedite and to explore various approaches to complete the draft HCA, draft SPPM and draft RPOA 2.0 for presentation at the SOM-16 upon completion;

RS organized and supported the conduct of the following In-Situ virtual meetings to expedite the completion of the draft HCA, SPPM and RPOA 2.0:

| | | |
|-----------------|---|--|
| 6-7 Sept 2021 | } | In- Situ VMP on the finalization of the draft SPPM |
| 9-10 Sept 2021 | | } |
| 29 Sept 2021 | } | |
| 13-15 Sept 2021 | | } |
| 22-23 Sept 2021 | } | |

SOM-16, MM-8 and Leaders' Summit

Tasked the Regional Secretariat to ensure that logistic support for SOM-16 and MM-8 shall be provided to ensure full participation from CT6 member countries and smooth conduct of the meetings;

RS has allocated a budget for the online meeting of SOM-16 and MM-8 as approved at Special SOM.

Tasked the Regional Secretariat to come-up with a roadmap for the completion of the draft RPOA 2.0, draft HCA, draft SPPM and progress of the Regional Conservation Trust Fund;

30 June 2021: RS circulated the Roadmap for the completion of the draft RPOA 2.0, draft HCA and draft SPPM to CT6 member countries
6 December 2021: WCS, as a partner of CTI-CFF in designing the CTI-CFF Trust Fund presented the Roadmap of the CTI-CFF Trust Fund at PreSOM.

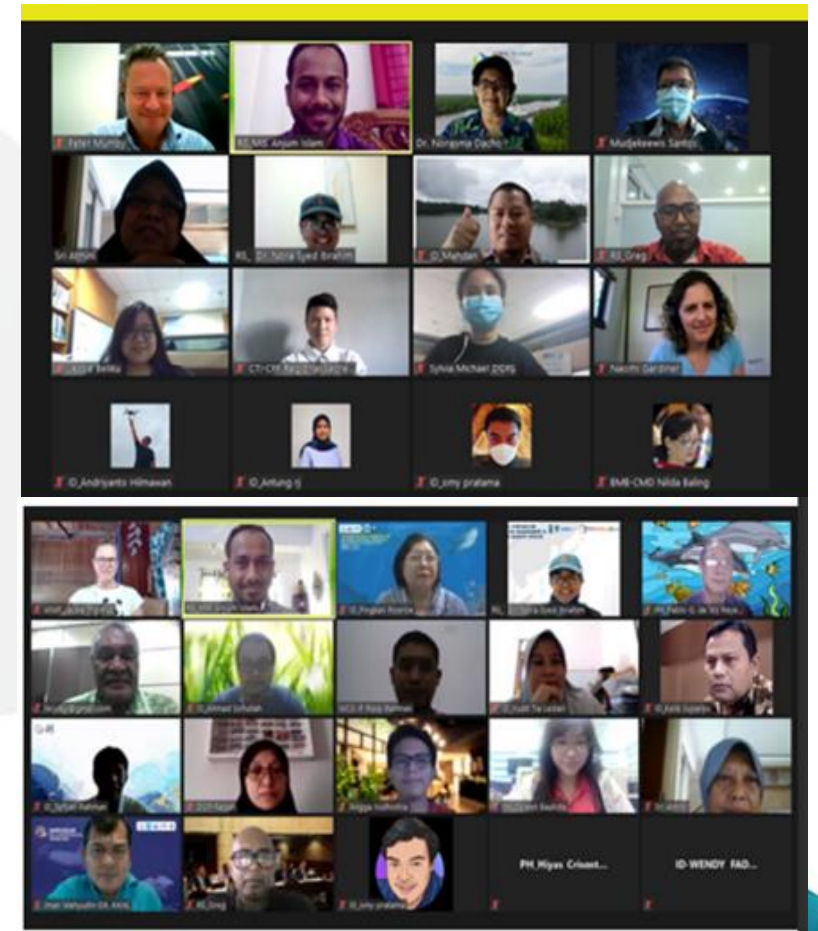
III. Highlights of 2021 Progress Report



III. Highlights of 2021 Progress Report

A. RS coordinated and/or facilitated meetings of **Technical Working Groups**:

- 11** Seascapes WG virtual meetings (8 carried out; 3 postponed)
- 7** Ecosystem Approach to Fisheries Management (EAFM) WG virtual meetings (2 carried out; 5 postponed)
- 3** Marine Protected Areas(MPA) WG virtual meetings (2 carried out; 1 postponed)
- 3** Climate Change Adaptation (CCA) WG virtual meetings
- 4** Threatened Species WG virtual meetings (3 carried out; 1 postponed)



Top: Screenshot of Seascape and EAFM WG (SEA) Drafting Committee on UQ-CTI-GEF proposal meeting
Below: Screenshot of TWG meeting participants

III. Highlights of 2021 Progress Report

B. RS coordinated and/or facilitated meetings of **Governance Working Groups:**

20 Internal Resource Committee virtual meetings
(12 carried out; 8 postponed)

2 Financial Resources WG virtual discussions
(Note: Discussions were carried out despite absence of quorum)

19 Monitoring & Evaluation WG virtual meetings/writeshops
(10 carried out; 9 postponed)

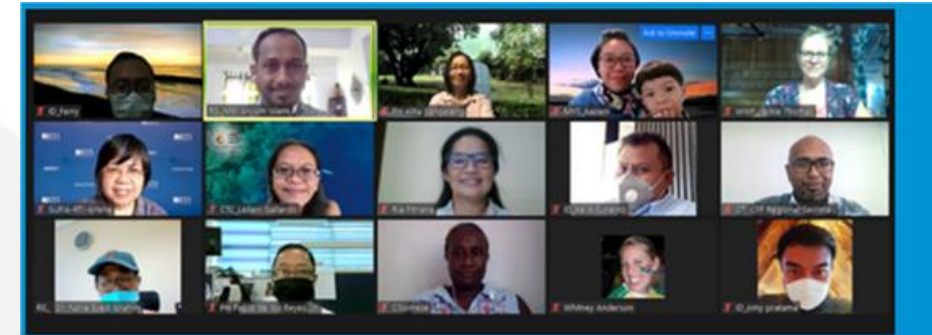


Top: Screenshot of participants of IRC Meeting
Below: Screenshot of participants of MEWG meeting participants

III. Highlights of 2021 Progress Report

C. RS coordinated and/or facilitated meetings of **Cross Cutting Initiatives:**

- 8 Women Leaders' Forum virtual meetings**
(7 carried out; 1 postponed)
- 1 Sustainable Business Forum discussion**
(Note: Discussions were carried out despite absence of quorum)
- 1 University Partnership**
(Note: 1 meeting involving universities from Indonesia)



Screenshot of the Women Leaders' Forum (WLF) online meeting on 19 July 2021.



Screenshot of the RBF meeting participants.



D. Strategic Partnerships

USAID/RDMA through SUFIA RTI International

- Ongoing implementation of the Sustainable Fish Asia (SUFIA) project. Collaborative activities conducted:
 - Participatory Local Organizational Capacity Assessment (PLOCA) Survey;
 - Private Sector Engagement (PSE) Survey
 - Preparation and implementation of the Local Capacity Development Activities
 - Participation in Webinar on Women Work in Fisheries too!
- Interested to support activities of CCA WG, EAFM WG and WLF

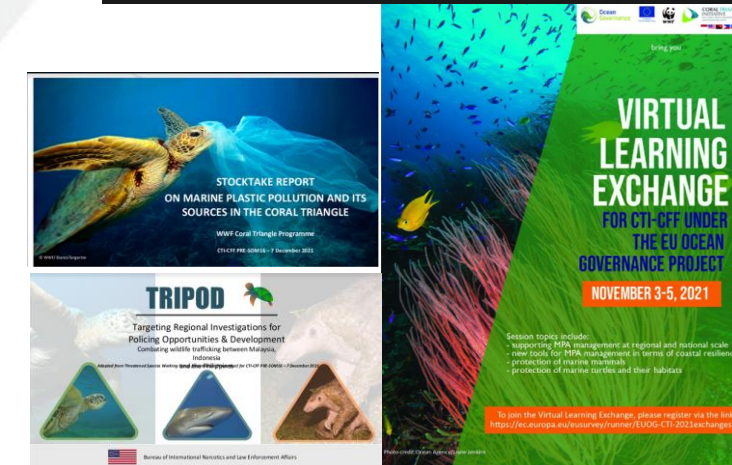
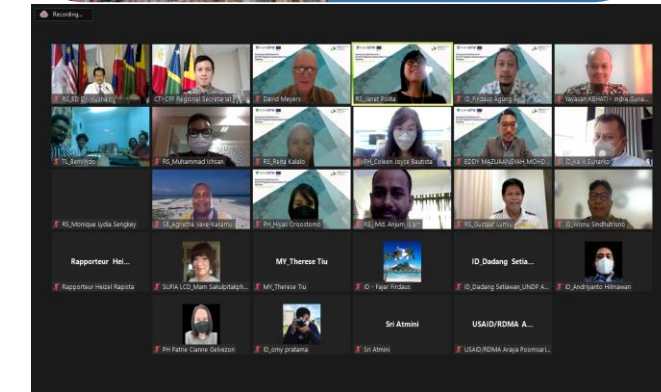
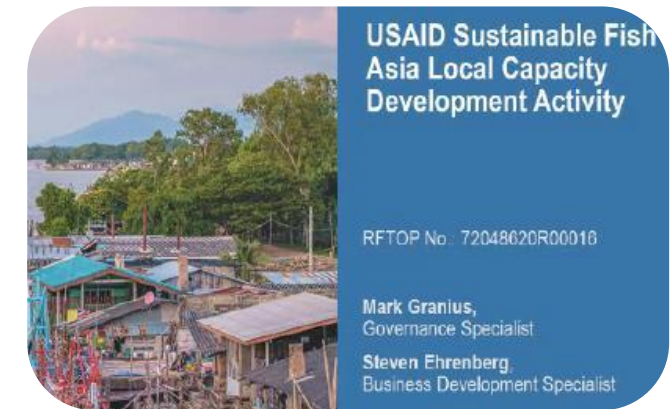
Wildlife Conservation Society (WCS)

- Ongoing strategic and technical support in designing the CTI-CFF Trust Fund
- Supported the conduct of the virtual CTI-CFF Trust Fund Workshop on 1-2 Dec 2021

World Wide Fund for Nature (WWF)

- Spearheaded the Training of Trainers on Sharks and Rays for CT6 on 5-6 April 2021
- Ongoing implementation of Ocean Governance Project. Collaborative activity conducted under this project was the Virtual Exchange on 3-5 November 2021
- Leading the Marine Plastic Litter Stocktake activity in the CT region
- WWF together the Coral Triangle Center (CTC) implemented a stock take of existing capacity building materials
- WWF together with CTC and CT6s are discussing on the goals, focus areas and planned activities of Sustainable Business Forum
- Spearheading the project Targeting Regional Investigations for Policing Opportunities and Development (TRIPOD) with Indonesia, Malaysia and Philippines as focus areas

Highlights of 2021 Progress Report



Coral Triangle Center

- Together with WWF, CTC implemented a stock take of existing capacity building materials for CT6
- Also, CTC together with CTC had prepared the Concept for the Coral Triangle Sustainable Business Forum which was circulated to CT6 Member Countries
- Actively supporting the WLF in its activities

Conservation International

- Actively engaged in providing technical support to SWG ad EAFM meetings particularly to the drafting Committee for the finalization of the UQ-GEF-CT6 proposal. Also, CI actively participates in other TWG meetings.
- Involved in the process of the GIZ's SOMACORE project proposal

The Nature Conservancy (TNC)

- Actively engaged in providing technical support to TWG and WLF meetings
- Involved in the process of the GIZ's SOMACORE project proposal

German Agency for International Cooperation (GIZ)

- Has been updating CT6 via TWGs update on the SOMACORE proposal
- Actively participating in TWG meeting



Solutions for Marine and Coastal Resilience (SOMACORE) in the Coral Triangle

Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands and Timor-Leste

E. Participation in Other International/Regional Activities

International Coral Reef Initiative (ICRI)

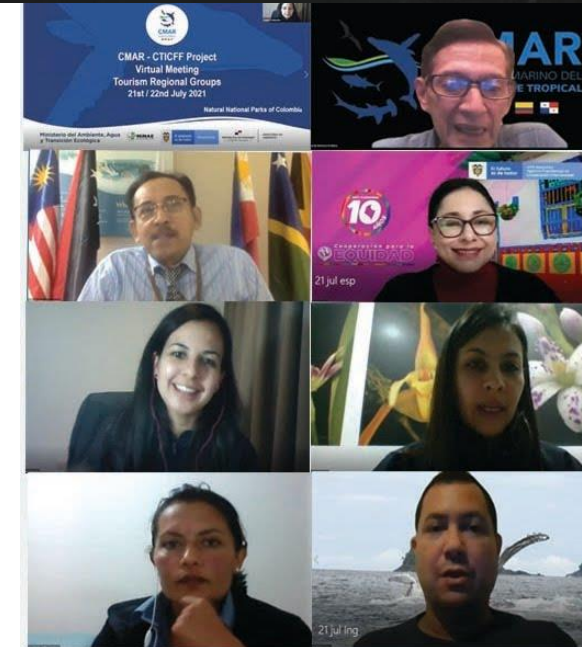
- RS participated in the 35th ICRI General Assembly Meeting in February 2021
- Dr Kushairi is actively attending as a member to the meetings of the Ad hoc Committee on Resilience-based Management and Ad hoc Committee in Reef Restoration

ATSEA Phase 2

- CTI-CFF through RS had actively participated in the FGDs of the Arafura and Timor Seas Red Snapper Advisory Forum

Eastern Tropical Pacific Marine Corridor (CMAR)

- CTI-CFF through RS collaborated with CMAR in the conduct of a webinar on tourism as a strategy for conservation, scientific monitoring and citizen science on 22 July 2021
- CT6, RS and CMAR conducted a virtual regional cooperation activity meeting on 23 November 2021 to discuss the accomplishments of the six-year collaboration and future collaborative activities



Top: Screenshot of Participants of 35th ICRI General Assembly Meeting Below: Screenshot of CTI-CFF and CMAR Resource Persons

Allen Coral Atlas

- Virtual meeting of RS with Allen Coral Atlas on 3 September 2021 to discuss possible collaborative activity through CT Atlas and Allen Coral Atlas
- Expressed interest in conducting Webinar on tools for coral bleaching monitoring for CT6

ASEAN Centre for Biodiversity

- RS/ED participated as one of the panelists at ASEAN-UK COP25: Framing the Future for Nature on 8 June 2021

PEMSEA

RS/DEDPS participated as one of the expert speakers at the Regional Seminar on Biofouling Management and Invasive Aquatic Species held on 23 June 2021

UN DESA

- RS attended the Virtual Forum on Financing Global Climate Action organized by UN DESA

CBD COP15

- RS/ED virtually attended Convention on Biological Diversity (CBD) COP15 which was held 11-15 October in China

UN Climate Change Conference COP26

- RS/ED participated virtually at the COP26 in Glasgow, UK, from 31 October to 12 November 2021



Top: Screenshot of RS/ED as one of the panelists at the ASEAN-UK COP25
 Below: Screenshot of resource persons of the Regional Seminar on Biofouling Management and Invasive Aquatic Species

Other Activities

Canada Embassy First Secretary Visit the CTI-CFF RS

- Mr. Antoine Nouvet, First Secretary of Political Affairs for Indonesia, Malaysia & Timor-Leste of the Canada Embassy in Jakarta paid a courtesy visit to RS/ED on 29 April 2021.
- Looks forward in collaborating with CTI-CFF in the future

Virtual Launch of the Fisheries Resource Center of Indonesia

- RS supported the virtual launching of the Fisheries Resource Center of Indonesia led by the Bogor Agricultural University on 11 February 2021.
- RS participated in the event and conveyed the importance of sustainable fisheries management

UNSRAT Microplastic Webinar

- RS participated in the Microplastic Webinar organized by the Sam Ratulangi University in Manado, Indonesia.



F. Management of Prime Activities

Host Country Agreement

- Organized and facilitated series of virtual meetings to finalize the draft HCA

RPOA 2.0

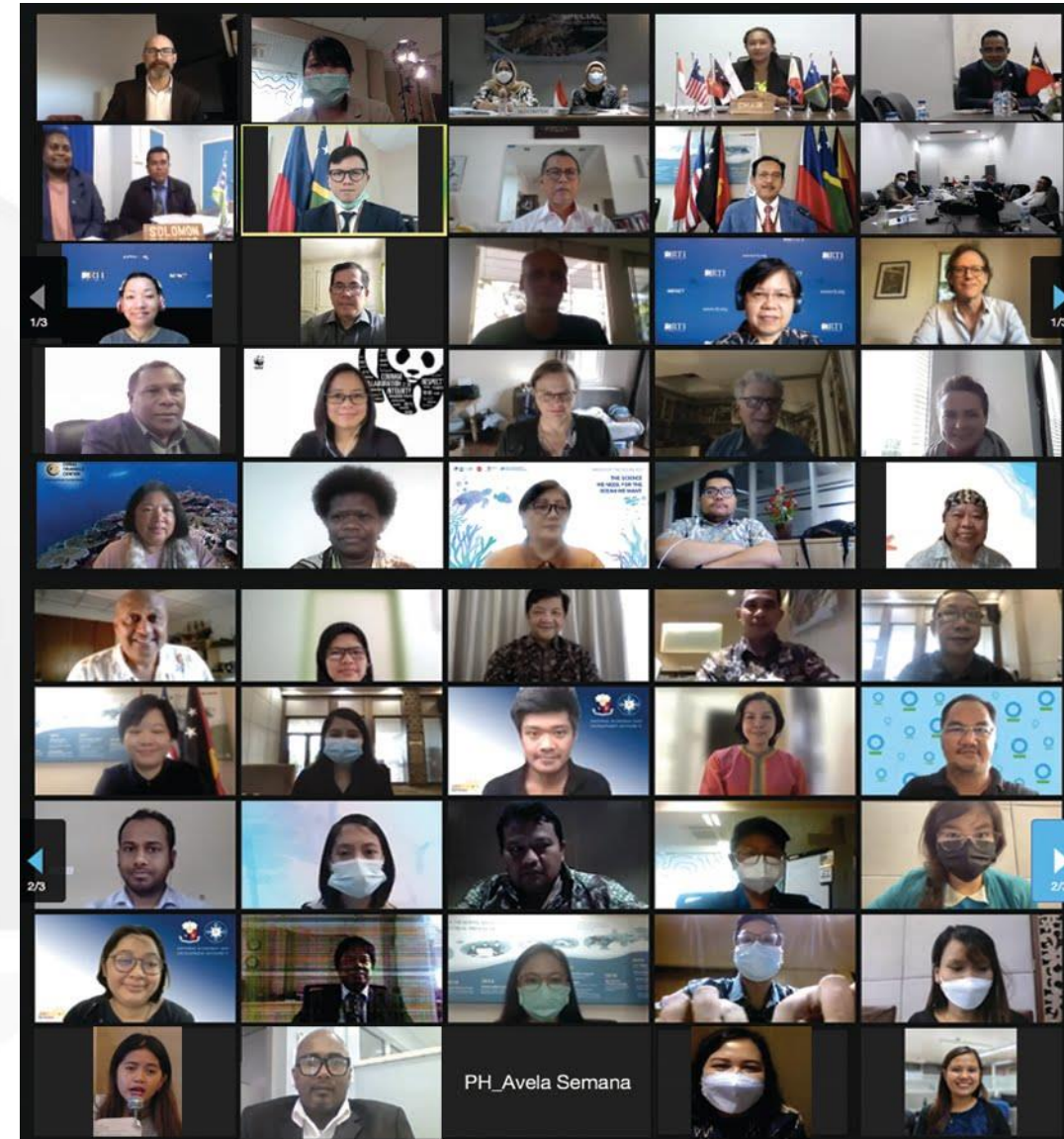
- Organized and facilitated series of virtual writeshops to finalize the outcomes, output and target indicators
- Prepared the Draft Financial Strategy that had been reviewed by MEWG and FRWG and draft Communication Strategy which is on the final stage of review

CTI-CFF Regional Conservation Trust Fund

- Coordinated and organized regular monthly meetings of the Technical Committee on CTI Trust Fund
- Coordinated and organized the conduct of the CTI Trust Fund Workshop on 1-2 December 2021

Special SOM

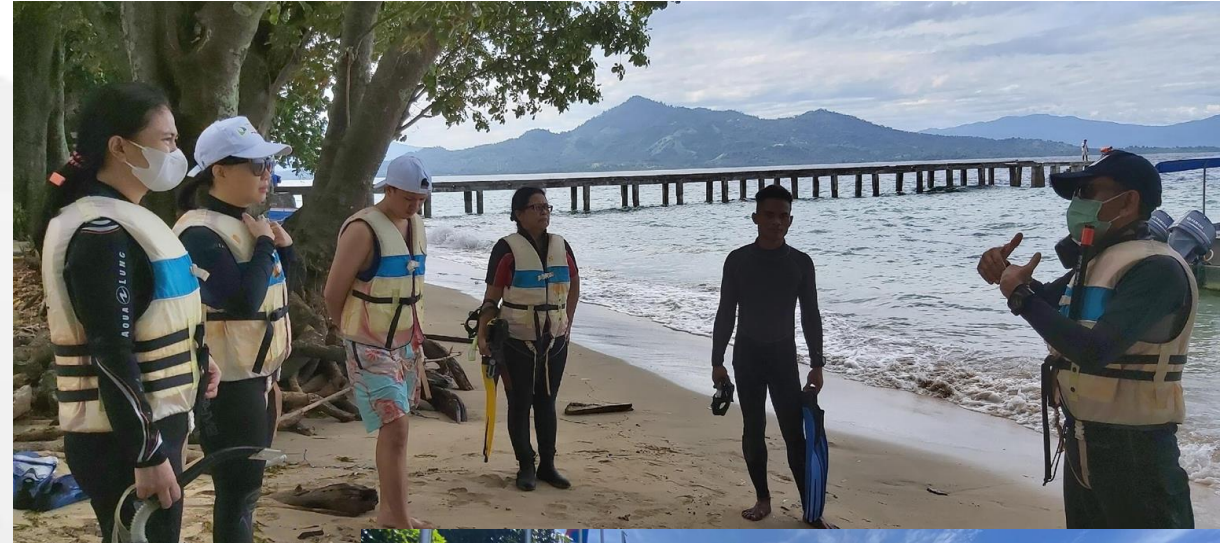
- Organized and coordinated the Special SOM together with the Ministry of Environment, Climate Change and Disaster Management of the Government of Solomon Islands on 27-28 May 2021



Screenshot of Participants of Day 2 Special SOM.

G. Corporate & Financial Management

- Facilitated and coordinated the conduct the auditing of the 2020 CTI-CFF RS financial statement
- Updated the 2021 Business Continuity Plan
- Continuous implementation of the COVID-19 Prevention Measures and Response
- Improvement of the physical look of the CTI-CFF RS premises
- Coordinated and facilitated the hiring process for the new Finance and Operations Manager (FOM) and Communication and Information Manager (CIM)
- Coordinated the selection and recruitment process of new DEDPS through the Appointment Committee
- Implemented RS staff development via field trip to Siladen and Bunaken Islands in North Sulawesi, Indonesia

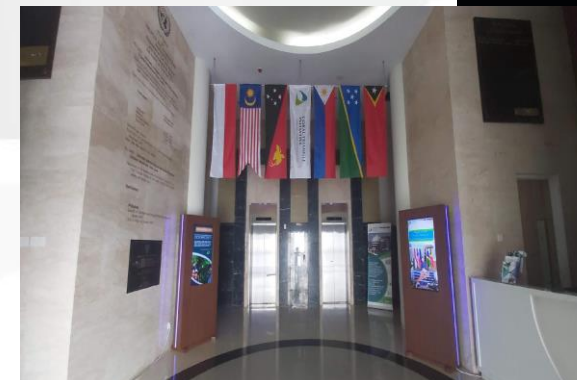


Top: RS Staff
Teambuilding in Siladen
Island
Below: Improvement of
the RS premises



H. Communication and Outreach

- Set-up an information gallery at the lobby of the CTI RS building
- Spearheaded the preparation of the Concept Note for the 2021 Coral Triangle Day Celebration and conducted a webinar on Driving Blue Recovery for a Sustainable Coral Triangle
- Assisted in the promotion of CT6 activities on CTI-CFF social media platforms
- Prepared and produced CTI-CFF Accomplishments Video
- Regular Maintenance of CTI website and social Media platforms
- Development of Quarterly e-Newsletter
- Production of IEC Materials



Top & middle CT Day celebration where RS organized a webinar on the theme Driving Blue Recovery for a Sustainable Coral Triangle
Below: An information gallery was set-up at the RS lobby

I. Challenges

COVID-19 new variant, Delta has paralyzed social movement and activities. Thus, CTI-CFF/RS maintained the conduct of activities via online platforms which posed some challenges such as:

- Internet connection issues
- time differences
- postponement of meetings due to absence of quorum

J. Way Forward

- Finalization and socialization of the CTI Regional Plan of Action 2.0
- Setting- up of the CTI-CFF Regional Conservation Trust Fund
- International policy engagement
- Implementation of 2nd Leaders' Summit
- High-level roundtable meeting between heads of States and business groups
- Expansion of membership to CTI-CFF
- Developing regional strategy on marine litter



**IV.
Financial
Utilization
Report as of
November 2021**



III. Summary - 2021 Financial Utilization Report (as of 30 November 2021)

| No. | BUDGET ITEM | BUDGET (a) | EXPENDITURES (b) | BALANCE (a) - (b) | UTILIZATION % (b) / (a) | BUDGET SOURCE |
|---|---------------------------|---------------|---------------------|----------------------|----------------------------|----------------------|
| A | PROGRAM SERVICES | 83,460 | 16,623 | 68,290 | 19.92% | COUNTRY CONTRIBUTION |
| B | COMMUNICATION INFORMATION | 16,000 | 8,266 | 7,980 | 51.67% | COUNTRY CONTRIBUTION |
| C | GENERAL ADMINISTRATION | 866,573 | 544,757 | 376,518 | 62.86% | COUNTRY CONTRIBUTION |
| D | GOVERNANCE & OTHERS | 96,390 | 27,406 | 73,459 | 28.43% | COUNTRY CONTRIBUTION |
| E | RECRUITMENT | 9,100 | 6,633 | 2,459 | 72.89% | COUNTRY CONTRIBUTION |
| F | CAPITAL EXPENDITURES | 11,500 | - | 11,500 | 0.00% | COUNTRY CONTRIBUTION |
| G | APPROPRIATION | 10,000 | | 10,000 | 0.00% | COUNTRY CONTRIBUTION |
| GRAND TOTAL | | 1,093,023 | 603,685 | 550,206 | 55.23% | |
| Others (Depreciation and Exchange rate) | | | 15,102 | | | |
| TOTAL | | | 618,787 | | | |
| SUFIA LCD ACTIVITY | | 50,000 | 795 | 49,205 | 2% | SUBAWARD SUFIA LCDA |
| TOTAL | | | 619,582 | | | (USAID-SUFIA RTI) |



**V.
Status of 2021
Country
Contribution**



IV. Status of 2021 Country Contribution

Summary of Country Contribution 2021
As per 6 December 2021
(in USD)

| MEMBER COUNTRIES | COUNTRY CONTRIBUTION | | | | RECEIVED DATE | OUTSTANDING BALANCE |
|------------------|----------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| | AR BEG BAL | 2021 | RECEIVED | | | |
| INDONESIA | \$ 0 | \$ 164,369 | \$ 164,352 | 6 December 2021 | \$ 17 | |
| MALAYSIA | \$ 0 | \$ 86,442 | \$ 86,442 | 30 September 2021 | \$ 0 | |
| PAPUA NEW GUINEA | \$ 310,234 | \$ 51,342 | | | \$ 361,576 | |
| PHILIPPINES | \$ (19) | \$ 87,693 | \$ 87,662 | 19 November 2021 | \$ 12 | |
| SOLOMON ISLANDS | \$ 12 | \$ 48,942 | | | \$ 48,954 | |
| TIMOR-LESTE | \$ 105,841 | \$ 48,986 | | | \$ 154,827 | |
| TOTAL | \$ 416,068 | \$ 487,773 | \$ 338,456 | | \$ 565,385 | |



**VI.
Proposed 2022
Budget and
2023-2024
Budget
Forecast**



| No. | Budget Items | (USD) |
|----------|---|---------------|
| A | PROGRAM SERVICES TO PROGRAMS | 65,780 |
| 1 | Technical Working Groups | |
| | Seascope | 5,280 |
| | Ecosystem Approach Fisheries Management | 5,280 |
| | Threatened Species | 5,280 |
| | Climate Change Adaptation | 5,280 |
| | Marine Protected Areas | 5,280 |
| 2 | Cross Cutting Initiatives & Others | |
| | Women Leaders' Forum | 5,280 |
| | Marine Litter | 360 |
| | University Partnership | - |
| | Scientific Advisory Group | |
| 3 | RPOA 2.0 | 28,400 |
| 4 | CT ATLAS (Training, Events/Meeting) | 1,920 |
| 5 | Capacity Building (CT6) | 1,920 |
| 6 | Regional Coral Triangle Network | - |
| 7 | Programs Governing | |
| | Monitoring & Evaluation Working Group | 1,500 |
| B | COMMUNICATION INFORMATION | 18,780 |
| 1 | Core Services | |
| | Publication and Printing | 8,180 |
| | Software Licence | 5,000 |
| | Database Management | 5,000 |
| 2 | Promotion | |
| | Press Conference | 600 |
| | Exhibition | - |

| | | |
|----------|---|------------------|
| C | GENERAL ADMINISTRATION to Per | 838,100 |
| 1 | Staff Salaries | 460,000 |
| 2 | Staff Benefit | 130,000 |
| 3 | Medical Insurance | 23,200 |
| 4 | Social Security/BPJS | 35,000 |
| 5 | Resettlement Allowance | 10,000 |
| 6 | Staff Development, Official Travel & Meeting | 49,600 |
| 7 | Completion of contract allowance | 17,500 |
| 8 | Professionals/Consultants | |
| | Support services | 30,000 |
| | Legal, tax, translator | 5,000 |
| | Audit & Evaluation | 10,500 |
| 9 | Services of the Premises changed to Maintenance to Office Building Capital Works | 30,000 |
| | Cleaning & Security | 15,000 |
| | Utility | 5,000 |
| | Building & Equipment maintenance | 10,000 |
| 10 | General Operating Expense (Office Service) Changed to Goods and Service | 37,300 |
| | Office Supplies | 7,500 |
| | Vehicle Usage and maintenance | 6,600 |
| | Rental of Photocopy | 1,200 |
| | Phone, internet connection | 10,000 |
| | Representation & Hospitality | 2,000 |
| | Visa, working permit | 5,000 |
| | Postage & Courier | 2,000 |
| | Bank Charges | 3,000 |
| D | GOVERNANCE & OTHERS | 62,680 |
| | Leaders' Summit | |
| | Senior Official Meetings | 50,000 |
| | Finance Resource Working Group | 1,080 |
| | Internal Resources Committee | 600 |
| | Ad-hoc meetings (HCA, Trust Fund) | 11,000 |
| | Sustainable Business Forum | |
| | Special SOM | |
| E | RECRUITMENT | 2,000 |
| | RECRUITMENT PROCESS | 2,000 |
| F | CAPITAL EXPENDITURES | 16,800 |
| | Replacement of Office Equipment | 16,800 |
| G | APPROPRIATION | 5,000 |
| | GRAND TOTAL | 1,009,140 |



**VII.
Proposed
2022
Country
Contribution**



VII. Proposed 2022 Country Contribution

COUNTRY CONTRIBUTION 2022

| | | | | 2022 BUDGET | 1,009,140 |
|------------------|------------------|--------------|---|--|--|
| | | | | DEDUCTION : | |
| | | | | SURPLUS 2021 | 196,543 |
| | | | | | 812,597 |
| COUNTRY | GDP 2020 | % GDP | 60% FROM BUDGET DIVIDED BY SIX COUNTRIES | 40% FROM PROPORTION TO GDP 2020 | CONTRIBUTION CALCULATION FOR 2022 |
| Indonesia | 1,058,424 | 59.34% | 81,260 | 192,891 | 274,151 |
| Malaysia | 336,664 | 18.88% | 81,260 | 61,355 | 142,615 |
| Papua New Guinea | 23,592 | 1.32% | 81,260 | 4,299 | 85,559 |
| Philippines | 361,489 | 20.27% | 81,260 | 65,879 | 147,139 |
| Solomon Island | 1,551 | 0.09% | 81,260 | 283 | 81,542 |
| Timor Leste | 1,821 | 0.10% | 81,260 | 332 | 81,592 |
| | 1,783,541 | 100% | 487,558 | 325,039 | 812,597 |



**VIII.
Preparation for
the 2021 Audit
Report**



X. Preparation for 2021 Audit Report

- RS had posted the announcement for Request for Proposal (RFP) for Audit of 2021 Financial Statements of the Regional Secretariat on the CTI Website on 2 December 2021 and bidding will close on 15 December 2021.
- Following deliberation of the RS Internal Procurement Panel for Audit, the recommended auditor will be submitted to the CSO Chair for approval by last week of December 2021.



**IX.
Draft CTI-CFF
Regulations,
Policies and
Procedures**



a. Amendment in Financial Regulations

Revised the CTI-CFF Financial Regulations using the IRC-endorsed version on 12 February 2019 as agreed upon in IRC Meeting on July 2020:

| Current Financial Regulations | IRC Meeting in July 2020 (highlighted texts in green are the agreed and accepted proposed amendments by IRC to be presented at SOM16) |
|--|--|
| <p>Regulation 8 : Para 4-7, selected words were not revised; the other texts in Regulation 8 remains the same.</p> <p>4.The proposed budget shall include a statement of the significant financial implications for subsequent financial years in respect of any proposed work programs presented in terms of estimated expenditure categories.</p> | <p>Regulation 8: Para 4: The word “proposed budget” changed to “draft budget”; Para 5-7: Operation Plan and Budget Committee were revised to Internal Resource Committee; the other texts in Regulation 8 remains the same.</p> <p>4.The draft budget shall include a statement of the significant financial implications for subsequent financial years in respect of any proposed work programs presented in terms of estimated expenditure categories.</p> |
| <p>5.The Executive Director shall submit the proposed budget for the following year to CTI COM/CTI CSO and the Operation Plan and Budget Committee at least sixty (60) days prior to the CTI COM/CTI CSO Meeting. The Operation Plan and Budget Committee shall evaluate and prepare a report to the CTI COM/CTI CSO on the budget proposed by the Executive Director.</p> | <p>5. The Executive Director shall submit the proposed budget for the following year to CTI COM/CTI CSO and the Internal Resource Committee at least sixty (60) days prior to the CTI COM/CTI CSO Meeting. The Internal Resource Committee shall evaluate and prepare a report to the CTI COM/CTI CSO on the budget proposed by the Executive Director.</p> |
| <p>6.The CTI COM/CTI CSO shall decide upon the annual budget of the Secretariat after considering the report of the Operation Plan and Budget Committee.</p> | <p>6. The CTI COM/CTI CSO shall decide upon the annual budget of the Secretariat after considering the report of the Internal Resource Committee.</p> |

Current Financial Regulations

7. Supplementary budget proposals may be prepared by the Executive Director if exceptional circumstances make this necessary. Supplementary budget proposals shall be prepared in a form consistent with the approved budget and shall be reviewed by the **Operation Plan and Budget Committee**. Such supplementary budget only allowed to be submitted during the second half of the financial year. Exemption can be given by CTI-CSO depending on the urgency and case by case basis. The provisions of these Regulations shall be applicable to the proposed supplementary budget to the extent possible.

Regulation 13: Internal Control

a. Prepare manual containing detailed financial rules and procedures in consultation with **the Operation Plan and Budget Committee** designated by the CTI CSO to ensure effective financial administration and the exercise of economy in the use of funds;

IRC Meeting in July 2020

7. Supplementary budget proposals may be prepared by the Executive Director if exceptional circumstances make this necessary. Supplementary budget proposals shall be prepared in a form consistent with the approved budget and shall be reviewed by **the Internal Resource Committee**. Such supplementary budget only allowed to be submitted during the second half of the financial year. Exemption can be given by CTI-CSO depending on the urgency and case by case basis. The provisions of these Regulations shall be applicable to the proposed supplementary budget to the extent possible.

a. Prepare manual containing detailed financial rules and procedures in consultation with the **Internal Resource Committee designated by the CTI CSO** to ensure effective financial administration and the exercise of economy in the use of funds;

Current Financial Regulations

Regulation 5: Provision of Funds Para 3

3. Annual contributions shall be considered as due and payable in full within sixty (60) days of the receipt of the communication of the Executive Director referred to in paragraph 3 of this Regulation, or as of the first day of the calendar year to which they relate, whichever is the later. ~~In an event, a CT6 member party is unable to make payments within the stipulated timeframe, the said party should officially inform the Executive Director on the expected timing for the transmittal of the annual contribution.~~ As of 1 January, of the following calendar year, the unpaid balance of such contributions and advances shall be considered to be one year in arrears, and may be subject to consequences to be determined by the CTI COM.

Regulation 12, Para 5

5. For the purpose of monitoring of funds, the Regional Secretariat shall submit to the **Operation Plan and Budget Committee** on a quarterly basis, the financial reports on the 10th day of the month following the end of each quarter

IRC Meeting in July 2020

Regulation 5, Para 3: Highlighted statement was retained

3. Annual contributions shall be considered as due and payable in full within sixty (60) days of the receipt of the communication of the Executive Director referred to in paragraph 3 of this Regulation, or as of the first day of the calendar year to which they relate, whichever is the later. **In an event, a CT6 member party is unable to make payments within the stipulated timeframe, the said party should officially inform the Executive Director on the expected timing for the transmittal of the annual contribution.** As of 1 January, of the following calendar year, the unpaid balance of such contributions and advances shall be considered to be one year in arrears, and may be subject to consequences to be determined by the CTI COM.

5. For the purpose of monitoring of funds, the Regional Secretariat shall submit to the **Internal Resource Committee** on a quarterly basis, the financial reports on the 10th day of the month following the end of each quarter.

b. Matrix of Suggested Amendments in CTI-CFF Staff Regulations

| Original texts from the SOM-15 approved CTI-CFF Staff Regulation | Suggested Amendments <i>(The highlighted texts in yellow was suggested to be discussed during HCA meeting with Indonesia)</i> |
|--|---|
| <p>Regulation 2 Applicability</p> <p>(3) If any part of these Regulations become contrary to the prevailing laws of the Host Country, or where they are silent, the prevailing laws of the Host Country will apply.</p> | <p style="text-align: center;">Regulation 2 : Applicability</p> <p>(3) The prevailing laws of the Host Country shall prevail on matters which have not been regulated in any CTI-CFF Regulations.</p> <p><i>(Note: The IRC in its meeting on 3 December 2020,)</i></p> |

Original texts from the SOM-15 approved CTI-CFF Staff Regulation

Suggested Amendment

Regulation 3 Definitions

“Dependent”

i. Any child of a Staff or his or her spouse who is below eighteen (18) years old and who is dependent on a Staff or her or his spouse for their main and continuing support;

ii. Any other child who is mentally or physically impaired and is dependent on a Staff or her or his spouse for their main and continuing support;

iii. Any other child who is given a home by, and is dependent on, a Staff or her or his spouse for their main and continuing support; and

Regulation 3 Definitions

i. Any child of a Staff or his or her spouse who is below eighteen (18) years old and one who is between eighteen (18) and twenty-five (25) years of age, and is attending school or university or vocational training and a dependent of the Staff or her or his spouse for their main and continuing support;

(Note: In reference to revised draft SPPM Chapter 1, Article 1 (9) Bullet 1; IRC agreed to endorse at SOM 16 during the IRC meeting on 3 Dec 2020)

ii. Any other child, regardless of age, who is mentally or physically impaired and is dependent on a Staff or her or his spouse for their main and continuing support;

(Note: In reference to revised draft SPPM Chapter 1, Article 1 (9) Bullet 2.); IRC agreed to endorse during the IRC meeting on 3 Dec 2020)

iii. Any other child, regardless of age, who is given a home by, and is dependent on, a Staff or her or his spouse for their main and continuing support; and

(Note: In reference to revised draft SPPM Chapter 1, Article 1 (9) Bullet 3.); IRC agreed to endorse during the IRC meeting on 3 Dec 2020)

| Original texts from the SOM-15 approved CTI-CFF Staff Regulation | Suggested Amendments |
|---|---|
| <p>Regulation 5 Deputy Executive Directors</p> <p>Deputy Executive Director for Programs shall be responsible for developing and managing programs for the implementation of the Regional Plan of Action, including:</p> <p>iii. Manage public relations, outreach and marketing;</p> | <p>Regulation 5 Deputy Executive Directors</p> <p>Deputy Executive Director for Programs shall be responsible for developing and managing programs for the implementation of the Regional Plan of Action, including:</p> <p>RS Suggestion: Transfer ii. Manage public relations, outreach and marketing under Regulation 5 DED CS Paragraph (2) (b) <i>(Note: IRC agreed to endorse during the IRC meeting on 3 Dec 2020)</i></p> |
| <p>Regulation 13 Termination of Working Agreement</p> <p>g. At the conclusion of any period of probation specified in the Staff’s letter of appointment, if in the view of the Executive Director and the Chair of CTI CSO as the case may be, the Staff’s performance has not been satisfactory. This is only applicable for Staff from Host Country with working agreement for unspecified time.</p> | <p>Regulation 13 Termination of Working Agreement</p> <p>g. At the conclusion of 3-month probationary period specified in the Staff’s letter of appointment, if in the view of the Executive Director and the Chair of CTI CSO as the case may be, the Staff’s performance has not been satisfactory. This applies to all the Staff of the Regional Secretariat over their working period only.</p> <p><i>(Note: IRC agreed to endorse during the IRC meeting on 3 Dec 2020)</i></p> |

Original texts from the SOM-15 approved CTI-CFF Staff Regulation

Suggested Amendments

Regulation 8

Recruitment Policy of Professional and Support Staff

10.

a. The period of employment, including the start date and the completion date;

Regulation 8

Recruitment Policy of Professional and Support Staff

10.

a. The period of employment, including the start date and the completion date of employment including probation period.

(Note: IRC agreed to endorse during the IRC meeting on 3 Dec 2020)

Regulation 23

Professional Staff and Expatriate Allowances

In addition to base salary, expatriate Professional Staff [based in the Headquarters] are entitled to receive the following allowances and benefits:
d. Equivalent to two (2) week's salary, on completion of a contract, provided the contract is not extended or renewed.

Article 47 TERMINATION OF EMPLOYMENT COMPENSATION

1. Staff, as defined in Article 3 of CTI-CFF Staff Regulations, are entitled for Termination of Employment Compensation that apply to the extent that they are eligible, provided the contract has been fully served.

2. The amount of the Separation compensation for Staff upon ending Working Agreement is determined as follows:

a. Work period under three (3) years: one (1) month latest salary;

b. Work period of three (3) years or more but less than six (6) years: one and a half (1.5) months of latest salary;

c. Work period of 6 (six) years or more but less than 9 (nine) years: 2 (two) months of PH latest salary;

d. Work period of 9 (nine) years or more: 3 (three) months latest salary.

(Note: During the 7 September 2021 IRC meeting, IRC noted that the highlighted texts in yellow is for CSO deliberation)

Original texts from the SOM-15 approved CTI-CFF Staff Regulation

Suggested Amendments

Regulation 20 – Salaries, Paragraph 4,
....“This is applicable only with working agreement for unspecified time. “

RS suggests to omit the said sentence in Regulation 20, Para 4 – last sentence.

c. Staff Policies and Procedure Manual

- **28:** Total meetings organized in 2020 and 2021 (13 meetings carried out; 15 meetings postponed)
- **7 September 2021:** IRC finalized the drafting of the SPPM and agreed that a legal firm will review the draft prior to submission to SOM-16
- **3 legal firms from Indonesia** submitted proposal to review draft SPPM (and HCA) as follows: ABNR, Makarim & Taira, and HJP Law-Deloitte. **ABNR** was awarded the contract based on evaluation of RS.



| Draft SPPM | Feedback from ABNR |
|---|--|
| <p>Under Definitions “Expatriate” is a foreign Staff with proper permit and visa to enter and work in Indonesia’s territory. Service visa/permit instead of working permit?</p> | <p>Service visa/permit instead of working permit?</p> |
| <p>Article 3, Para 1 – (3rd sentence) ...A separate agreement will be signed with the non-staff personnel, contractors and implementing partners to bind the relevant obligations, terms and conditions of this Policy and Procedures Manual.</p> | <p>Our understanding is non-staff personnel, contractors and implementing partners will not sign a working agreement with RS. Therefore, they will not subject to the SPPM. To bind the relevant obligations, terms and conditions of the SPPM, a separate agreement must be signed between RS and the non-staff personnel, contractors and implementing partners.</p> |
| <p>Article 23 MENSTRUAL, MATERNITY, AND MISCARRIAGE LEAVE Para 2 Female Staff is entitled to take maternity leave for 1.5 months before and 1.5 after giving birth. The Female Staff may take 3 months leave after giving birth subject to submission of doctor’s recommendation and shall still receive her salary.</p> | <p>Please clarify Under Article 82 of Labor Law, female employee is entitled to maternity leave of 1.5 months before and after giving birth, not 3 months after giving birth. In practice, employer may agree to give full 3 months maternity leave after giving birth but subject to request from the female employee and supported with doctor’s statement confirming that the employee is healthy to continue working during the last period of the pregnancy. This is to avoid any claim that RS is forcing the female employee to continue working during the last period of the pregnancy.</p> |
| <p>Chapter 8, Salaries Article 29 Payment AYMENT OF SALARIES, Para 3 3. Secretariat shall pay the salary of Staff at least according to the minimum salary under the prevailing laws and regulations of the host country or pursuant to prevailing CTI CFF Staff Salary Scale.</p> | <p>3. Secretariat shall pay the salary of Staff at least according to the minimum salary under the prevailing laws and regulations of the Host Country or pursuant to prevailing CTI CFF Staff Salary Scale.</p> |

| Draft SPPM | Feedback from ABNR |
|---|---|
| <p>Article 29 Payment of Salaries, Para 8, b.</p> <p>8. The following are components that may be calculated with the salary payment:</p> <p>b. Monthly contribution for Health Insurance (<i>BPJS Kesehatan</i>);</p> | <p>Foreign Staff for international civil servant is not obligated to join BPJS Based on Law No. 40 of 2004 on National Social Security (as amended), participant is defined as everyone, including foreigners who have worked for a minimum of 6 (six) months in Indonesia, who has paid contributions. The social security program consists of manpower social security and health security.</p> |
| <p>Article 30 Salary Payment During Illnes</p> <p>1. Staff who works less than 3 years and who is ill (as proven by physician’s statement) is entitled to 3 months full paid and 3 months half paid.</p> <p>2. Staff who works over 3 years, in continuous service and does not work due to illness for over twelve (12) months consecutively, is entitled for the next six (6) months full paid and the second six (6) months half paid. This is applicable to all staff despite their nationalities.</p> | <p>The obligation is stipulated under Article 93.3 of the Labor Law</p> <p>Indonesian labor law requires employer to pay full salary for the 1st 4 months to employee who suffers from long illness, 75% salary for the 2nd 4 months, 50% salary for the 3rd 4 months, and 25% salary until the termination is made.</p> <p>To avoid any challenge from the employee on these provisions, we recommend that the Secretariat either: to follow the above requirements under Indonesian labor law or to sign a mutual termination agreement with: (a) Staff who works less than 3 years if they suffer from long illness before the end of the 4th month, or (b) Staff who works over 3 years if they suffer from long illness before the end of the 7th month. The termination agreement will protect the Secretariat position from violating the Indonesian labor law.</p> |
| <p>Article 32 Social Security</p> <p>1. Secretariat shall register itself and the relevant Staff to participate in the National Health Insurance (<i>BPJS Kesehatan</i>) and National Welfare Insurance (<i>BPJS Ketenagakerjaan</i>) as according to government regulation.</p> | <p>Based on Law No. 40 of 2004 on National Social Security (as amended), participant is defined as everyone, including foreigners who have worked for a minimum of 6 (six) months in Indonesia, who has paid contributions. The social security program consists of manpower social security and health security.</p> |

| Draft SPPM | Feedback from ABNR |
|--|--|
| <p>Chapter 11 Work Order, Article 39 Offenses, Para 1- i</p> <p>i. Legally declared bankrupt, resulting in the Staff's inability to perform the role satisfactorily</p> | <p>The Staff is unable to perform the role satisfactorily because the Staff was declared bankrupt.</p> |
| <p>Article 42 Types of Disciplinary Actions for Violations, Para 2</p> <p>2. The Written Warning: The following actions that can be subject to issuance of the written warning are including but not limited to: Under the Omnibus Law and its implementing regulations, the written warning can only be issued sequentially. It cannot be issued directly to the 2nd written warning or 3rd written warning.</p> | <p>Under the Omnibus Law and its implementing regulations, the written warning can only be issued sequentially. It cannot be issued directly to the 2nd written warning or 3rd written warning.</p> |
| <p>Article 51 Amendment of the Staff Policies and procedures Manual</p> <p>1. If there are any provisions in this Staff Policies and Procedures Manual that are in contrary to the Manpower Act or other laws and regulations, this Staff Policies and Procedures Manual shall be adjusted to the new provisions subsequently.</p> <p>2. The provisions of this Staff Policies and Procedures Manual may be revised based on the needs of the Secretariat and the result of negotiation and authorized by the Council of Ministers or Committee of Senior Officials.</p> <p>3. Matters that have not been listed in this Staff Policies and Procedures Manual shall be regulated at a later time with taking consideration of the prevailing Staff Regulations.</p> | <p>Delete Para 1</p> <p>1. The provisions of this Staff Policies and Procedures Manual may be revised based on the needs of the Secretariat and the result of negotiation and authorized by the Council of Ministers or Committee of Senior Officials.</p> <p>2. Matters that have not been listed in this Staff Policies and Procedures Manual shall be regulated at a later time with taking consideration of the prevailing Staff Regulations and prevailing laws and regulations of the Host Country</p> |

c. Proposed Approval of CTI-CFF Staff Policies and Procedures Manual, including the following:

c.1 |

Proposed per diem rates

| Level | ID | MY | PG | PH | SB | TL |
|--|---------|---------|---------|---------|---------|---------|
| Daily Subsistence Allowance (accommodation covered by RS) | | | | | | |
| ED & DED | USD 80 | USD 100 | USD 125 | USD 75 | USD 125 | USD 125 |
| Manager | USD 70 | USD 90 | USD 100 | USD 70 | USD 100 | USD 100 |
| Staff | USD 60 | USD 80 | USD 60 | USD 60 | USD 80 | USD 80 |
| Others | USD 80 | USD 100 | USD 125 | USD 75 | USD 125 | USD 125 |
| Daily Subsistence Allowance (Accommodation not covered by RS) | | | | | | |
| Manager above | USD 211 | USD 209 | USD 290 | USD 211 | USD 290 | USD 290 |
| Staff | USD 200 | USD 190 | USD 260 | USD 200 | USD 260 | USD 260 |

Hotel accommodation rate

| Indonesia | Malaysia | Philippines | Papua New Guinea | Timor Leste | Solomon Islands |
|-----------|----------|-------------|------------------|-------------|-----------------|
| USD 120 | USD 120 | USD 120 | USD 200 | USD 150 | USD 200 |

Note:

1. For countries outside the CT6 Member Countries, the hotel and DSA shall follow the UN International Civil Servant Commission's Ceiling rate ([https://icsc.un.org/Home/Daily Subsistence](https://icsc.un.org/Home/Daily%20Subsistence))



c.2 Establishment Allowance

To assist with establishment expenses, the Secretariat will provide an establishment allowance for fulltime staff with 12 months contract or more upon arrival in Manado. This allowance shall be reviewed annually based on local market conditions by the IRC.

| Level | Establishment Grant | In USD USD 1 = IDR 14,259 (6 Sept 2021) |
|--|----------------------------|--|
| ED & DED | IDR 35,000,000 | USD 2,450 |
| Department Head [Manager] | IDR 25,000,000 | USD 1,750 |
| Staff [Assistant and Operator] | IDR 20,000,000 | USD 1,400 |
| Staff from within North Sulawesi province but outside the city of Manado | IDR 10,000,000 | USD 700 |



c.3 Housing Allowance

| Level | Current Housing Allowance | Proposed Housing Allowance in USD rate (based on current rate in Manado & compare to ASEAN's rate) |
|-------|---------------------------|--|
| ED | USD \$701 | USD \$1700 |
| DED | USD \$584 | USD \$1100 |
| Staff | USD \$175 | Staff(manager level) : USD \$280 IDR: 4,000,000 |
| Staff | USD \$175 | Staff (below manager): USD \$175 IDR2,500,000 |



**X.
Draft Host
Country
Agreement**



IX. Host Country Agreement (HCA)

- **24:** Total meetings organized in 2020 and 2021 (9 meetings carried out; 15 meetings postponed)
- RS had requested for the extension of the current HCA until the new HCA is signed from the Ministry of Marine Affairs and Fisheries of Indonesia, copy to the Ministry of Foreign Affairs of Indonesia in letters dated, 11 November 2020, and 31 August 2020 and 21 June 2021, 12 April 2021. RS has yet to receive an official response.
- **29 April 2021:** RS met with representatives of Host Country to discuss status of draft HCA
- **29 September 2021:** Malaysia, Papua New Guinea, Philippines, Solomon Islands and Timor-Leste finalized the draft HCA and agreed that a legal firm will review the draft HCA prior to submission to SOM-16
- **3 legal firms from Indonesia** submitted proposal to review draft HCA as follows: ABNR, Makarim & Taira, and HJP Law-Deloitte. **ABNR** was awarded the contract based on evaluation of RS.



| Draft HCA | Feedback from legal firm (ABNR) approved by CT5 to review the draft HCA |
|---|--|
| <p>RECOGNIZING that CTI-CFF is a multilateral partnership of the six (CT6) countries on coral reefs, fisheries and food security, safeguarding the world’s epicenter of marine biodiversity through its RPOA and related initiatives;</p> | <p>RECOGNIZING that CTI-CFF is a multilateral partnership of the CT6 on coral reefs, fisheries and food security, safeguarding the world’s epicenter of marine biodiversity through its RPOA and related initiatives;</p> |
| <p>REFERING to the Host Country Agreement Between the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security and the Government of the Republic of Indonesia on Privileges and Immunities signed on 1st of December 2015 in Manado, Indonesia;</p> | <p>ACKNOWLEDGING the need to enter into an extension of the term of the Initial Agreement and an agreement on hosting and granting privileges and immunities to accommodate the development and expansion of the Secretariat through a more comprehensive arrangement replacing the existing arrangement under the Initial Agreement.</p> |
| <p>CHAPTER I DEFINITIONS AND LEGAL PERSONALITY</p> | <p>CHAPTER I DEFINITIONS AND JURIDICAL CAPACITY</p> |
| <p>“Agreement” means the Host Country Agreement Between the Government of the Republic of Indonesia and the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security on Hosting and Granting Privileges and Immunities signed on 1 December 2015;</p> | <p>“Agreement” means this Host Country Agreement Between the Government of the Republic of Indonesia and the Secretariat;</p> |
| | <p>Suggest to include this under definition “Agreement on Building Borrow-to-Use” means the Agreement on Borrow-to-Use of Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) Secretariat Building in Manado, North Sulawesi – Indonesia between the Directorate General of Marine Space Management Ministry of Marine Affairs and Fisheries of the Republic of Indonesia and the Regional Secretariat of CTI-CFF Number: 563/PJPRL/VI/2018 and Number: ADM/RS/6/18/353 dated 5 June 2018;</p> |

| Draft HCA | Feedback from legal firm (ABNR) approved by CT5 to review the draft HCA |
|--|---|
| <p>“Agreement” means an agreement exists where there is mutual understanding regarding rights and responsibilities among parties.</p> | <p>Suggest to delete</p> |
| <p>“Contract” means an agreement between respective parties that creates legally binding obligation</p> | <p>Suggest to delete</p> |
| <p>“Appropriate Indonesian Authorities” means the officials of the Ministry of Foreign Affairs of the Host Country or such other authorities which the Ministry of Foreign Affairs assigns to be appropriate; General agreement of the body: clarify with Indonesia during negotiation</p> | <p>Officials - will depend on the general agreement of the body</p> |
| <p>“Committee of Senior Officials” (CTI-CSO) means the body of senior officials of the CT6 with functions and powers to provide recommendations to CTI COM for decision and ensure implementation of these decisions through the CTI Regional Secretariat and Technical Working Groups as prescribed in the Rules of Procedure</p> | <p>Suggest to delete</p> |
| <p>“CTI Council of Ministers” (CTI COM) means the principal decision-making body of the CTI-CFF comprised of Ministers of the Parties having responsibility for CTI-CFF matters. The CTI COM has powers as set out in the Rules of Procedure;</p> | <p>“CTI Council of Ministers” (CTI COM) means the principal decision-making body of the CTI-CFF comprised of Ministers of the CT6 having responsibility for CTI-CFF matters. The CTI COM has powers as set out in the Rules of Procedure;</p> |
| <p>“CTI Partners” means any state, intergovernmental organization or non-nongovernmental organization, including private sector which are invited to collaborate with CTI-CFF; or being processed according to CTI-CFF Rules of Procedure to become a CTI Partner;</p> | <p>Suggest to delete</p> |

| Draft HCA | Feedback from legal firm (ABNR) approved by CT5 to review the draft HCA |
|---|--|
| | Suggest to include under definition “Establishment Agreement” means the Agreement on the Establishment of the Secretariat signed on 28 th of October 2011 in Jakarta, Indonesia; |
| “Executive Director” means the Executive Director of the Regional Secretariat of Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security who is the chief administrative officer of the Secretariat and shall act in that capacity at all times.” | “Executive Director” means the Executive Director of the Secretariat who is the chief administrative officer of the Secretariat and shall act in that capacity at all times; |
| | Suggest to include under definition “Initial Agreement” means the Host Country Agreement Between the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security and the Government of the Republic of Indonesia on Privileges and Immunities, signed on 1st of December 2015 in Manado, Indonesia; |
| “Laws and Regulations of the Republic of Indonesia means legislative acts, decrees, regulations, orders and other instruments issued by the Government of the Republic of Indonesia | “Laws and Regulations of the Host Country” means the prevailing legislative acts, decrees, regulations, orders and other instruments issued by the Host Country or the Appropriate Indonesian Authorities; |
| “Professional Staff” means Professional Staff as defined under Article 1 of the Agreement on the Establishment of the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security, whose preliminary responsibilities require the exercise of judgment and discretion in policy related matters and who are appointed in accordance with Articles 8(2) and 8(3) of that Agreement; | “Professional Staff” means Professional Staff as defined under Article 1 of the Establishment Agreement, whose preliminary responsibilities require the exercise of judgment and discretion in policy related matters and who are appointed in accordance with Articles 8(2) and 8(3) of the Establishment Agreement; |

| Draft HCA | Feedback from legal firm (ABNR) approved by CT5 to review the draft HCA |
|--|---|
| <p>“Rules of Procedure” means the Rules of Procedure governing the CTI-CFF as amended or supplemented by the CTI COM from time to time;</p> | <p>“Rules of Procedure” means the Rules of Procedure governing the CTI COM and the CTI CSO as amended or supplemented by the CTI COM from time to time;</p> <p><i>(Refer and follow the definition of the Rules of Procedure under the Establishment Agreement).</i></p> |
| <p>The Secretariat” means the Regional Secretariat of the CTI-CFF duly established under the Agreement on the Establishment of the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) signed on 28 October 2011 in Jakarta, Indonesia. The premise of the Secretariat is at Jalan A.A. Maramis Kayuwatu, Kairagi II, Manado, Sulawesi Utara, 95254, Indonesia.</p> <p>The Secretariat comprises the Executive Director, two Deputy Executive Directors, and may also include, Professional Staff and Support Staff; as may be required to fulfill the functions of the Secretariat;</p> | <p>“Secretariat” means the Regional Secretariat of the CTI-CFF duly established under the Establishment Agreement. The premise of the Secretariat is at Jalan A.A. Maramis Kayuwatu, Kairagi II, Manado, Sulawesi Utara, 95254, Indonesia</p> |
| <p>“Staff Members” means the Executive Director, Deputy Executive Director(s), Professional Staff, and Support Staff holding a contract employment with the Secretariat. Persons engaged for specific task under short-term contract shall not be considered as Staff Members;</p> | <p>“Staff” means the Executive Director, Deputy Executive Director(s), Professional Staff, and Support Staff holding a contract employment with the Secretariat. Persons engaged for specific task under short-term contract shall not be considered as Staff;</p> <p><i>(Change the “Staff Members” term into “Staff” to be aligned with the SPPM)</i></p> |

| Draft HCA | Feedback from legal firm (ABNR) approved by CT5 to review the draft HCA |
|---|---|
| <p>“Support Staff” as defined under Article 1 of the Agreement on the Establishment of the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security, who perform administrative and technical functions and other duties and responsibilities as required, with the Secretariat and who are appointed in accordance with Article 8(2) and 8(4) of that Agreement;</p> | <p>“Support Staff” means Support Staff as defined under Article 1 of the Establishment Agreement, who perform administrative and technical functions and other duties and responsibilities as required, with the Secretariat and who are appointed in accordance with Article 8(2) and 8(4) of the Establishment Agreement;</p> |
| | <p>Suggest to include this definition “Terms of Reference” means a job description or scope of work and responsibility of the Expert to be engaged by the Secretariat for a certain project, which is offered and provided to such Expert along with its engagement letter;</p> |
| <p>“Members of the family” means</p> | <p>“Staff’s Immediate Family” means:</p> <p>Also, in the para, suggests to change staff members to staff</p> |
| <p>“Premises” means the building or part of the building and the land ancillary thereto, irrespective of ownership, used as the Secretariat and as the residences of the Executive Director and Deputy Executive Director(s)</p> | <p>“Premises” means the building or part of the building and the land ancillary thereto, irrespective of its ownership status, used as the Secretariat and as the residences of the Executive Director and Deputy Executive Director(s);</p> |
| <p>“Properties” means all properties whether movable or immovable, including funds, assets and income within the Host Country, which belongs to or is assigned to the Secretariat;</p> | <p>“Properties” means all properties whether movable or immovable, including funds, currencies, securities, assets and income within the Host Country, which belongs to or is assigned to the Secretariat;</p> |

| Draft HCA | Feedback from legal firm (ABNR) approved by CT5 to review the draft HCA |
|-----------|---|
|-----------|---|

| | |
|--|---|
| | <p>Suggest to include this definition “Regional Plan of Action” (RPOA) means a plan based on the Regional Plan of Action adopted by the CTI COM outlining the policy objectives and goals for the CT6.</p> |
|--|---|

Article 2: Juridical Capacity of the Secretariat

| | |
|---|---|
| <p>The Secretariat shall have the juridical capacity under Indonesian laws to:</p> <ul style="list-style-type: none"> a. Enter into agreements and /or contracts; b. Acquire and dispose of movable and immovable properties in accordance with the laws and regulations of Indonesia; c. Acquire, hold, dispose of and transfer any kind of funds, currencies or securities in accordance with the laws and regulations of Indonesia; d. Entitled to fly flags and logos on premises and vehicles; and e. Institute and defend itself in legal proceedings. | <p>The Secretariat shall have the juridical capacity under the laws and regulations of the Host Country to:</p> <ul style="list-style-type: none"> a. enter into agreements; b. conclude contracts; c. acquire, hold, dispose of and transfer any kind of movable and immovable Properties (including but not limited to any kind of funds, currencies, or securities) in accordance with the Laws and Regulations of the Host Country; and d. institute and defend itself in legal proceedings. <p><i>(Please refer to the definition of “Properties” where it now covers funds, currencies or securities)</i></p> |
|---|---|

| | |
|---|---|
| <p>The Executive Director as the head of the Secretariat is the principal authority to exercise the juridical capacity set out in the paragraph 1, and during his/her absence will authorize the Deputy Executive Director(s) of the Secretariat to represent CTI-CFF in accordance with CTI-CFF rules and regulations.</p> | <p>The Executive Director as the head of the Secretariat is the principal authority to exercise the juridical capacity set out in the paragraph 1 of this Article, and during his/her absence will authorize the Deputy Executive Director(s) of the Secretariat to represent CTI-CFF in accordance with the Establishment Agreement and other CTI-CFF rules and regulations.</p> |
|---|---|

Article 3

(1) The Host Country shall continue to provide, without any rent or charge, the Premises located at Jalan A.A. Maramis Kayuwatu, Kairagi II, Manado, Sulawesi Utara, 95254, Indonesia.

Subsequently, an agreement between the Secretariat and the owner of the premises, located at Jalan A.A. Maramis Kayuwatu, Kairagi II, Manado, Sulawesi Utara, 95254, Indonesia, will be made indicating details, timeframe, no-cost basis, etc.

(2) The Host Country may terminate the allocation of the Premises for the Secretariat, in which case a new allocation of Premise shall be granted expeditiously, so that the functioning of the Secretariat is not disrupted.

Any terminations shall be formally communicated by the Host Country to the Secretariat.

(5) With regard to the objectives and activities of the Secretariat in Indonesia, the Host Country recognizes the right of Secretariat to freely conduct activities in accordance with the prevailing laws and regulations of the Republic of Indonesia

The Host Country shall not incur any international responsibility for acts, or omissions of the Secretariat or of its staff members acting within the scope of their functions.

include Subtitle -**The Premises**

(1) The Host Country shall continue to provide, without any rent or charge, the Premises located at Jalan A.A. Maramis Kayuwatu, Kairagi II, Manado, Sulawesi Utara, 95254, Indonesia.

The Host Country will procure that the Agreement on Building Borrow-to-Use will be extended between the Secretariat and the owner of the Premises as soon as practicable from the date hereof

(2) The Host Country may terminate the allocation of the Premises for the Secretariat, which shall be formally communicated by the Host Country to the Secretariat at the latest [60 (thirty) calendar days] prior to the termination. In the event of such termination, the Host Country must make available a new Premises no later than [30 (thirty) calendar days] prior to the termination to be used by the Secretariat immediately to ensure no disruption to the Secretariat's activities.

(5) With regard to the objectives and activities of the Secretariat in Indonesia, the Host Country recognizes the right of Secretariat to freely conduct activities in accordance with the Laws and Regulations of the Host Country.

The Host Country shall not incur any international responsibility for acts, or omissions of the Secretariat or of its Staff acting within the scope of their functions.

Draft HCA

Feedback from legal firm (ABNR) approved by CT5 to review the draft HCA

Article 4

**Article 4
Public Utilities and Services and Division of Responsibilities Concerning Installation and Maintenance of the Premises Excluding the residences of the Executive Director and Deputy Executive Director(s)**

**Article 4
Public Utilities and Services and Division of Responsibilities Concerning Installation and Maintenance of the Premises**

(suggest stipulating the exclusion of the residences of the Executive Director and Deputy Executive Directors in paragraph of this Article, rather than only mentioning in the Heading of the Article)

(3) The Secretariat shall be responsible for the maintenance of the allocated Premises as stipulated in Article 3 of this Agreement”

(3) The Secretariat shall be responsible for the maintenance of the allocated Premises as stipulated in Article 3 of this Agreement, save for the maintenance of certain facilities as specifically set out under Article 6 Paragraph 1 of this Agreement which will be shared with the Host Country.

Suggest to include an additional para
The Premises particularly referred to in this Article does not include the residences of the Executive Director and Deputy Executive Director(s).

Article 6: Responsibilities of the Secretariat and the Host Country

1)The Secretariat and the Host Country shall share the responsibilities for the following:
a. Maintenance of the premises, landscape, parking facilities, fencing, and the remodeling thereof to the Premises;

1)The Secretariat and the Host Country shall share the responsibilities for the following:
a. Notwithstanding Article 4 Paragraph (4) of this Agreement, maintenance of the landscape, parking facilities, fencing, and the remodeling thereof to the Premises;

Article 7: Access, Transit, and Residence

The Host Country shall support the Secretariat to facilitate the travel and entry into, transit through its territory, and access to and from the Premises, to the following persons:

b. Staff of the Secretariat and members of their family;

The Host Country shall support the Secretariat to facilitate the travel and entry into, transit through its territory, and access to and from the Premises, to the following persons:

b. Staff and Staff's Immediate Family;

Article 8: Visas, Entry and Residential Permits

The Host Country shall grant appropriate visas, and entry permits for the persons mentioned in Article 7(1,2,3,4) and residential permits as mentioned in Article 7(2), including extensions of visas and permits, in a timely manner, subject to prevailing laws and regulations of the Host Country

The Host Country shall grant appropriate visas, and entry permits for the persons mentioned in Article 7 and residential permits as mentioned in Article 7(b), including extensions of visas and permits as applicable, in a timely manner, subject to the Laws and Regulations of the Host Country.

Article 10 : Freedom of Action of the Secretariat or Right of Engagements of the Secretariat (titles to choose from as suggested by CT6)

(1) The Host Country shall grant to the Secretariat the freedom to hold activities in conformity with CTI-CFF's purposes and principles in the territory of the Host Country

(1)The Host Country shall grant to the Secretariat, including the Staff, the freedom to hold activities in conformity with CTI-CFF's purposes and principles in the territory of the Host Country.

(2)The Secretariat shall have the power to make rules and regulations to be operative within the Premises for the full and independent exercise of its activities and performance of its functions as stipulated in Article 5 of the Agreement on the Establishment of the Regional Secretariat of the CTI-CFF.

(2)The Secretariat shall have the power to make rules and regulations to be operative within the Premises for the full and independent exercise of its activities and performance of its functions as stipulated in Article 5 of the Establishment Agreement.

Suggest to include this para

(3)The Secretariat shall be entitled to fly flags and logos at the Premises and Properties (including vehicles)

Article 12 : Exemption from Taxation of the Secretariat

The Secretariat shall be exempted from:

b. Custom duties, prohibitions and restrictions, and other levies on imports and exports in respect of articles imported or exported by the Secretariat for its official use. It is understood, however, that articles imported under such exemptions shall not be sold by the Secretariat within the territory of the Host Country, except under conditions agreed upon with the Host Country and in accordance with its laws and regulations;

(1) Subject to the prevailing taxation Laws and Regulations of the Host Country, the Secretariat shall be exempted from:

b. Custom duties, prohibitions and restrictions, and other levies on imports and exports in respect of articles imported or exported by the Secretariat for its official use. It is understood, however, that articles imported under such exemptions shall not be sold by the Secretariat within the territory of the Host Country, except under conditions agreed upon with the Host Country and in accordance with the Laws and Regulations of the Host Country; and

CHAPTER III: PRIVILEGES AND IMMUNITIES**Article 14: Composition**

(2) With regard to the granting of privileges and immunities, this Agreement shall prevail over the composition of the Secretariat as set out in the Agreement on the Establishment of the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security along with the regulations thereon, signed on 28 October 2011 in Jakarta, Indonesia

(3) Pursuant to Article 12 of the Agreement on the Establishment on the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF), the Executive Director shall specify the categories of Staff of the Secretariat to which the provisions of Article 15 below apply. These categories and the names of the persons included in them shall be communicated to the Host Country from time to time

(2) With regard to the granting of privileges and immunities, this Agreement shall prevail over the composition of the Secretariat as set out in the Establishment Agreement along with the regulations thereon.

(3) Pursuant to Article 12 of the Establishment Agreement, Staff shall enjoy privileges and immunities to which they are entitled. The specific details of such privileges and immunities are defined and provided in Article 15 of this Agreement. These categories and the names of the Staff who will enjoy these privileges and immunities shall be communicated to the Host Country from time to time.

Article 15 Privileges and Immunities of the Staff of the Secretariat

Article 15 Privileges and Immunities of the Staff of the Secretariat

(1) The Executive Director, the Deputy Executive Director(s) and Professional Staff of the Secretariat who do not have the nationality of the Host Country, shall, while in the performance of and for the independent exercise of their respective duties, functions and responsibilities, be granted privileges and immunities as stipulated in the Vienna Convention on Diplomatic Relations 1961 and:

a. be immune from legal processes against him or her while performing in his or her official capacity;

c. with the spouse and immediate members of the family be immune from immigration restrictions and alien registration

(2) The Staff of the Secretariat who are not of Indonesian nationality and do not fall under the preceding paragraph, shall enjoy

(3) Indonesian nationals who are appointed as Executive Director, Deputy Executive Director(s) and Staff of the Secretariat shall:
a. comply with the Indonesia laws and shall not be immune from legal processes within the boundaries of Indonesia.

Article 15 Privileges and Immunities of the Staff

(1) The Staff who do not have the nationality of the Host Country, shall, while in the performance of and for the independent exercise of their respective duties, functions and responsibilities, be granted privileges and immunities as stipulated in the Vienna Convention on Diplomatic Relations 1961 and:

a. be immune from legal processes in respect of all acts including words spoken or written performed by him or her while performing in his or her official capacity;

c. Staff's Immediate Family be immune from immigration restrictions and alien registration;

(2) The Staff who are not of Indonesian nationality and do not fall under Article 15 (1), shall enjoy

(3) Indonesian nationals who are appointed as Executive Director, Deputy Executive Director(s) and Staff shall:

a. comply with the Laws and Regulations of the Host Country and shall not be immune from legal processes within the boundaries of Indonesia;

Draft HCA

Feedback from legal firm (ABNR) approved by CT5 to review the draft HCA

Article 15: Privileges and Immunities of the Staff of the Secretariat

(4) Members of the family of the Executive Director, Deputy Executive Director, referred to in Paragraph 1 of this Article, shall enjoy privileges and immunities as stipulated in the Vienna Convention on Diplomatic Relations 1961 and Paragraph 1 (v), (vi) and (vii) of this Article.

(4) Staff's Immediate Family of the Executive Director, Deputy Executive Director, referred to in Paragraph 1 of this Article, shall enjoy privileges and immunities as stipulated in the Vienna Convention on Diplomatic Relations 1961 and Paragraph 1 (v), (vi) and (vii) of this Article.

(5) The Secretariat shall notify the Host Country on matters concerning the employment of its Staff, including the list of names, addresses and nationalities of all its employees

(5) The Secretariat shall notify the Host Country on matters concerning the employment of its Staff, including the list of names, addresses and nationalities of all its employees.

(Regional Secretariat to consider timing for such notification (i.e., monthly, quarterly, bi-annually, annually))

Article 16: Experts Engaged by CTI-CFF

(1) Appropriate authorities of the Host Country shall facilitate the proper exercise of the experts other than Indonesian national engaged by CTI-CFF, as follows:

(1) Appropriate Indonesian Authorities shall facilitate the proper exercise of the Experts other than Indonesian national engaged by CTI-CFF, as follows:

(2) Experts engaged by CTI-CFF for at least one year are entitled to bring their members of the family, in accordance with laws and regulations of the Host Country

(2) Experts engaged by CTI-CFF for at least one year are entitled to bring their Staff's Immediate Family, in accordance with Laws and Regulations of the Host Country

Draft HCA

Feedback from legal firm (ABNR) approved by CT5 to review the draft HCA

Article 17: Waiver of Immunities

(1) The Executive Director shall have the right and the duty to waive the immunity of any member of the Staff of the Secretariat in any case where, in his or her opinion, the immunity would impede the course of justice and can be waived without prejudice to the interest of CTI-CFF.

(2) The Executive Director shall have the right and the duty to waive the immunity of any Staff in any case where, in his or her opinion, the immunity would impede the course of justice and can be waived without prejudice to the interest of CTI-CFF.

Article 18: Communications

(1) The Appropriate Authorities of the Host Country shall provide the Secretariat access to all necessary international electronic and telecommunications facilities and networks in conformity with international standards

(1) The Appropriate Indonesian Authorities shall provide the Secretariat access to all necessary international electronic and telecommunications facilities and networks in conformity with international standards.

Article 20: Security of the Host Country

(2) The Secretariat shall cooperate with the Appropriate Authorities of the Host Country to ensure that the activities of the Secretariat will not prejudice the security of the Host Country.

(2) The Secretariat shall cooperate with the Appropriate Indonesian Authorities to ensure that the activities of the Secretariat will not prejudice the security of the Host Country

Article 21: Supplementary Arrangements

“The Secretariat and the Host Country may enter into such arrangements as may be necessary to give effect to this Agreement.”

“The Secretariat and the Host Country may enter into any supplementary arrangements or documents as may be necessary to give effect to this Agreement.”

Draft HCA

Feedback from legal firm (ABNR) approved by CT5 to review the draft HCA

Article 24: Entry into Force, Duration and Termination

This Agreement shall enter into force **on** the date of written notification to the Executive Director by the Host Country, **upon** the [approval of the final agreement between the parties] [completion of internal requirements] **of the Host Country** for the entry into force of this Agreement.

This Agreement shall enter into force **on** the date of written notification to the Executive Director by the Host Country, **upon** the completion of internal requirements **of the Host Country** for the entry into force of this Agreement.

“The Host Country Agreement Between the Regional Secretariat of the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security and the Government of the Republic of Indonesia on Privileges and Immunities, signed on 1st of December 2015 in Manado, Indonesia, shall be terminated with immediate effect upon the entry into force of this Agreement

The Initial Agreement shall be terminated with immediate effect upon the entry into force of this Agreement.

Wherever this Agreement imposes obligations on Appropriate Authorities of the Host Country, the responsibility for the fulfillment of such obligations shall be upon the Host Country.

Wherever this Agreement imposes obligations on Appropriate Indonesian Authorities, the responsibility for the fulfillment of such obligations shall be upon the Host Country

DONE at Manado, Republic of Indonesia, on thisday of.....in the year of two thousand and twenty-___, in two (2) original copies in both Bahasa Indonesia and English, all texts being equally authentic. In the event of any divergence in the interpretation between any of texts, the English text shall prevail

EXECUTED at Manado, Republic of Indonesia, on this day of in the year of two thousand and twenty-___, in two (2) original copies in both Bahasa Indonesia and English, all texts being equally authentic. In the event of any divergence or inconsistencies in the interpretation between any of texts, the English text shall prevail.

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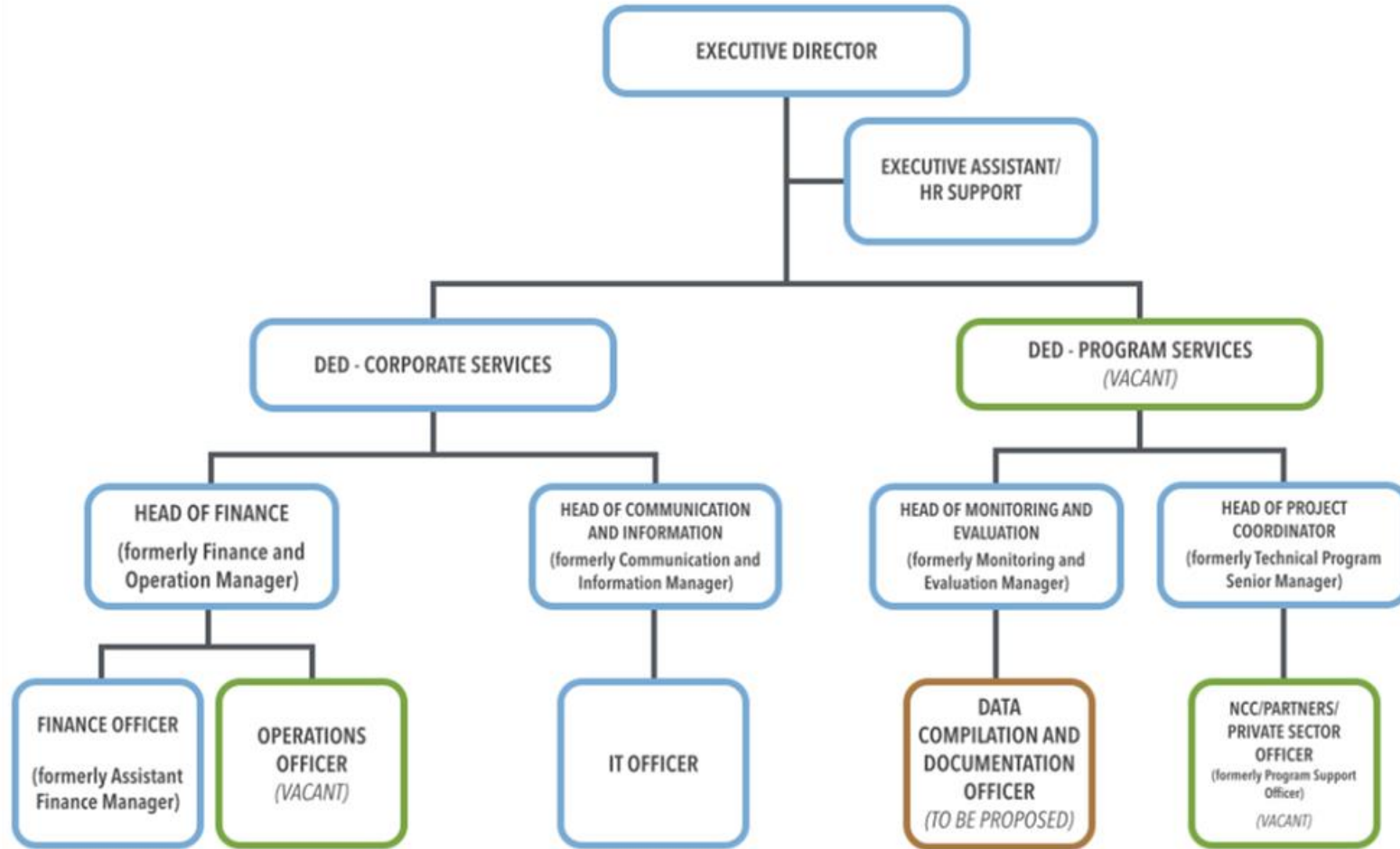
For the Government of the Republic of Indonesia
Name of Minister
Minister of Foreign Affairs
of the Republic of Indonesia

For the Government of the Republic of Indonesia as the Host Country
Name of Minister
Minister of Foreign Affairs
of the Republic of Indonesia

**XI.
Proposed 2022
Organizational
Structure and
Change of
Position Titles**



CTI-CFF REGIONAL SECRETARIAT 2022 PROPOSED ORGANIZATION CHART



- STAFF
- APPROVED – VACANT
- TO BE PROPOSED



**XII.
Proposed
Salary Scale
Improvement**



PROPOSED STAFF SALARY SCALE IMPROVEMENT

- The current salary scale is not competitive/attractive based on communication with applicants and qualified applicants interviewed. (In 2019, three top qualified candidates (1 – PH; 2 – ID) rejected the job offered due to low salary scale and in 2021, the top candidate (PH) also rejected on the same reason).
- Improve the grades on the salary scale for a wider qualified pool of candidates applying for the job.
- To ensure retention of current competent staff (in 2020, 3 staff had left due to absence of salary increment. RS unable to grant this request because one is already at the ceiling of salary scale and the other one is requesting a raise that goes into the next position level).
- In this proposal, RS had ensured that the proposed salary scale does not go beyond the present approved salary scale during the IRC meeting (Feb 2019).
- The proposed salary scale does not include that of ED but for DEDs, it becomes only two grades but does not go beyond the present approved salary scale.
- The amendments proposed had been presented at the IRC meeting on 11 Sep 2020.
- IRC recommended this issues to be brought to CSO for approval.



PROPOSED STAFF SALARY SCALE IMPROVEMENT

1st IRC MEETING APPROVED
(WHAT RS HAS BEEN USING)

| Job Rank | Grade | USD | |
|---------------------------|-------|--------|--------|
| | | Min | Max |
| Executive Director | 24 | 11,200 | 16,000 |
| | 23 | 8,820 | 12,600 |
| Deputy Executive Director | 22 | 6,887 | 9,837 |
| | 21 | 4,947 | 7,067 |
| | 20 | 3,010 | 4,300 |
| Manager | 19 | 2,625 | 3,750 |
| | 18 | 2,240 | 3,200 |
| | 17 | 1,848 | 2,640 |
| | 16 | 1,380 | 1,957 |
| | 15 | 819 | 1,170 |
| Assistant Manager | 14 | 700 | 1,000 |
| | 13 | 587 | 837 |
| Assistant | 12 | 467 | 667 |
| | 11 | 350 | 500 |
| Operator | 10 | 315 | 450 |
| | 9 | 217 | 310 |
| | 8 | 119 | 170 |

NEW PROPOSED SCALE
AT THE IRC MEETING ON SPPM ON 26 AUGUST 2020

| Job Rank | CODE | Grade | USD | |
|--|------|-------|-----------|-----------|
| | | | Min | Max |
| Executive Director | E2 | 24 | 11,200.00 | 16,000.00 |
| | E1 | 23 | 8,820.00 | 12,600.00 |
| Deputy Executive Director | D2 | 22 | 6,887.00 | 9,837.00 |
| | D1 | 21 | 4,947.00 | 7,067.00 |
| Head <i>(formerly Manager)</i> | H3 | 20 | 3,010.00 | 4,300.00 |
| | H2 | 19 | 2,625.00 | 3,750.00 |
| | H1 | 18 | 2,240.00 | 3,200.00 |
| Officer <i>(formerly Assistant Manager)</i> | O4 | 17 | 1,848.00 | 2,640.00 |
| | O3 | 16 | 1,380.00 | 1,957.00 |
| | O2 | 15 | 819.00 | 1,170.00 |
| | O1 | 14 | 700.00 | 1,000.00 |
| Assistant | A4 | 13 | 587.00 | 837.00 |
| | A3 | 12 | 467.00 | 667.00 |
| | A2 | 11 | 350.00 | 500.00 |
| | A1 | 10 | 315.00 | 450.00 |
| Operator | Op2 | 9 | 217.00 | 310.00 |
| | Op1 | 8 | 119.00 | 170.00 |



**XIII.
Proposed
Annual Salary
Fixed
Increment**



PROPOSED ANNUAL SALARY FIXED INCREMENT

- RS had tabled this salary increment proposal at the IRC meeting on 18 March 2021 and IRC had agreed to recommend the proposed annual salary increment to CSO.
- Agreeing to this recommendation, RS also proposed to amend Staff Regulation 20 – Salaries, Paragraph 4, the omission of the sentence “This is applicable only with working agreement for unspecified time. “
- RS also does not pursue the 2 positions that had been freezed in the IRC Meeting in 2021 as well as does not fill in the Program Support Officer who has been vacant since January 2021, in view that the workload can be carried out by the current staff. With regards to this, RS was able to save USD 67,000 per year in terms of salary plus other related expenditure
- The implementation of staff salary increment is to accommodate the increase in the current living expenses as well as to improve the PLOCA Organization Performance Index of RS which is significant in relation to USAID grant provision indicator.
- Salary increment was being practiced at RS. The current management sees that the practice needs to be improved in terms of consistency, transparency, staff satisfaction, and accountability for budgeting.
- The RS proposed the minimum annual increment of 10% for all staff. This proposal is based with reference to other international organizations, for example UNICEF – 10% increment/year for staff; ADB – 6%/year.
- The staff entitled for this increment are those who have worked for more than one year.
- In 2021, the cost incurred for this increment is USD 2,314, which has been budgeted.
- In 2022, the cost incurred for this increment is USD 2,547.40, which has been budgeted and still within the budget proposed.
- RS proposes the kind consideration of this meeting to decide on the percentage suggested for the increment.

PROPOSED ANNUAL SALARY FIXED INCREMENT

| PROPOSED SALARY SCALE | | | USD | | | | |
|-----------------------|------|-------|---|--------------|--------------|--------------|---|
| Job | Rank | Grade | I | II | III | IV | V |
| | | | MIN (ACCEPTED IN IRC MEETING 12 FEB 2019) | 10% | 10% | 10% | MAX (ACCEPTED IN IRC MEETING 12 FEB 2019) |
| Executive | E-2 | 24 | \$ 11,200.00 | \$ 12,320.00 | \$ 13,552.00 | \$ 14,907.20 | \$ 16,000.00 |
| | E-1 | 23 | \$ 8,820.00 | \$ 9,702.00 | \$ 10,672.20 | \$ 11,739.42 | \$ 12,600.00 |
| Deputy Executive | D-2 | 22 | \$ 6,887.00 | \$ 7,575.70 | \$ 8,333.27 | \$ 9,166.60 | \$ 9,837.00 |
| | D-1 | 21 | \$ 4,947.00 | \$ 5,441.70 | \$ 5,985.87 | \$ 6,584.46 | \$ 7,067.00 |
| Head | H-3 | 20 | \$ 3,010.00 | \$ 3,311.00 | \$ 3,642.10 | \$ 4,006.31 | \$ 4,300.00 |
| | H-2 | 19 | \$ 2,625.00 | \$ 2,887.50 | \$ 3,176.25 | \$ 3,493.88 | \$ 3,750.00 |
| | H-1 | 18 | \$ 2,240.00 | \$ 2,464.00 | \$ 2,710.40 | \$ 2,981.44 | \$ 3,200.00 |
| Officer | O-4 | 17 | \$ 1,848.00 | \$ 2,032.80 | \$ 2,236.08 | \$ 2,459.69 | \$ 2,640.00 |
| | O-3 | 16 | \$ 1,380.00 | \$ 1,518.00 | \$ 1,669.80 | \$ 1,836.78 | \$ 1,957.00 |
| | O-2 | 15 | \$ 819.00 | \$ 900.90 | \$ 990.99 | \$ 1,090.09 | \$ 1,170.00 |
| | O-1 | 14 | \$ 700.00 | \$ 770.00 | \$ 847.00 | \$ 931.70 | \$ 1,000.00 |
| Assistant | A-4 | 13 | \$ 587.00 | \$ 645.70 | \$ 710.27 | \$ 781.30 | \$ 837.00 |
| | A-3 | 12 | \$ 467.00 | \$ 513.70 | \$ 565.07 | \$ 621.58 | \$ 677.00 |
| | A-2 | 11 | \$ 350.00 | \$ 385.00 | \$ 423.50 | \$ 465.85 | \$ 500.00 |
| | A-1 | 10 | \$ 315.00 | \$ 346.50 | \$ 381.15 | \$ 419.27 | \$ 450.00 |
| Operator | OP-2 | 9 | \$ 217.00 | \$ 238.70 | \$ 262.57 | \$ 288.83 | \$ 310.00 |
| | OP-1 | 8 | \$ 119.00 | \$ 130.90 | \$ 143.99 | \$ 158.39 | \$ 170.00 |

Proposed annual 10% increment based on the following:

- Annual increase of cost of living as seen below the rate of inflation in Manado over the years:

2014: 9.67%
 2015: 5.56%
 2016: no data
 2017: no data
 2018: 3.83%
 2019: 5.50%

- Inflation and increase of cost of living globally

- This increment does not go beyond the present maximum salary scale in 2019.



**XIV.
SOM-17 and
Leaders'
Summit**



XIV. SOM-17 and Leaders' Summit

- RS proposes a budget of **USD \$50,000** for the conduct of SOM-17 virtually.
- No budget has been allotted for Leaders' Summit in the year 2022 since the event is projected to be implemented in 2023.



**XV.
List of Some
International
Events for CTI-
CFF/RS Possible
Participation in
2022**



XV. List of Some International Events for CTI-CFF/RS Possible Participation in 2022

| Date and Venue | Funding Source: RS or External | Participant: RS or WG/CSO CTI | Activity | Objectives/Description/Proponent |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------|---|
| First Quarter of 2022 (tentative) | ?? | ?? | CBD activities | Conference of the Parties to the Convention on Biological Diversity https://www.cbd.int/meetings/COP-15 |
| 1 November 2022 [tentative], TBA | ?? | ?? | COP-27 | UN Climate Change Conference (UNFCCC COP 27) https://sdg.iisd.org/events/2021-un-climate-change-conference-unfccc-cop-27/ |
| 2022, Cambodia | ?? | ?? | ASEAN summit in 2022 | ASEAN summit in 2022 https://www.phnompenhpost.com/national/information-ministry-prepares-plans-asean-summit-2022?_cf_chl_captcha_tk__=pmd_0WhDR_O1ZaJdTyyuA5tGrLoRD3lhMgXgmIpob7y8lAc-1632729044-0-gqNtZGzNAvujcnBszQcl |
| Date and venue (TBD) | ?? | ?? | SIDS | https://www.aosis.org/ |
| Date and venue (TBD) | ?? | ?? | AIS | https://www.aisforum.org/ |
| 2022, Online?? | USAID-RTI | WLF, EAFM | Regional Event under GIDAP | International Year of Artisanal (Small Scale) Fisheries and Aquaculture |

XV. List of Some International Events for CTI-CFF/RS Possible Participation in 2022

| | | | | |
|---------------------------------------|----|----|---------------------|--|
| 19- 21 Oct 2022, Brno, Czech Republic | ?? | ?? | ICRI | International Conference on Research Infrastructures https://www.icri2022.cz/ |
| 1- 8 Sept 2022 Vancouver, Canada | ?? | ?? | IMPAC (ICRI) | 5th International Marine Protected Area Congress (IMPAC5) https://www.icriforum.org/events/5th-international-marine-protected-area-congress-impac5/ |
| 2022, Venue (TBD) | ?? | ?? | UN Ocean Conference | UN Ocean Conference https://www.un.org/en/conferences/ocean2022/about |
| 13-27 Sept 2022 New York City, US | ?? | ?? | UNGA 77 | 77th Session of the UN General Assembly (UNGA 77) https://sdg.iisd.org/events/77th-session-of-the-un-general-assembly-unga-77/ |
| 2022, Venue (TBD) | ?? | ?? | UN BBNJ | 50th anniversary of the first UN conference on the human environment in 2022 https://www.consilium.europa.eu/media/51240/st10393-en21.pdf |
| 2 Feb 2022 Worldwide | ?? | ?? | RAMSAR | World Wetlands Day https://sdg.iisd.org/events/world-wetlands-day-2022/ |
| 2022 Thailand | ?? | ?? | APEC | Major APEC meetings https://www.dfat.gov.au/trade/organisations/apec/asia-pacific-economic-cooperation-apec |
| Date and venue (TBD) | ?? | ?? | ITMEMS | International Tropical Marine Ecosystem Management Symposium https://www.itmems.org/ |

XVI. Proposed IRC Recommendations

1. Acknowledged and accepted the report of the Internal Resources Committee (refer to Annex 1);
2. Acknowledged the country focal points to the IRC (refer to Annex 2);
3. Tasked the Regional Secretariat to publish the 2020 Annual Report as soon as the 2020 Country Reports of Papua New Guinea and Solomon Islands have been incorporated.
4. Acknowledged and accepted the 2021 Progress Report (refer to Annex 3) and tasked the Regional Secretariat to prepare and submit the 2021 Annual Report to include the progress of the Host Country Agreement and draft Regional Plan of Action as well as the audited financial statements by end of May 2022. The 2021 Annual Report shall be launched during the celebration of Coral Triangle Day in June 2022.
5. Acknowledged the fund utilization report (unaudited) amounting to **USD \$603,685 or 55.23%** of the total 2021 approved budget as of 30 November 2021 and noted RS's low expenditures due to the hold up of accounts payable following late arrival of country contributions. As such, RS is prudent in its expenditures.
6. Acknowledged the status of 2021 Country Contributions (Annex 4) as presented by RS and noted the updates from member countries regarding their country contribution;
7. Approved the proposed 2022 budget of the Regional Secretariat of CTI-CFF amounting to USD 1,009,140, exclusive of the 2021 budget surplus amounting to USD 196,543;
8. Agreed that the 2021 surplus shall be carried forward to 2022 budget in order to substantiate the 2022 country contribution and approved the deduction of 2022 total Country Contribution amounting to USD \$ 812,597 subject to change after 2021 Financial Audit.
9. Acknowledged the preparation and timeline regarding the 2021 Audit and tasked the Regional Secretariat to appoint an external auditor to conduct an audit of the 2021 financial performance based on CTI-CFF Financial regulations.



10. Endorsed the adoption of the revised CTI-CFF Financial Regulation (Annex 5);
11. Accepted and endorsed the amendments of the identified articles of the CTI-CFF Staff Regulations (Annex 6) and CTI-CFF Staff Policies and Procedures Manual (SPPM) (Annex 7) along with the proposed per diem, establishment allowance and housing allowance prior to the publication of the Regional Secretariat and socialization the SPPM and the revised Staff Regulations to CT6 Member Countries;
12. Endorsed the adoption of the proposed Salary Scale Improvement (Annex 8).
13. Acknowledged the CT6 Member Countries' recommendation to postpone the annual fixed salary increment due to the Covid-19 pandemic.
14. Acknowledged and accepted the proposed 2022 RS Organizational Structure noting that the original position titles shall be retained.
15. Acknowledged the recommendation by the CT6 Member Countries regarding SOM-17 to be conducted virtually in the 4th Quarter of 2022 and Leaders' Summit shall be in 2023
16. Noted the presentation of some international events that could be attended by the RS/CTI-CFF in 2022 (Annex 10) for enhancement of CTI-CFF visibility
17. Noted that the Chairship of the IRC shall be chaired by the Chair of the CSO or an individual nominated and authorized by the current Chair of CSO for the period of 2022-2023; and co-chaired by the Co-Chair of the CSO (or an individual nominated and authorized by the Co-Chair of CSO for the afore-mentioned period based on the TOR of the IRC; and
18. Acknowledged and appreciated the excellent chairship of Solomon Islands and Timor-Leste as the Co-Chair of the Internal Resource Committee for the period of 2019-2021.



Thank you!

