



CORAL TRIANGLE INITIATIVE

ON CORAL REEFS, FISHERIES AND FOOD SECURITY

CHAIR'S SUMMARY

CTI-CFF Internal Resource Committee (IRC) Meeting

adopted on 12th February 2019

by

the Governments of Republic of Indonesia, Malaysia,
Papua New Guinea, the Republic of Philippines,
Solomon Islands, and Timor-Leste

A. INTRODUCTION

1. The First Internal Resource Committee (IRC) Meeting of the Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF) was held at the CTI Learning Centre in Manado, North Sulawesi, Indonesia on 12th February 2019 (back-to-back with the FRWG meeting at the same venue on 11th February 2019).
2. The IRC Meeting was chaired by the Mr. Alick Misbini of Solomon Islands.
3. The objective of the IRC Meeting is to carry out the tasks and decisions made during the SOM-14 as well as to deliberate on the internal finances, operations and administrative matters of the CTI-CFF particularly on the following:
 - a. Legal Status of the CTI-CFF Regional Secretariat and the Staffs
 - b. Proposed 2019 Organizational Chart
 - c. Appointment Committee for Executive Director and Deputy Executive Director for Corporate Services
 - d. Hiring of Finance and Operations Manager
 - e. 2018 Audit of the CTI-CFF Regional Secretariat
 - f. Status of Migration from Cash to Accrual Basis and application of new accounting software
 - g. Status of RPOA 2.0 Progress
 - h. Status of proposed migration of CT Atlas from WorldFish to Regional Secretariat
 - i. Capital Outlay of CTI-CFF Regional Secretariat
 - j. Leaders' Summit in 2020
 - k. Regional Business Forum
 - l. 15th Senior Officials Meeting (SOM-15) in Solomon Islands 2019
 - m. Proposed Budget for 2019 and supplementary Budget; forecast 2020-2022
 - n. CTI-CFF Financial Rules and Regulations and Financial Policies and Procedures

B. IRC CHAIR'S SUMMARY: DECISIONS

SESSION 1: OPENING CEREMONY BY THE REPRESENTATIVE OF CHAIR OF COM/CSO

- 1.1 Acknowledge the opening remarks by the representative of the Chair of the Committee of Senior Officials (CSO), Mr. Alick Misibini, Ministry of Fisheries and Marine Resources, Head of Delegation of the NCC Solomon Islands. He thanked the IRC for accepting the invitation to attend in the meeting. He also expressed thanks to the CTI-CFF Regional Secretariat for arranging the travel to Manado and making the venue available for two days. He noted that the IRC is a new body, endorsed by the (SOM-14) and that the role expected of Solomon Islands is paramount and will add value on achieving the goals of CTI-CFF. He remarked that the Terms of Reference (TOR) is not to be taken lightly, thus, will look for guidance in delivering the expected outcomes of the first IRC meeting. Collectively, as a team, he called for commitment and support throughout the year;
- 1.2 Accept the appointment of Rapporteurs from the CTI-CFF Regional Secretariat, Ms. Janet Rosalie Anne, Dr. Gregory Bennett and Mr. Ayodya Satryo Anggorojati; and
- 1.3 Agree to adopt the Provisional Agenda for the IRC Meeting with the addition to include in Session 6 under 6.7 Financial Rules and Regulations & Financial Policies and Procedures Manual (FPPM); 6.8 Staff Rules and Regulations & Staff Rules and Procedures Manual (SPPM) as recommended during the Financial Resources Working Group (FRWG) Meeting to include discussion of two documents at the IRC Meeting (Annex 1).

SESSION 2: UPDATE ON LEGAL OPINION/LEGAL ANALYSIS OF THE STATUS OF THE CTI-CFF REGIONAL SECRETARIAT

- 2.1 Acknowledge the Update on Legal Opinion received by the Legal Firm Makarim & Taira S. (Annex 2);
- 2.2 Acknowledge the letter from the Regional Secretariat to Indonesia's Ministry of Foreign Affairs on legal status of the Regional Secretariat CTI CFF;
- 2.3 Task the Regional Secretariat to align the result of the legal opinion from Indonesia's Ministry of Foreign Affairs to the Staff Regulation and Staff Policies and Procedures Manual;
- 2.4 Agree to appoint the Makarim & Taira S to review existing agreements and draft the standard agreement (staff working agreements, Memorandum of Understanding/MoU, vendor contract, and partnership agreements); and

- 2.5 Encourage NCC Indonesia and Ministry of Foreign Affairs of the Republic of Indonesia to expedite processing the legal opinion of the status of the Regional Secretariat CTI CFF as international organization.

SESSION 3: UPDATE ON PROPOSED 2019 ORGANIZATIONAL STRUCTURE

- 3.1 Acknowledge the proposal by the CTI-CFF Regional Secretariat on the revised 2019 Organizational Structure (Annex 3);
- 3.2 Recommend to CSO approval of the updated 2019 organizational structure with additional positions and scope of work (Program Support Officer; IT Officer: Part-time to Full time);
- 3.3 Agree on the proposed amended Salary Scale of the CTI-CFF Regional Secretariat which refers to recommended Salary Scale by SOM-10 with two columns - Minimum and Maximum (based on Mid Salary) (Annex 4);
- 3.4 Agree on the proposal of the capacity building of CT6 Member Parties through the six Regional Coral Triangle Network Officers and its term of reference (Annex 5);
- 3.5 Agree to use part of the cash surplus of USD 951,168 (as per 2017 audit report) with maximum amount of USD 50,000 to support Regional Coral Triangle Network Officers for CT6 capacity building program (Annex 5); and
- 3.6 Take note the potential for organization restructuring after RPOA 2.0.

SESSION 4: UPDATE ON APPOINTMENT COMMITTEE FOR EXECUTIVE DIRECTOR AND DEPUTY EXECUTIVE DIRECTOR FOR CORPORATE SERVICES

- 4.1 Acknowledge the update by the CTI-CFF Regional Secretariat Interim Executive Director (IED) on the Appointment Committee (AC);
- 4.2 Appreciate the CT member parties that already nominated their AC members;
- 4.3 Encourage other CT member parties to submit their official letter of nominations by 19th February 2019;
- 4.4 Acknowledge the draft selection criteria and the draft advertisement for Executive Director and Deputy Executive Director for Corporate Services prepared by the Regional Secretariat;
- 4.5 Reiterate the decision made during SOM-14 on Session 7.2.g of Chair's Summary which states, "Task *the Regional Secretariat to consider putting*

the minimum grade scale salary for the new appointed ED and DED(s), taking into account the qualification and experience of the successful candidate;” and

- 4.6 Agree to use part of the cash surplus of USD 951,168 (as per 2017 audit report) with maximum amount of USD 35,000 for recruitment costs of the Executive Director and Deputy Executive Director for Corporate Services.

SESSION 5: UPDATE ON FINANCIAL MATTERS

- 5.1 Hiring of Finance and Operations Manager (FOM) and Operations Assistant (OA)

5.1.1 Welcome Mr. Ivan Kiagoes as the new Finance and Operations manager (FOM); and

5.1.2 Welcome Mr. William Tumimomor as the new Operation Assistant (OA).

- 5.2 Progress of the 2018 Audit

5.2.1 Acknowledge the appointment of Public Audit Firm (*Kantor Akuntan Publik*) Y. Santosa dan Rekan as the external international Auditor for the Financial Year 2018; and

5.2.2 Task the CTI-CFF Regional Secretariat to ensure that the external auditor complies with the agreed timeline and opinion with explanation.

- 5.3 Migration to Accrual Basis and new Software

5.3.1 Acknowledge the update on the migration from cash to accrual basis accounting; and

5.3.2 Acknowledge the update on the new accounting software, Xero.

- 5.4 RPOA 2.0 Progress

5.4.1 Acknowledge the updated process on renewal of the RPOA Progress;

5.4.2 Task the CTI-CFF Regional Secretariat to proceed and seek MEWG approval to extend the deadline for submission of Request for Proposal not later than 22nd February 2019;

5.4.3 Agree to use part of the cash surplus of USD 951,168 (as per 2017 audit report) with maximum amount of USD 160,000 for the renewal of the RPOA; and

5.4.4 Task the CTI-CFF Regional Secretariat to encourage the development partners to support the development of renewal of the RPOA.

5.5 CT Atlas

5.5.1 Agree to use part of the cash surplus of USD 951,168 (as per 2017 audit report) with maximum amount of USD 112,000 for the CT Atlas;

5.5.2 Task the CTI-CFF Regional Secretariat to start the process of migration of the CT Atlas from the WorldFish to the CTI-CFF Regional Secretariat Headquarters in Manado as a data sharing platform and monitoring and evaluation platform; and

5.5.3 Acknowledge the progress of the CTI-CFF Regional Secretariat in exploring potentials of linking CT Atlas with other organization data sharing platforms including ASEAN Centre of Biodiversity, Global Coral Reef Monitoring Network (GCRMN), Allen Coral Atlas and Convention on Biological Diversity (CBD)-Sustainable Ocean Initiative (SOI) Global Coral Portal.

5.6 Capital Outlay and Maintenance

5.6.1 Agree to use part of the cash surplus of USD 951,168 (as per 2017 audit report) with maximum amount of USD 67,320 for capital expenditure (cars, accounting software, doors security system, repair of porch, new signboards and exhibition display).

5.7 Leaders' Summit

5.7.1 Task the CTI-CFF Regional Secretariat to follow up with the Chair's Summary Session 9. MEWG 3.b stating the willingness of the Government of Republic of Indonesia to host the 2nd Leaders' Summit; and

5.7.2 Task the CTI-CFF Regional Secretariat to seek the possibility for the Leaders' Summit to be conducted in conjunction with APEC Summit in 2020 in Malaysia.

5.8 Regional Business Forum(RBF)

5.8.1 Task the CTI-CFF Regional Secretariat to start coordinating with the Marine Protected Areas (MPA) technical working group to redesign the RBF and make it more attractive to private organizations.

5.9 SOM-15 (Solomon Islands Preparation)

5.9.1 Task the CTI-CF Regional Secretariat in conjunction with NCC Solomon Islands to coordinate with the Chairs of Council of Ministers and Committee of Senior Officials to prepare for the SOM-15.

SESSION 6: BUDGET PRESENTATION

6.1 Actual Expense and Budget for 2018

6.1.1 Acknowledge submission of the CTI-CFF Regional Secretariat 2018 actual expenditures and 2019-2022 budget; and

6.1.2 Agree to adopt the Actual Expenditures and Budget 2018 (Annex 6).

6.2 Proposed Budget for 2019

6.2.1 Agree to adopt Proposed Budget for 2019 using 2018 country contribution calculation based on 2013 GDP as stated at Chair Summary session 7 2.c stating *recommend to RS to revise the 2019 budget based on 2018 country contribution* (Annex 6); and

6.2.2. Task the CTI-CFF Regional Secretariat to seek investment opportunity using available cash amounting to USD 426, 063 from the cash surplus USD 951,168 (as per 2017 audit report).

6.3 Supplementary Budget

6.3.1 Agree to endorse the recommendation to Chair of CSO the use of cash surplus of USD 525,105 (as per 2017 audit report) as outline at the revise budget 2019 with its supplementary.

6.4 Financial Projection for 2020

6.4.1 Agree to adopt Financial Projection for 2020 subject as necessary, as recommended by the CT6 CSO (Annex 6).

6.5 Forecast Estimated Budget for 2021

6.5.1 Agree to adopt Forecast Estimated Budget for 2021 subject as necessary, as recommended by the CT6 CSO (Annex 6).

6.6 Forecast Estimated Budget for 2022

6.6.1 Agree to adopt Forecast Estimated Budget for 2022 subject as necessary, as recommended by the CT6 CSO (Annex 6).

6.7. Financial Rules and Regulations and Financial Policies and Procedures Manual

6.7.1 Acknowledge and appreciate the work done by CTI-CFF Regional Secretariat in developing the CTI-CFF Financial Policies and Procedures Manual (FPPM) in enhancing financial and internal work procedures in increasing transparency and accountability.

6.7.2 Urge the CT6 Member Parties to submit comments on the FPPM, if any, within thirty (30) working days from the date of this meeting.

6.8 Staff Rules and Regulations and Staff Policies and Procedures Manual (SPPM)

6.8.1 Acknowledge the amendments to the Staff Regulations as endorsed by SOM-14 and approved by MM-7;

6.8.2 Task the CTI-CFF Regional Secretariat to distribute the final version to CT6 Member Parties within seven working days of this meeting;

6.8.3 Task the CTI-CFF Regional Secretariat to implement the staff regulations as per the date of approval of MM-7, 14th December 2018;

6.8.4 Acknowledge and appreciate the work done by CTI-CFF Regional Secretariat in developing the CTI-CFF Staff Policies and Procedures Manual (SPPM) in enhancing human resource management and operations of the CTI-CFF Regional Secretariat in transparent and accountable manner; and

6.8.5 Urge the CT6 Member Parties to submit comments on the SPPM, if any, within thirty (30) working days from the date of this meeting.

SESSION 7: OTHER MATTERS

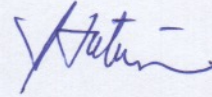
7.1 The meeting has no other matters to discuss.

SESSION 8: CLOSING

8.1 Acknowledge the closing remarks from Solomon Islands, thanking the CT6 Member Parties for their participation to be able to come up with the Chair's Summary and to the leadership of the Regional Secretariat Interim Executive Director and the team for the logistical and substantial preparation as well as in handling the meeting.

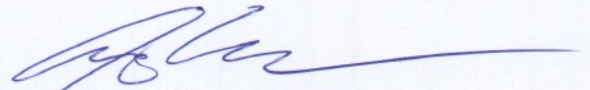
ACCEPTANCE OF CHAIRMAN'S SUMMARY DECISIONS

**Government of the
Republic of Indonesia**



Ir. Sri Atmini, M.Sc
Coordinator for Daily Operation
National Coordinating Committee
Ministry of Marine Affairs and Fisheries
Head of Delegation

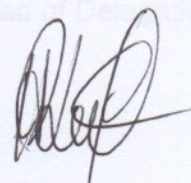
Government of Malaysia



Dr. Nagulendran Kangayatkarasu
Deputy Secretary General
Planning and Commercialization
Ministry of Energy, Science,
Technology, Environment and Climate
Change
Head of Delegation

**Government of the
Republic of the Philippines**

**Government of the
Independent State of Papua New
Guinea**



Vagi Leke Rei
Manager
PNG Marine Program
Conservation and Environment
Protection Authority
Head of Delegation

**Government of the
Solomon Islands**

**Government of the
Democratic Republic of Timor-Leste**