

**PACIFIC ISLANDS FORUM SECRETARIAT**

**EUROPEAN DEVELOPMENT  
FUND OF THE EUROPEAN  
UNION**

**EDF 10: TECHNICAL COOPERATION FACILITY (TCF)**

**DIRECT DECENTRALISED OPERATION**

**GLOBAL COMMITMENT REG/FED/22413**

**PROGRAMME ESTIMATE N°2**

**OPERATIONAL PERIOD**

**FROM 13 SEPTEMBER 2013 TO 31 DECEMBER 2014**

**Total amount of the budget of the programme estimate in national currency: €334,387**

**Total amount of the imprest component of the budget in national currency: €334,387**

**of which**

**part to be carried out in national currency: €334,387**

The full accounting number must be quoted in all correspondence and on all financial documents.

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# 1. WORK PROGRAMME

## 1.1. Summary

The 10<sup>th</sup> European Development Fund (EDF) Technical Cooperation Facility (TCF) provides support to the Regional Authorising Officer (RAO) for meetings, trainings, workshops, seminars and short term technical assistance to facilitate the management of EDF activities under the Pacific Regional Indicative Programme (PRIP). The funding available under the TCF totals €2 million, of which €1 million has been committed to support the Pacific Financial Technical Assistance Centre (PFTAC). A portion of the remaining €1 million is the subject of this Program Estimate (PE) 2

### Analysis of Financing Agreement Budget

Budget Category	Amount (€)	Committed	Balance
Contribution Agreement with IMF	1,000,000	1,000,000	0.00
Short Term and Medium Expertise	336,000	329,827	6,173.00
Training Support	500,000	385,786	114,214
Communications & Visibility	40,000	0	40,000
Audit & Evaluation	50,000	0	50,000
Contingency	74,000	0	74,000
Total	2,000,000	1,715,613	284,387

The available balance remaining under the TCF Financing Agreement (FA) budget excluding the Audit and Evaluation Budget will be used to finance this PE. Activities under the above broad budget categories of Technical Assistance, Training and Communication will be used for this. €100,000 de-committed from the unused funds from the PE 1 will also be used to finance activities of this PE. The total Budget envisaged for this PE will be €334,387.00

The overall objective of the Funding Agreement (FA) is to contribute to the improvement of European Union (EU) development cooperation in the Pacific ACP Region. The project purpose is to contribute to the smooth and efficient implementation of the 10<sup>th</sup> EDF PRIP, including support for new approaches to the delivery of development assistance. The current PE will work towards the achievement of two results foreseen in the logical framework, namely:

- The timely development of projects for funding under the 10<sup>th</sup> EDF PRIP and improved capacity of regional organisations and other stakeholders to deliver and report on better and sustainable outcomes; and;
- Enhanced political dialogue between Pacific ACP States, Council of Regional Organisations of the Pacific (CROPs) agencies, RAO, the European Union (EU) and other development partners on future development strategy and new implementation approaches.

Eight activities have been identified for prioritisation in this PE 2, which will be implemented by the Pacific Islands Forum Secretariat (PIFS). These activities support key EU/ACP meetings, workshops, seminars etc, together with those identified in the Pacific with particular emphasis on aid effectiveness, climate change and Non State Actor (NSA) activities.

Short Term Technical Assistance is needed to undertake a profiling exercise on Economics, Environment and Gender for the Pacific ACP member countries and the region. The exercise is important as it will provide key information for the 11<sup>th</sup> EDF Regional Strategy Paper.

In accordance with the TCF FA, the PE will be implemented through the Partially Decentralised Management Procedure, an Imprest Administrator (IA) and Imprest Accounting Officer (IAO) will take full responsibility of the overall implementation, monitoring, evaluation and reporting on the use of funds. A steering committee for the PE is a requirement; however, given management and implementation challenges, we do not foresee formal establishment of this committee. However, we will work closely with the EU Delegation to ensure appropriate management and administration control with the implementation of this PE is undertaken.

## **1.2. Context**

In various areas of the world, European Union (EU) uses a facility for the provision of short-term consultancies to assist identify, prepare, monitor, evaluate and audit projects under the EU Programme of development cooperation as well as for the organisation of and participation to training, conferences/seminars/workshops in relation to EDF projects and programme-related activities or of a broader interest but keeping with the priorities of the Cotonou Agreement (CA).

This is relevant for the Pacific ACP region where there is insufficient capacity both in terms of human resources and financing.

The TCF will support the regional efforts to enhance political dialogue, coordination and mainstreaming of the aid in particular in relation to climate change agenda, aid effectiveness and non state actor activity.

The TCF has also provided €1 million funding for PFTAC in 2012 to help prepare budget support in Pacific ACP countries to assist them to overcome financial crisis and economic downturn, and to support the reform of their monetary and fiscal system if requested.

## **1.3. Logical framework**

The detailed logical framework of the Financing Agreement is at Annex (2) to this programme estimate.

## **1.4. Activities**

#### **1.4.1. Overall objective**

The objective of the Financing Agreement is to contribute to the improvement of EU development cooperation in the Pacific ACP region, ensuring it is demand-driven by Pacific actors, and fully integrated with the efforts of other partners to promote and pave the way for new and more efficient approaches to development aid.

#### **1.4.2. Project purpose**

The purpose of the project is to ensure smooth and efficient implementation of the 10<sup>th</sup> EDF PRIP while paving the way for new approaches to development aid.

#### **1.4.3. Results**

The expected results from the activities carried out over the period covered by this PE are:

- Result Area 1: Timely development of projects for funding under the 10<sup>th</sup> EDF PRIP and improved capacity building of regional organisations and other stakeholders to deliver and report on better and sustainable outcomes.
- Result Area 2: Enhanced political dialogue between Pacific ACP States, CROPs, the RAO, the EU, NSA and other development partners on future development strategy and new implementation approaches in view of the possible 11<sup>th</sup> EDF programming and in the context of the EU-Pacific Joint Climate Change Initiative.

#### **1.4.4. Activities**

##### **Activities implemented to achieve Result Area 1**

##### **1.4.4.1 Facilitate 11th EDF Profiling Exercise**

Economic, Environment and Gender Profiling for Pacific ACP Countries constitute a significant part of the 11<sup>th</sup> EDF Regional Strategy Paper (RSP). The Revised Pacific Plan (PP) may serve as the basis of the 11<sup>th</sup> EDF Regional Strategy Paper (RSP). In the event that the current PP review's recommendation is not consistent with the priorities of Agenda for Action (AA), then a RSP has to be prepared. Therefore an economic, environment and gender profiling for the Pacific ACP countries including the region is needed, as it will form an important annex to the 11<sup>th</sup> EDF RSP. Three short term technical assistance will be engaged through direct agreement procedure to undertake one desktop study covering three separate profiles of the Pacific ACP countries including the region.

A budget of €30,000 from the Financing Agreement TA budget line will be used to finance this activity.

##### **Activities implemented to achieve Result Area 2**

#### **1.4.4.2. Support for the Regional Authorising Officer and CROP Attendance at EU/ACP Meetings;**

Financial assistance will also be provided to representatives of the RAO and DRAO to attend relevant EU and ACP meetings, including those organised by ACP Secretariat in Brussels or those within the Pacific ACP region. Support will be provided to meet the costs for tickets and accommodation.

This activity is not limited to assisting PIFS and CROP agencies, but also the Pacific ACP NAOs whose TCF funds are limited or unavailable. This activity was funded in 2012 and will continue under PE 2. The Strategic Partnership and Coordination Programme of the Pacific Islands Forum Secretariat will coordinate this activity.

A budget of €30,000 from the Financing Agreement Training budget line will be used to finance this activity

#### **1.4.4.3 Facilitate Support for the Joint Climate Change Initiative**

The Joint Climate Change Initiative between the European Union and the Pacific Islands Forum (PIF) was launched in December 2010 to mobilize EU Member States and international partners to jointly support the reinforcement of Pacific Island Countries' capacity to address the adverse impacts of climate change. This activity will support the implementation and progress of the Joint Pacific-EU Plan of Action on Climate Change 2012 – 2014, which was launched during the Second EU-PIF Ministerial Troika in June 2012 in Auckland, through stakeholder meetings and engagement. The Strategic Partnership and Coordination Programme of the Pacific Islands Forum Secretariat will coordinate this activity.

In 2012, most of the funding was used to finance travels by PIFS staff who attended high level international and regional policy meetings, workshops and seminars related to climate change financing and negotiations. Some of the funds were also used to reimburse the cost of workshop that was organised by Climate Change Coordination Officer. Given the significance of continued policy dialogue on climate change, this activity will be supported again under this PE.

A total of € 20,000 from the Financing Agreement TA and Training budget lines will be used to finance the continuation of this activity

#### **1.4.4.4 Facilitate Support for Non State Actors (NSAs)/Civil Society Organisation to undertake Policy Dialogue Meeting.**

The support provided for the NSAs and CSOs is to help finance a one off meeting that brings together national and regional NSAs to engage on regional policy issues and will pave the way for the implementation of the NSA support programme as from 2014. This meeting builds on the experiences from the past civil society forums which were normally held in the margins of the Leaders meeting annually and provided policy dialogue space for NSAs. The policy dialogue meeting is planned to be held in the third quarter of 2013. The activity will be administered by PIFS through the Pacific Plan (PP) Office. The support therefore is specifically to finance logistics costs, tickets and per diems for

participants travelling in from P-ACP Countries. Accommodation and transport costs for Fiji based participants will also be provided. The Strategic Partnership and Coordination Programme of the Pacific Islands Forum Secretariat will coordinate this activity.

A budget of €35,000 from the Financing Agreement T.A. budget line will be used to finance this activity

#### **1.4.4.5 Training on Financial and Contractual Procedures in the Framework of the 10<sup>th</sup> EDF (Direct labour operations, Grants and Co-financing and procurement procedures)**

Understanding, interpretation and analysis of EDF regulations, process and procedures remains a significant challenge in the Pacific ACP countries. It has therefore become obvious that this training session need to be organised. This training therefore will adequately enhance skills and improve knowledge of civil servants working for the respective National Authorising Officers (NAO) in the Pacific ACP region as well as the Regional Organisations who are beneficiaries of the current 10 EDF funding.

It is envisaged that short term technical assistance (STTA) will be engaged by European Union Delegation to run this training in the last quarter of 2013. Regional Authorising Officer (RAO) in collaboration with the EU Delegation for the Pacific will endeavour to organise this training and provide back stopping support to the STTA. Cost of tickets and accommodation for two participants from each PACP member countries, relevant ministries of the Pacific ACP countries, and CROP agencies will be funded.

A budget of €120,000 from the Financing Agreement T.A and Training budget line will be used to support this activity.

#### **1.4.4.6 Support to Pacific ACP Meeting**

At the request of the Samoa Embassy in Belgium, Brussels, a meeting for the Pacific ACP is planned for in Samoa. The meeting is to discuss Post 2020 Cotonou Partnership Agreement. It will involve Pacific ACPs including key members of Parliament, representatives of civil society and private sectors within the Pacific region. This meeting is planned for the last week of October 2013.

The budget for this activity will cover tickets for one representative from each PACP Country, representatives of civil society and private sector, accommodation and incidentals. Logistics and arrangements for this meeting will be provided by the Forum Secretariat. This activity will also support cost for tickets and accommodation for participants representing the Forum Secretariat.

A budget of €80,000 from the Financing Agreement Training and Communication and Visibility budget line will be used to support this activity.

#### **1.4.4.7 Communication and Visibility**

Under this activity, we are planning to undertake a number of communications and visibility sub-activities such as to promote and publicise a number of key project activities funded under the 10<sup>th</sup> EDF Project. This includes pamphlets that



will include key interventions and the impacts of EU in the Pacific. We will be contracting a person to do a write up on the 10<sup>th</sup> EDF Projects. The budget for this activity will also include cost of Short term TA and publications,

We also plan to reactivate the Technical Assistance to Regional Authorising Officer (TA to RAO) website. We will commit a small portion of this funding to pay for subscription fees for 2013. The renewal of subscription will be paid thereafter when the Support to RAO programme takes on this activity. This sub activity is useful, as it will help us upload all EDF documents (project reports, financing/contribution agreements etc) in the website for public viewing.

A budget of €8,000 from the Financing Agreement Communications and Visibility budget line will be used to support this activity.

#### **1.4.4.8 Trade Facilitation in Customs Cooperation (TFCC) Project 100% Financial and Procedural Audit**

The Office of RAO will also launch a 100% financial and procedural audit on the 2012 expenditures committed by the Trade Facilitation in Customs Cooperation (TFCC) project implemented by the Oceania Customs Organisation (OCO) Secretariat. This sub-activity is expected around the last quarter of 2013. A portion of the PE audit budget will be used for this sub activity.

A budget of €9,173 from the Financing Agreement Audit budget line will be used to support this activity.

### **1.5 Implementation**

This PE will not finance salaries for staff. Purchase of office equipment and office materials will be limited.

The interim arrangement for the implementation of this PE is that the Aid for Trade (Aft) Team of the Economic Governance Programme (EGP) of PIFS will provide the overall coordination, management and implementation until the Support to RAO Programme is fully established. This is expected to start in the first quarter of 2014. It will also implement the activities under Result Area 1, while the Strategic Partnership and Coordination Programme (SPCP) will implement the activities under Result Area 2 in its role as the lead coordinator of development partner relationships.

All material support in terms of technical assistance and administrative support will be provided by the Aft Team. The Aft Team is staffed by an Aid for Trade Advisor, Aid for Trade Officer and a Programme Monitoring Officer (PMO). The team reports to the Director of the EGP. Other administrative and logistical support will be provided by the appropriate divisional assistants at the Forum Secretariat.

During the implementation period, we will collate, collect and register all assets belonging to the former TA to RAO Unit. These assets include office stationary, computers, photocopy machine, furniture, workstation, binding machine, laminating machine. These assets will be compiled and formally handed over to

the SPRAO. These assets will be used by the SPRAO to effectively and efficiently administer and deliver the functions and responsibilities of the RAO.

### **1.5.1 Material and non-material means**

This PE will not cover salaries for staff of the Forum Secretariat as this is not specified in the TCF Financing Agreement. Purchase of office equipment and materials will be limited. In the interim period from September to December 2013, The Aid for Trade Team of the Forum Secretariat will provide the overall coordination, management and implementation of the PE in its capacity to provide adequate support to the Office of the RAO.

As and when needed, ancillary/support staff may be required to provide assistance during official meetings. Additional work undertaken by ancillary/support staff will be overtime for extra hours worked.

All material support in terms of technical assistance and administrative support will be provided by the Aid for Trade Team. Other administrative and logistical support will be provided by the appropriate divisional assistants of the Secretariat.

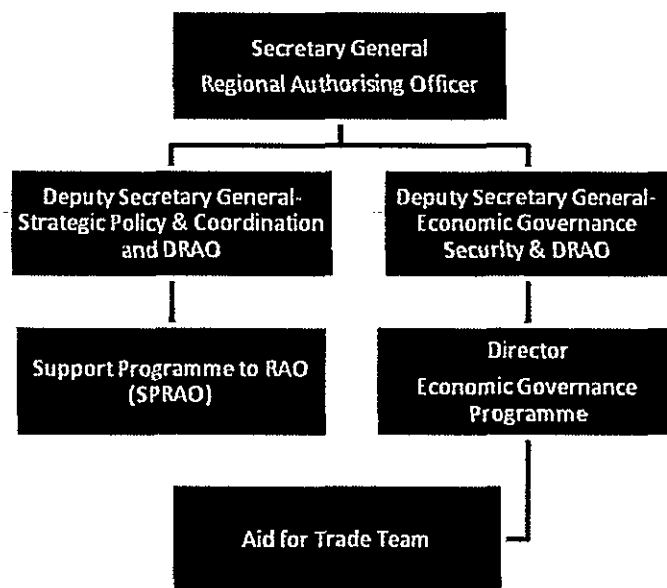
### **1.5.2 Organisation**

The Contracting Authority is the RAO who delegates its powers to the Imprest Administrator (IA) who will take charge of the overall implementation and management of the PE. This is to ensure that there is consistent adherence to EU procurement regulations, processes and procedures. The Imprest Administrator (IA) and the Imprest Accounting Officer (IAO) will be responsible for approving all payments from the PE.

A TCF Steering Committee is foreseen under the Financing Agreement (FA) for the overall TCF programme. Given the management and implementation challenges and in particular the magnitude of the budget, we do not foresee a formal establishment of this committee. The PSC meeting arrangements are that, instead of a formal PSC Meeting, the Aft Team including the Director of EGP will on an adhoc basis work closely with the EU Delegation to ensure that appropriate management and administration control is put in place and observed during the implementation of this PE.

### **Organisation Chart of PIFS**

Below is the organisation chart showing the current reporting structure of Technical Assistance to Regional Authorising Officer (TA to RAO) and what is expected to become as soon as the Support to RAO programme is established.



The SPRAO will be established by the first quarter of 2014. The SPRAO will report to the Deputy Secretary General-Strategic Partnership Coordination (SPC) as shown in the PIFS organisational structure. When SPRAO arrangements are fully established, the Aid for Trade Team will then be relinquished of its tasks of administering the EDF, and will therefore focus its attention on implementing its key roles and responsibilities on aid for trade.

### 1.5.3 Special conditions

No special condition is foreseen under this PE.

### 1.6 Provisional implementation timetable

The PE 2 will be implemented over a 15 months period, commencing 13 September 2013 to 31 December 2014.

Task Activity	2013		2014			
	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
1.4.4.1 11th EDF Profiling Exercise						
1.4.4.2 Support RAO Engagement and Regional Political Dialogue						
1.4.4.3 Support Joint Climate Change Initiative						
1.4.4.4 Support to NSA/CSOs Policy Dialogue						
1.4.4.5 Training on 10 <sup>th</sup> EDF Financial & Contract Procedures						
1.4.4.6 Support to P-ACP Meeting						

1.4.4.7 Communications & Visibility						
1.4.4.8. Trade Facilitation in Customs Cooperation (TFCC) Project 100% Financial & Procedural Audit						

## 2 BUDGET

	Activities and other costs	EDF/EU contribution Imprest commitment	EDF/EU contribution Specific commitments	Government contribution	Other contributions	Project's own resources	TOTAL (Euro)
	<b>Activities</b>						
1.4.4.1	Facilitate 11 <sup>th</sup> EDF Profiling Exercise	30,000					30,000
4.4.2	Support RAO engagement and regional political dialogue	30,000					30,000
4.4.3	Climate Change & Aid Effectiveness	20,000					20,000
1.4.4.4	Support to NSA Policy Dialogue	35,000					35,000
	10 <sup>th</sup> EDF Training on financial and contractual procedures	120,000					120,000
	PACP Meeting	80,000					80,000
	Communication & Visibility	8,000					8,000
	<b>Subtotal</b>	<b>323,000</b>					<b>323,000</b>
	<b>Investments</b>						
1	Equipment						
2	Vehicles						
3	Supplies	1,000					1,000
	<b>Subtotal</b>	<b>1,000</b>					<b>1,000</b>
	<b>Operating costs</b>						
1	Staff costs						
2	Office rental						
3	Office operating costs	1,014					1,014
4	Vehicle operating costs						
	<b>Subtotal</b>	<b>1,014</b>					<b>1,014</b>
5	Bank charges and exchange differences	200					200
6	Audit/expenditure verification	9,173					9,173
7	Contingencies						
	<b>TOTAL</b>	<b>334,387</b>					<b>334,387</b>



#### 4. CASH FLOW FORECAST

The cash flow forecast during the execution of the Imprest component of the budget of the programme estimate is assessed as follows:

Quarterly cash flow projections estimated to be expended during the project implementation period are shown below;

Task Activity	2013		2014				Budget
	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	
1.4.4.1 Facilitate 11th EDF Profiling Exercise		30,000					30,000
1.4.4.2 Support RAO Engagement and Regional Political Dialogue	5,000	5,000	5,000	5,000	5,000	5,000	30,000
1.4.4.3 Support Joint Climate Change Initiative		20,000					20,000
1.4.4.4 Support to NSA/CSOs Meetings/Workshops	35,000						35,000
1.4.4.5 10th EDF Financial and Contractual Procedural Training	120,000						120,000
1.4.4.6 PACP Meeting	80,000						80,000
14.4.7 Communication & Visibility		2,000	6,000				8,000
2.1 Equipment							
2.3. Supplies		200	200	200	200	200	1,000
3.1. Staff Costs							
3.3. Office operating costs		200	200	200	200	214	1,014
4. Bank Charges and Exchange Differences	50	30	20	50	30	20	200
5. Audit/Expenditure Vérification.	7000					2,173	9,173
<b>Total</b>	<b>240,250</b>	<b>57,430</b>	<b>11,420</b>	<b>5,450</b>	<b>5,430</b>	<b>7,607</b>	<b>334,387</b>

#### 5 TECHNICAL AND ADMINISTRATIVE IMPLEMENTING ARRANGEMENTS

The technical and administrative implementing arrangements of this programme estimate must comply with the rules and procedures set out in the guide to which this document is annexed "Practical guide to procedures for programme estimates (project approach)".

This section gives more detailed and additional information on some of the arrangements for this programme estimate.

### **5.1 Steering Committee (if any)**

The steering committee meets every (12) months and more often if necessary. It approves and supervises the overall approach and strategy of the project as and when required. The need to conduct a steering committee is not considered very important under this PE 2.

The steering committee examines and verifies the programme estimates and the reports on implementation drawn up and submitted by the imprest administrator and the imprest accounting officer. This process is not foreseen to be pursued further instead EU Delegation will be submitted draft of the PE and reports for their input prior to formal submission requesting approval.

### **5.2 Management structure**

#### *In case of direct decentralised operations:*

Under the provisions of the corresponding financing agreement the project has technical and financial autonomy in managing the resources allocated to it for the imprest component of the budget of this programme estimate.

The imprest component of the budget of this programme estimate will be implemented by the imprest administrator and imprest accounting officer named below.

### **5.3 Imprest administrator and imprest accounting officer**

#### *In case of direct decentralised operations:*

For implementation of the imprest component of the budget of this programme estimate, the relevant representative of the beneficiary country(ies)/National (or Regional) Authorising Officer partially delegates his/her powers to the imprest administrator and imprest accounting officer designated below.

#### *In all cases:*

This partial delegation of powers is conditional upon:

- strict observance of the rules and procedures set out in the "Practical guide to procedures for programme estimates (project approach)" and in this programme estimate;
- deposit of the authorised signatures of the imprest administrator and imprest accounting officer (*and of any substitute*);



- opening of one or more bank accounts, that require(s) two signatures, that of the imprest administrator and that of the imprest accounting officer

The designated imprest administrator is: *Mr. Shiu Raj, Director Economic Governance Programme.*

The designated imprest accounting officer is: *Mr. Richard Alu, Acting Team Leader-Finance*

The substitute Imprest Administrator is: *Ms. Claire Thoms, Aid for Trade Adviser*

The substitute Imprest Accounting Officer: is *Mr. Rama Va'a, Project Accountant*

*The substitute imprest administrator and substitute imprest accounting officer should be designated in the same way.*

*The tasks and responsibilities of the imprest administrator and imprest accounting officer are described in this Practical guide. Any additional tasks expected of them in the course of the programme estimate implementation should be mentioned here.*

#### **5.4 Period covered**

The period covered by this programme estimate runs from *2013<sup>1</sup> to 31 December 2014, i.e. 15 months.*

*For the last programme estimate, add:*

The closure period, included in the period covered by this programme estimate, runs from *13 September 2013 to 31 March 2015, i.e. 18 months.*

Payments under the imprest component of the budget of this programme estimate can only be made for expenditure linked to operations properly scheduled during this period (*for the last programme estimate, replace "this period" with "the period covered by the programme estimate excluding the closure period"*).

No further expenditure may be committed after the end of this period (*for the last programme estimate, replace "after the end of this period" with "after the start of*

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<sup>1</sup> The start-up date may not be before the date of the programme estimate's signing by the relevant representative of the beneficiary country(ies)/National (or Regional) Authorising Officer and endorsement by the Head of Delegation. The date of endorsement is the trigger date for expenditure becoming eligible under the EDF/Budget.

*the closure period*”). Only certain management transactions<sup>2</sup> relating to the closure of the imprest component of the budget of this programme estimate can be carried out after this date.

Expenditure paid and/or committed before the date on which this programme estimate is endorsed by the Head of Delegation will, on no account, be covered by the EDF/Budget.

### 5.5 Amount of the imprest component of the budget of the programme estimate

The total amount of the imprest component of the budget of this programme estimate is:

€334,387

*If applicable:*

part to be carried out in national currency:  
(National currency) N/A

part to be carried out in EUR (or other currency: please specify):  
€334,387

### 5.6 “Programme estimate” (or “project”) bank account(s)

The references for the “programme estimate” (or “project”) bank account(s) that require(s) two signatures, that of the imprest administrator and that of the imprest accounting officer are:

Bank	:	ANZ
Name	:	TCF PE 2
Account No:		11753713

### 5.7 Advance/pre-financing

*If there is only a single “programme estimate” (or “project”) bank account in national currency:*

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<sup>2</sup> Payments for expenditure incurred during the period covered by the programme estimate and in drawing up the request for closure of operations for the imprest component of the budget of the programme estimate.

The amount of the advance/pre-financing that will be paid into the bank account in the local currency specified above is set at 80% of the imprest component of the budget of this programme estimate, i.e. €267,509, 60

*EDF only:* Interest yielded on bank account(s) must be deducted from the final amount of total expenditure incurred during implementation of the imprest component of the budget of the programme estimate.

*In the case of private indirect decentralised operations (EDF only):*

The body referred to in section 5.2 must provide a financial guarantee denominated in the same currency as and of an amount equal to the advance/pre-financing requested. This guarantee must remain valid for 30 days after payment/reimbursement of the balance of the final statement of expenditure for the imprest component of the budget of this programme estimate, duly approved by the relevant representative of the beneficiary country(ies)/National (or Regional) Authorising Officer and the Head of Delegation. The amount of the guarantee may be reduced at any time but under no circumstances may be lower than the balance of the advance/pre-financing not yet cleared or repaid.

## **5.8 Eligible expenditure**

To be eligible, expenditure must be;

- necessary for the execution of the actions foreseen in the programme-estimate
- mentioned in the imprest part of the budget of the programme-estimate
- covered by the period of the programme-estimate;
- financially executed by the imprest administrator and imprest accounting officer, within the limits of subdelegation granted by the representative of the beneficiary country(ies);
- Paid during the period covered by the programme-estimate, using the bank account(s) under the responsibility of the imprest administrator and imprest accounting officer;
- Eventually paid during the period preceding the request of closure of the same bank account(s)<sup>3</sup>;
- Identifiable and verifiable.

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<sup>3</sup> Not applicable for the last programme-estimate.

## 5.9 Supporting documents

The supporting documents will be checked by the Delegation departments/an external auditor (*complete according to the choice of the Head of Delegation*).

Therefore, when submitting the replenishment and closure requests to the Head of Delegation, the supporting documents will/will not be (*complete according to the choice of the Head of Delegation*) attached to the corresponding records of expenditure.

The supporting documents will have to be archived and kept at the Finance Section of the Pacific Islands Forum Secretariat (*indicate the place as well as possible other necessary provisions concerning this matter*).

## 5.10 Public contract and grant award procedures

The table summarising the powers delegated by the relevant representative of the beneficiary country(ies)/National (or Regional) Authorising Officer for contract and grant award procedures is set out in Annex (...) of this programme estimate. (*See table in Annex 13 to this practical guide. The amounts should be mentioned in the currency of the implementation of the programme estimate*). The representative of the beneficiary country(ies)/The National (or Regional) Authorizing Officer must approve all grant proposals.

*In case the relevant representative of the beneficiary country(ies)/National (or Regional) Authorising Officer and the Head of Delegation decide with one accord to lower the award thresholds, the new one must be specified here in the currency of the implementation of the programme estimate.*

Decisions concerning the award of public contracts and grants must be referred for approval to the Head of Delegation. *Depending on the choice of the Head of Delegation, add “, excluding decisions related to the award of public contracts worth up to the equivalent of EUR 50,000 or lower threshold (specify currency and exact amount)”*.

*Where ex ante control of the contract procedures by the European Commission is strengthened:* Moreover, decisions related to the contract procedures, particularly (*indicate the relevant steps*), must also be referred for approval to the Head of Delegation.

Any derogation or exception to the contract rules and procedures has to be referred to the Head of Delegation for prior approval. However, in case of ex-post control, no prior approval by the Head of Delegation is required to use the negotiated procedure<sup>4</sup>.

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<sup>4</sup> In case of ex-post control, if the country is covered by a declaration of crisis situation recognised by the Authorizing Officer by Delegation and flexible procedures are proposed on the basis of emergency assistance or crisis situation, these shall be foreseen in the Programme Estimate. By endorsing the Programme Estimate, the Head of Delegation will approve the use of the flexible procedures and will verify their correct implementation during the ex-post control.

## **5.11 Cash disbursement procedures**

Payments will be made in the name and on behalf of the relevant representative of the beneficiary country(ies)/National (or Regional) Authorising Officer from the "programme estimate" (or "project") bank account(s) referred to in section 5.6. These transactions do not require the intervention of the relevant representative of the beneficiary country(ies)/National (or Regional) Authorising Officer or the Head of Delegation.

*The relevant representative of the beneficiary country(ies)/National (or Regional) Authorising Officer, in agreement with the Head of Delegation, may decide to fix a threshold above which all payments need his or her prior authorisation. If so, this threshold and any implementing conditions must be specified here.*

*For payments in foreign exchange, the rules for the use of the currencies to make payments must be described where they differ from or supplement the rules set out in Annex 6 to the Practical guide.*

If necessary, petty cash in national currency may be kept to pay sundry administrative expenditure. The petty cash will be managed under the responsibility of the imprest accounting officer.

## **5.12 Staff management**

*Set out the rules for staff management covering seconded officials or other agents of the beneficiary country concerned, contract staff and any other types of staff employed for the project. The rules must include, or refer to, procedures for seconding or recruiting staff, national legislation in force on the subject, the type of contract used and related entitlements (social security, insurance, etc).*

A list of staff, references to/texts of the rules in force, a copy of the standard contract for contract staff, pay scales, rates for additional allowances and for daily mission allowances are set out in Annex (...) to this programme estimate.

*There is no budget provision for staff therefore this section is not applicable*

## **5.13 Changes to the programme estimate during implementation**

Any budget reallocation needs the prior written authorisation of the relevant representative of the beneficiary country(ies)/National (or Regional) Authorising Officer, who must notify the Head of Delegation immediately.

Any use of the contingency reserve needs the prior written authorisation of the relevant representative of the beneficiary country(ies)/National (or Regional) Authorising Officer and of the Head of Delegation.

Any other change to this programme estimate will have to be drawn up in writing and be the subject of an addendum to be beforehand approved and signed by the

relevant representative of the beneficiary country(ies)/National (or Regional) Authorising Officer and by the Head of Delegation. If this is not done, no expenditure arising from the change will be covered by the EDF/Budget.

## 5.14 Implementation reports

The imprest administrator and imprest accounting officer must draw up 6 monthly summary interim implementation reports and a full final implementation report. The final report must be submitted at the latest 30 days after the end of the period covered by this programme estimate (*for the last programme estimate, replace "the period covered by this programme estimate" with "the period covered by the programme estimate excluding the closure period"*).

2 copy of the reports must be submitted to the relevant representative of the Regional Authorising Officer, and 2 copy to the Head of Delegation.

*If there is a steering committee: **Not applicable***

They will be sent to the members of the steering committee two weeks (*or other deadline: specify*) before the scheduled date of its meeting (*specify number of copies per person*).

## 5.15 Closure of the imprest component of the budget of the programme estimate

Closure of the imprest component of the budget of this programme estimate must take place as soon as possible after the end of the period it covers. The closure request, including the final statement of expenditure of the imprest component of the budget of the programme estimate, must be drawn up and submitted not later than three months after the end of the period covered by this programme estimate (*for the last programme estimate, replace "the period covered by this programme estimate" with "the period covered by the programme estimate excluding the closure period"*). It must be closed no later than six months after the end of the period it covers (*for the last programme estimate, delete the sentence*).

The amounts corresponding to ineligible expenditure must be refunded without delay by the imprest administrator and the imprest accounting officer or, where applicable, by the third-party organisation referred to in section 5.2. If they fail to do so, and if a financial guarantee was not obtained before payment of the advance/pre-financing, the relevant representative of the beneficiary country(ies)/National (or Regional) Authorising Officer will become responsible for the debt and the amounts due will have to be refunded to the EDF/Budget by the beneficiary country within 45 days of receiving a request from the Head of Delegation.

Should the relevant representative of the beneficiary country(ies)/National (or Regional) Authorising Officer fail to make repayment within the above-mentioned deadline, the amounts due will be increased by adding interest:

- at the rediscount rate applied by the Central Bank of the beneficiary country, where payments were in national currency,

- at the rate applied by the European Central Bank to its principal refinancing operations, where payments were in EUR, in force on the first day of the month in which the deadline expired, plus three and a half percentage points.

The default interest shall be incurred over the time which elapses between the date of the payment deadline (exclusive) and the date on which the amounts due are repaid in full (inclusive). Any partial payments shall first cover the interest thus determined.

**In case of use of “programme estimate” bank account(s), add: The balance of the “programme estimate” bank account(s) must be transferred to the bank account(s) of the succeeding programme estimate.**

## **5.16 Audit(s) (if applicable)**

Expenditure verification by an external auditor will be carried out *at the **end of the 15 months period.***

*Specify any systems and procedures audit to be conducted.*

The external auditor may carry out any accounting, technical, administrative and legal verification he deems useful or necessary. For this purpose he has a right to see any document relating to the project and the implementation of this programme estimate.

## **5.17 Tax and customs arrangements**

*For the **EDF only:***

The tax and customs arrangements are those set out in Article 31 of Annex IV to the Cotonou Agreement as well as in the general conditions of the financing agreement.

## **5.18 Own resources (if applicable)**

Any bank interest earned during the implementation period will be classified as project's own resources and will be added to the project income. The expenditures for the interest component will be verified accordingly

## **5.19 Transfer of materials and equipment (last programme estimate)**

*Specify the conditions for the assignment or the sale of the materials and equipment at the end of the project or programme.*

All project equipment and materials bought during the implementation of the PE 2 will be registered in the asset registry file and will be transferred to the Pacific Islands Forum Secretariat when the project ceases.

**5.20 Other matters to be specified**

Not applicable.


**6 SIGNATURES**

*For direct decentralised operations*

**The Imprest administrator**  
for agreement

The Imprest Administrator

For agreement


  
Mr. Shiu Raj, DEG

*(date and signature)*

**The Imprest accounting officer**  
for agreement

The Imprest Accounting Officer

For agreement

  
Richard Alu, A/Team Leader  
Finance

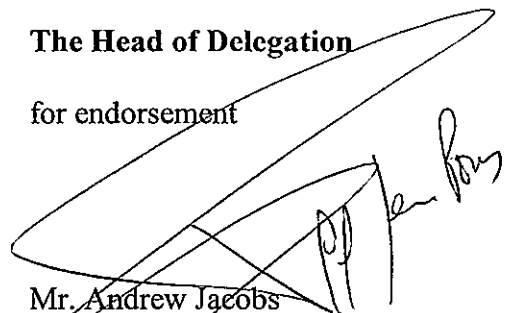
*(date and signature)*

**The relevant representative of the  
Regional Authorising Officer**  
For approval



Mr. Feleti P. Teo, DSG-SPC & DRAO  
(Date and signature)

**The Head of Delegation**  
for endorsement



Mr. Andrew Jacobs  
(Date and signature)

13/01/13



## 7 ANNEXES

All annexes to this programme estimate are an integral part thereof. They have the same force as the programme estimate itself.

### **Annex 1: Practical guide to procedures for programme estimates (project approach)**

### **Annex 2: Logical framework**

*Include here the logical framework for the work programme provided for under the programme estimate.*

*The logical framework is a working instrument for systematically and rationally establishing the intervention logic to be applied to project implementation.*

- *It sets out a project's objectives and purpose and the causal relations involved in achieving those objectives.*
- *It specifies the results the project must achieve in order to attain its objectives and purpose.*
- *It specifies the activities that must be undertaken to achieve those results.*
- *It specifies what means are required for those activities.*

*The expected results as well as the activities to be carried out over the period covered by the programme estimate will be based on the overall logical framework of the project.*

*The logical framework is presented in the form of a matrix. The imprest administrator is advised to begin work on the programme estimate by filling in the logical framework since once the intervention logic is established the drafting of the programme estimate is much easier.*

*For fuller information, see the project cycle management manual.*

## LOGICAL FRAMEWORK TABLE

	INTERVENTION LOGIC	OBJECTIVELY VERIFIABLE INDICATORS	VERIFICATION SOURCES	ASSUMPTIONS
OVERALL OBJECTIVE	To contribute to the improvement of European Union (EU) development cooperation in the Pacific ACP Region.			
PROJECT PURPOSE	The project purpose is to contribute to the smooth and efficient implementation of the 10 <sup>th</sup> EDF PRIP, including support for new approaches to the Delivery of development assistance.	CROPS and PACP countries implement aid in a more efficient way At least 5 PACP countries move from project approach to budget support (under the 11 <sup>th</sup> EDF )	<ul style="list-style-type: none"> <li>• Rom Reports</li> <li>• NAO/RAO/EC records</li> <li>• Midterm evaluation</li> </ul>	<p>EC committed to supporting Pacific-ACP States;</p> <p>PIFS continues to operate effectively and Secretary General remains mandated as RAO.</p>
RESULTS	<p><b>Result 1.</b></p> <p>1.1. Request for identification, formulation, evaluation and auditing, of programmes and projects financed by EDF for short to medium term experts to undertake studies and technical assistance missions provided.</p> <p>1.2. Studies, programme related training activities, in relation to 10<sup>th</sup> EDF RIP focal sectors (Economic Integration and Sustainable Management of Natural Resources and Environment) and Non Focal Sector (NSA Programme) Provided.</p> <p>1.3. Participation/organisation to/of seminars, workshops Regional matters relating to aid effectiveness, best practice in financial management and procurement procedure, including capacity in the field of evaluation and reporting according to best practice and sustainability of programmes and projects designed and capacitated</p>	<ul style="list-style-type: none"> <li>• RIP is 100% committed by year 2011</li> <li>• Standard guidelines for evaluation, reporting and sustainability of programs/projects are in place in all implementing agencies/bodies.</li> <li>• Improved statistics available</li> <li>• A protocol on pool funding or programming approach is agreed by all stakeholders</li> <li>• All crop agencies harmonise their ways of working and approach donors in a coordinated manner.</li> </ul>	<ul style="list-style-type: none"> <li>• NAO/RAO/EC Records</li> <li>• CRIS</li> <li>• Mid Term Review Evaluation</li> </ul>	<p>Timely processing of project proposal and release of funding to support implementation of EDF projects.</p> <p>NAOs remain committed and continue to develop and strengthen their capacities; eligible applicants to implement regional projects continue to operate effectively.</p>

	<p>1.4 Capacities of CROPs in setting appropriate performance indicators, quantified baseline targets and sustainable collection of data systems by Short to Medium Term experts built.</p> <p>1.5 Short to medium term experts to help regional statistics improved</p> <p><b>Result 2</b></p> <p>2.1 Participation/organisation to/of regional workshops/seminars aimed at cooperation between the Pacific ACP States, CROPs, NSAs and other development partners' strengthened.</p> <p>2.2. Short to medium term assistance with regard to aid effectiveness principles in view of the potential 11<sup>th</sup> EDF programming and within the context of EU-Pacific Joint Climate Change Initiative provided</p>			
ACTIVITIES	<p><b><u>Activities to implement to achieve R1</u></b></p> <p>1.4.4.1 Facilitate 11th EDF Profiling Exercise</p> <p><b><u>Activities to implement to achieve R2</u></b></p> <p>1.4.4.2.. Organise meetings/regional workshop for PACP Leaders, RAO/NAO with EU ACP</p> <p>1.4.4.3. Facilitate and organise for Joint Climate Change initiative and Aid Effectiveness meetings/workshops/seminars.</p> <p>1.4.4.4 Support to NSA/CSOs Policy Dialogue</p> <p>1.4.4.5 Training on Financial and Contractual Procedures in the Framework of the 10<sup>th</sup> EDF (Direct labour operations, Grants and Co-financing and procurement procedures)</p> <p>1.4.4.6 Support to PACP Ambassadors Meeting</p> <p>1.4.4.7 Communications &amp; Visibility</p>	<p><b><u>Means</u></b></p> <p>1.Short Tem &amp; Medium Term TA</p> <p>2.Training, workshop, seminars, conferences,</p> <p>3. Audit</p> <p>4.Operational cost</p> <p>5.Communication &amp; visibility</p> <p>4.Contingencies</p> <p><b>5.Total</b></p>	<p><b><u>Costs (FJD)</u></b></p> <p>0.00</p> <p>315,000</p> <p>9,173</p> <p>2,214</p> <p>8,000</p> <p>0.00</p> <p><b><u>334,387</u></b></p>	

### **Annex 3: Detailed budget**

*The purpose of this Annex is to present the budget in enough detail for relevant representative of the beneficiary country(ies)/the National (or Regional) Authorising officer and the Head of Delegation to understand and approve it.*

*List separately: estimated expenditure for carrying out the planned activities and subactivities; investment expenditure; project operating expenditure. A maximum of 10% of the estimated amount may be added for contingencies.*

#### *Activities and sub activities*

*On the basis of the logical framework presented in the previous Annex, the operations of the programme estimate should be set out by activity and subactivity, including the costs and unit prices for each in as much detail as possible.*

*The suggested technique is as follows (see also table overleaf with example):*

*For each subactivity provided for under the programme estimate,*

- define a unit of work (or of performance) for technical and financial monitoring of the subactivity (1);*
- determine the number of units of work necessary for implementation of the subactivity (2);*
- calculate the unit cost of implementing a unit of work, taking account of all the means necessary for implementation (3);*
- determine the total amount necessary for implementation of the subactivity (4) by multiplying the unit cost calculated in (3) by the number of units of work necessary for the implementation of the subactivity, for which the figure is given in (2);*
- Break down the total amount calculated in (4) over the period covered by the programme estimate according to the provisional timetable of implementation of the subactivity.*

*Then,*

- enter and add up the total amounts of all the subactivities for each activity in a summary table for each activity;*
- enter and add up the total amounts of all the activities in the overall budget.*

*Determining the units of work is an important stage in the preparation of the programme estimate. The units chosen must make it possible to monitor activities and subactivities over the implementation period both in technical terms (rate of performance) and in financial terms (monitoring the budget and expenditure).*

*An example of table for costing subactivities is presented below. The same table, simplified, can also be used for costing investments and operating expenses. Explanatory calculation notes should be attached.*

*Investment and operating costs*

*Once the costs of implementing the activities provided for in the programme estimate have been determined, the budget for the investment and operating costs of the programme estimate is drawn up in the same way.*

*All the expenditure provided for in the programme estimate is then brought together in a series of summary tables showing the contributions of all donors to the programme estimate. An example of this type of table can also be found below.*

## EXAMPLE OF DETAILED BUDGET TABLE

	Description	New activities and other costs	For information Remaining amounts from activities under the previous Imprest commitment	EDF/EU contribution New Imprest commitment (1)	EDF/EU contribution Specific commitments (2)	Other source(s) of financing (specify) (1 column per source) (3)	TOTAL (1 to 3)
<b>1.</b>	<b>Activities</b>						
1.4.4.1	<b>Facilitate 11th EDF Profiling Exercise</b>			<b>30,000</b>			<b>30,000</b>
a	<i>Economic, Environment &amp; Gender Profiling (3 x short term consultants)</i>			30,000			30,000
1.4.4.2	<b>Organise meetings/regional workshop for PACP Leaders, RAO/NAO with EU ACP</b>			<b>30,000</b>			<b>30,000</b>
a	<i>Tickets, Accommodation, Perdiemn</i>			10,000			10,000
b	<i>Meeting arrangements &amp; Logistics preparation</i>			20,000			20,000
1.4.4.3	<b>Facilitate and organise for Joint Climate Change initiative and Aid Effectiveness meetings/workshops/seminars.</b>			<b>20,000</b>			<b>20,000</b>
a	<i>Travel, Accommodation, Per diem</i>			10,000			10,000
b	<i>Meeting/Seminar Preparation</i>			10,000			10,000
1.4.4.4	<b>Support to NSA/CSOs Policy Dialogue</b>			<b>35,000</b>			<b>35,000</b>
a	<i>Travel, Accommodation, Per diem</i>			20,000			20,000
b	<i>Facility hire, logistics cost, and meeting</i>			15,000			15,000
1.4.4.5	<b>10<sup>th</sup> EDF Training on financial and contractual procedures</b>			<b>120,000</b>			<b>120,000</b>
a	Airfares (Tickets) for 2 participants x15 countries			80,000			80,000
b	Per diems for 2 participants x 15 countries			40,000			40,000
1.4.4.7	<b>Support to PACP Meeting</b>			<b>80,000</b>			<b>80,000</b>
a	Airfares (tickets) for participants			40,000			40,000

b	Accommodation for participants			40,000		40,000
1.4.4.8	<b>Communications &amp; Visibility</b>			8,000		8,000
	Subtotal			323,000		323,000
2.	<b>Investment costs</b>					
2.1	All in one Printer, toner cartridges etc			1,000		1,000
	<i>Subtotal for investment costs</i>			1,000		1,000
3.	<b>Operating costs</b>					
3.1	Overtime for casual/ancillary staff					
3.2	Office rental*					
3.3	Office stationary & supplies			1,214		1,214
3.4	Bank charges			200		200
	<i>Subtotal for operating costs</i>					
4.1	<b>Audit and verification</b>			9,127		9,127
	<b>TOTAL</b>			334,387		334,387
	* = give details					

## EXAMPLE OF TABLE FOR COSTING SUBACTIVITIES

PROJECT : .....

PROGRAMME ESTIMATE N°.....

FULLY OPERATIONAL PERIOD RUNNING FROM.....TO.....

ACTIVITY : .....

Amounts in '000' (local currency)

BUDGETARY OR ANALYTICAL CODE	SUBACTIVITIES			COST OF MEANS DEPLOYED PER UNIT OF WORK					COST PER WORK UNIT	COST PER SUB- ACTIVITY	INDICATIVE TIMETABLE				PERSON RESPONSIBLE PER SUB- ACTIVITY
	DES- CRIP- TION	WORK UNIT (SPECIFY)	N° OF WORK UNITS NEEDED	LABOUR	SEEDS	FERTILISER	EQUIP- MENT	OTHER			1st QUART.	2nd QUART.	3rd QUART.	4th QUART.	
		(1)	(2)	a	b	c	d	e	(3) = a+b+c+d+e	(4) = (3) x (2)					
				<i>The examples given here of means deployed are for agricultural production activities. These columns can be adapted according to need.</i>											
Production of 250.000 nursery plants	Nursery of..... (localisation)	1.000 plants	250	100	25	25	15	0	165	41.250	10.750	26.000	4.500	0	M. Xxxx
	<b>TOTAL</b>									41.250	10.750	26.000 36.750	4.500 41.250	0 41.250	



**Annex 4: Summary table of powers delegated by the relevant representative of the beneficiary country (ies)/National (or Regional) Authorising Officer for contract and grant award procedures**

**Annex 5: Staff management documents**

Not applicable

**Annex 6: Financial identification form (*if needed*)**

**Other annexes**

**Annex 7:**





## LEGAL ENTITIES

PRIVACY STATEMENT

[http://ec.europa.eu/budget/execution/legal\\_entities\\_fr.htm](http://ec.europa.eu/budget/execution/legal_entities_fr.htm)

### PUBLIC ENTITIES

TYPE OF COMPANY	Non-Government Organisation		
NGO	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	(Non-Governmental Organisation)
NAME(S)	Pacific Island Forum Secretariat		
ABBREVIATION	PIFS		
OFFICIAL ADDRESS	Ratu Sukuna Road		
	Suva		
	Fiji		
POSTCODE		P.O. BOX	Private Mail
TOWN/CITY	Suva		
COUNTRY	Fiji		
VAT**			
PLACE OF REGISTRATION			
DATE OF REGISTRATION	<input type="text"/>	<input type="text"/>	<input type="text"/>
	DD	MM	YYYY
REGISTRATION No			
PHONE	<input type="text"/>	FAX	<input type="text"/>
E-MAIL	<input type="text"/>		

THIS "LEGAL ENTITIES" FORM SHOULD BE COMPLETED, SIGNED AND RETURNED TOGETHER WITH:  
\* A COPY OF THE RESOLUTION, LAW, DECREE OR DECISION ESTABLISHING THE ENTITY IN QUESTION;  
\* OR, FAILING THAT, ANY OTHER OFFICIAL DOCUMENT ATTESTING TO THE ESTABLISHMENT OF THE ENTITY BY THE NATIONAL AUTHORITIES  
\*\* IF THIS FIELD IS COMPLETED, PLEASE ATTACH AN OFFICIAL VAT DOCUMENT

DATE:	STAMP
NAME + FUNCTION OF AUTHORISED REPRESENTATIVE <i>Richard Ahe</i> <i>Acting Team Leader Finance Sec.</i>	
SIGNATURE 	



# FINANCIAL IDENTIFICATION

PRIVACY STATEMENT [http://ec.europa.eu/budget/library/execution/privacy\\_statement\\_en.pdf](http://ec.europa.eu/budget/library/execution/privacy_statement_en.pdf)

ACCOUNT NAME (3)	
ACCOUNT NAME (1)	TCF PE 2
ADDRESS	Pacific Islands Forum Secretariat Ratu Sukuna Road
TOWN/CITY	Suva
COUNTRY	Fiji
POSTCODE	

(1) The name or title under which the account has been opened and not the name of the authorized agent


CONTACT	Richard Alu	
TELEPHONE	3220354	FAX
E - MAIL	RichardA@forumsec.org.fj	

BANK	
BANK NAME	ANZ Bank
BRANCH ADDRESS	ANZ House Victoria Parade Suva
TOWN/CITY	Suva
COUNTRY	Fiji
ACCOUNT NUMBER	11753713
IBAN (2)	BSB Number:010890 & Swift Code: ANZBFJFX

(2) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated

REMARKS :

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE
(Both obligatory)



DATE + SIGNATURE OF ACCOUNT HOLDER :
(Obligatory)

*[Signature]*  
31/7/2013

(3) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated, the signature of the bank representative is not required. The signature of the account holder is obligatory in all cases.



29<sup>th</sup> July 2013

**To Whom It May Concern**

Dear Sir/Madam

RE: Confirmation of New Account

We refer to your letter dated 18/07/2017 requesting for a new account and confirm the following Bank account details:

**Account Name:** TCF PE 2

**Account Number:** 11753713

**Bank:** ANZ Banking Group Ltd

**Swift Code:** ANZBFJFX

**BSB Number:** 010 890

Hope the above information suffices.

Please do not hesitate to contact me should you require any clarifications.

Yours faithfully

A handwritten signature in black ink, appearing to read 'June Work'.

June Work  
Manager's Assistant  
NGO & NPO

**Small Business**

Level 3, ANZ House , Victoria Parade, Suva  
P O Box 179, Suva Fiji | Phone: (679) 321 3360 | Fax: (679) 330 3795  
Email: June.Work@anz.com | www.anz.com/fiji

