



Pacific  
Community  
Communauté  
du Pacifique

# 3<sup>rd</sup> Heads of Maritime Meeting

25 – 29 November 2024  
Honiara, Solomon Islands

## Outcome

### MEETING BACKGROUND

1. The 3<sup>rd</sup> Heads of Maritime (HoM) was organised by the Pacific Community's (SPC) with support of the UK Government, the International Maritime Organization (IMO), European Union (EU) and hosted by Solomon Islands. The Deputy Chairperson, Fiji chaired the Meeting upon request of the current Chairperson, Papua New Guinea. The meeting was held at the Forum Fisheries Agencies Conference Centre, Honiara, Solomon Islands from the 25 – 29 November 2024.
2. The meeting was convened for heads of maritime from Pacific Island Countries and Territories (PICTs), Council of Regional Organizations of the Pacific (CROP) agencies and development partners.
3. The main purposes of this meeting were as follows:
  - (i) To address the full scope of the members' maritime sectors and the work of their administrations. It was an opportunity to extend discussion beyond the current SPC work programme, providing a holistic perspective critical for long-term planning. This approach also supports organizations and partners by highlighting national and regional issues in the maritime sector. The meeting served as an opportunity to promote regional cooperation and strengthen engagement with international development partners in tackling sustainable development challenges.
  - (ii) Review and consider the POMF subzero draft version 7 and the Terms of Reference of the HoM for future meetings.
4. The Meeting Agenda is in **Annex 1**.
5. The Meeting was attended by representatives from the following SPC members: Cook Islands, Fiji, French Polynesia, Kiribati, Nauru, New Zealand, Niue, Papua New Guinea, Republic of the Marshall Islands, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu. CROP agencies and affiliated associations which participated in the meeting were the SPC and Secretariat of the Pacific Regional Environment Programme (SPREP).
6. Delegates from the following observers attended the meeting: : Asian Development Bank (ADB) Delegation of the European Union for the Pacific, IMO, Maritime New Zealand



(MNZ), Pacific Regional Infrastructure Facility (PRIF), Pacific Women In Maritime Association (PacWIMA), Secretariat of the Pacific Regional Environmental Programme (SPREP), Solomon Islands Port Authority (SIPA), South-West Pacific Hydrographic Commission (SWPHC), United Kingdom Government, United Nations Development Programme (UNDP), United Nations Economic and Social Commission for Asia and Pacific (UNESCAP) and World Bank (WB).

7. The list of delegates is in **Annex 2**.

## **HIGH-LEVEL OPENING**

8. The meeting commenced with a word of prayer by Bishop George Takeli, followed by the high-level opening by the Honourable Jeremiah Manele, the Prime Minister of Solomon Islands who warmly welcomed participants to Honiara for the 3<sup>rd</sup> HoM, emphasizing the critical role of the maritime sector in connectivity, economic growth, and community resilience. He highlighted progress led by the Solomon Islands Maritime Authority (SIMA), including capacity-building, raising the maritime sector's profile, and adopting strategies like the Maritime Labour Mobility and Shipping Registry National Roadmap. The Prime Minister emphasised the importance of regional collaboration and encouraged technical cooperation to enhance safety, security, and environmental protection. He commended the development of the Pacific One-Maritime Framework, aligning with the 2050 Strategy for the Blue Pacific, and called on development partners to support large-scale maritime initiatives. Expressing gratitude to SPC, the UK, EU, and IMO for their support, he formally opened the meeting, fostering unity and sustainable maritime growth across the Pacific.
9. The keynote address delivered by SPC's Director of GEM Division, Ms. Rhonda Robinson, acknowledged the presence of Hon. Jeremiah Manele, Prime Minister of Solomon Islands, and H.E. Tom Coward, UK High Commissioner to Solomon Islands, and expressed gratitude to the Solomon Islands government and Solomon Islands Maritime Authority (SIMA) for hosting the meeting. Ms. Robinson emphasized the importance of the Heads of Maritime Meeting as a platform for evaluating progress, sharing insights, and addressing maritime challenges in the Pacific region. She highlighted the significance of the Pacific One-Maritime Framework in aligning efforts with the 2050 Strategy for the Blue Pacific Continent. Ms. Robinson called for flexible approaches to regional commitments and encouraged all members to share their perspectives. She concluded by thanking the Solomon Islands Maritime Authority, the government, and the delegates for their continued commitment.
10. This was followed by the keynote remarks delivered by H.E. Mr Tom Coward, the UK High Commissioner who congratulated the Solomon Islands Maritime Authority for hosting the event and expressed appreciation to the Pacific Community and the Pacific Islands Forum Fisheries Agency for their support. Mr. Coward highlighted the UK's commitment to enhancing maritime governance and capacity in the Pacific through the Integrated Ocean Management and Maritime Governance Programme. He emphasized the importance of the maritime sector for socio-economic development and the need to address challenges such as greenhouse gas emissions and maritime safety.



11. The HoM acknowledged the presentation provided by SIMA which outlined the work progress that has been achieved at a national level particularly in the development of national plans such as the Solomon Maritime 2020 – 2025. It was noted that whilst challenges remain, the maritime transport strategy focuses on capacity-building, resource mobilisation, partnerships and collaboration to progress national maritime transport initiatives.

## **MEETING PROCEEDINGS**

12. The third HoM recalled the outcomes from the second HoM meeting which took place in April 2024 and noted the need to provide adequate support for participation by members to HoM convenings.
13. The agenda was adopted following a motion proposed by Solomon Islands and seconded by Cook Islands. The motion incorporated Tonga's request to include a presentation on the Long-Range Identification and Tracking (LRIT) system, with Solomon Islands agreeing to share their experiences and insights from their LRIT project.
14. The HoM noted the informal discussions on the HoM Terms of Reference, in particular the comments on the draft text. The Secretariat was tasked with incorporating amendments from members for review, discussion and recommendation by the HoM Drafting Committee to the HoM.
15. The meeting established a Drafting Committee to review the HoM Terms of Reference and outcomes. Members included Cook Islands, Fiji, Republic of Marshall Islands, New Zealand, Solomon Islands, Tonga, Papua New Guinea and Vanuatu and SPC.
16. The summary of discussions is in **Annex 3**.

## **DEVELOPMENT OF POMF**

17. The Chairperson of the POMF Steering Committee (SC) highlighted the extensive discussions held during the 2<sup>nd</sup> Steering Committee meeting on Version 7 of the POMF. Following these deliberations, three recommendations were made to the HoM, all of which were accepted:
- (i) feedback from the 2<sup>nd</sup> SC and countries be incorporated into version 7 of the POMF and strengthen the areas identified in the SC meeting minutes.
  - (ii) the amended timeline in the POMF Terms of Reference for the years 2025 and 2026 as proposed by the SC.
  - (iii) the Advocacy and Communication Strategy for national consultations and request support as detailed in the 2<sup>nd</sup> SC meeting minutes.

## **PRESENTATIONS AT HOM**

### ***Legislation and Governance***

18. *Monitoring performance of the maritime administration by Solomon Islands.* The HoM noted the importance of improving performance in implementing maritime obligations and encouraged members to develop Monitoring, Evaluation, Accountability and Learning (MEAL) capacity and system with support of SPC.
19. *Development Cooperation between Maritime Authorities by Papua New Guinea.* The HoM acknowledged technical cooperation arrangements for maritime development between the maritime authorities of Fiji, Papua New Guinea, Solomon Islands and Vanuatu and support the implementation of sub-regional maritime development programme, encouraging members to consider such arrangements and calling on development partners to assist with development programme implementation.

### ***Safety and Security***

20. *IMO Technical Cooperation Developments in the Pacific by IMO.* The HoM noted the presentation by IMO and the request to apply directly to IMO for any project. The HoM further recognised IMO's expertise, technical cooperation and requested integrated country programmes. Members were encouraged to consider the Whole of Government Approach to Maritime Security.
21. *ADB Project on strengthening domestic shipping in Tuvalu.* The HoM noted the ADB Project on strengthening domestic shipping in Tuvalu and recognised capacity building assistance and tools for vessel operations and maintenance that may potentially be implemented by PICTs.
22. *UNDP Programmes in the Maritime Sector.* The HoM noted the project funded by UNDP in Fiji. The HoM acknowledged that the project is only applicable in Fiji and could be considered regionally in the future. The HoM also considered that the project is important in addressing security concerns in remote island communities but also encouraged the presence of border security agencies as awareness at sea. The HoM also encouraged that the UNDP project on security be linked to the IMO work in the region.
23. *A Blue Transformation for the Pacific Maritime Transport by World Bank.* The HoM acknowledged the World Bank Study and other World Bank operations in the maritime sector in the Pacific. The HoM noted the various World Bank projects in Kiribati, Tuvalu and Tonga. The HoM requested consideration of flexibility on requirements and policies of the World Bank on implementation of projects. The HoM called for action and support in improving maritime safety services and infrastructure in PICTs, with a multi-faceted approach particularly in domestic shipping.

### ***Green Maritime Transport and Ports***

24. *Country presentation and the Low Carbon Sea Transport Project by Republic of Marshall Islands.* The HoM noted the progress made in the decarbonization of Maritime sector in



the RMI including the deployment of SV Juren Ae, the Ministerial Council of the Pacific Blue Shipping Partnership to be held in 2025 and the negotiations on GHG emissions reduction from international shipping at IMO. The HoM requested RMI to share data for their information on the operations and functionality of the SV Juren Ae.

25. *Solomon Islands Plan for a Sustainable Maritime Future*. The HoM noted the progress in developing its Plan for a Sustainable Maritime Future, outlining strategies for greener shipping and ports, and called on development partners to support pilot projects that align with PICTs' policies and initiatives to reduce maritime greenhouse gas emissions.

### ***Resilient Maritime Transport and Infrastructure***

26. *Port Infrastructure Development by Solomon Islands Port Authority (SIPA)*. The HoM acknowledged port development in the Solomon Islands incorporating green port strategy to reduce carbon footprint and improve resilience.

### ***Clean Maritime Transport and Ports***

27. *Fiji Joint Derelict Vessels Removal Committee*. The HoM supported Fiji's initiative for removal of derelict vessels and their call for public private partnership and regional solutions.
28. *A future for PacPlan by SPREP*. The HoM noted the analysis and proposed review of the PacPlan and agreed<sup>1</sup> to collaborate with SPREP to utilise the POMF to strengthen and resource the PacPlan.

### ***Digital Navigation and Trade Facilitation***

29. *Escales online services by French Polynesia*. The HoM considered the presentation by French Polynesia on ESCALES, a digital tool, designed to enhance the management of stopovers within the French Polynesia territory. The HoM acknowledged the potential of this initiative to set a benchmark for PICTs, emphasizing the role of digital innovation in advancing stopover management practices.
30. *Sustainable Maritime Connectivity – Asia/Pacific Dialogue by UNESCAP*. The HoM noted UNESCAP's role in promoting sustainable maritime connectivity across Asia and the Pacific, focusing on enhancing port safety, digitalization, and resilience, with examples of UNESCAP's efforts to support national and regional initiatives aimed at developing efficient, low-carbon, and accessible port cities. The HoM requested that UNESCAP expand their digitalization and resilience projects to other PICTs.
31. *LRIT implementation by the Solomon Islands*. The HoM acknowledged the implementation of LRIT (Long-Range Identification and Tracking) project in Solomon Islands, which emphasized key insights into project costs and the importance of understanding technical and regulatory requirements. The HoM discussed the need to carefully consider the implementation of LRIT, noting the cost implications.

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<sup>1</sup> RMI will consult internally with Environment Protection Authority.

### ***Gender-just, inclusive and accessible***

32. *Regional Strategy for Pacific Women in Maritime 2025 – 2030 by PacWIMA.* The HoM acknowledged the need to align the proposed Regional Strategy for Pacific Women In Maritime 2025 – 2030 into the POMF and urged Members to assist the State Women in Maritime Associations, noting the call for support at the national level for the “Adopt-a-Ship” programs to enhance maritime education and industry engagement.
33. *Women in Border Agencies by UNDP.* The HoM noted the lessons learned from the project by UNDP on empowering women in maritime and border agencies in Fiji. The HoM called on UNDP to consider regionalizing the project.

### **TERMS OF REFERENCE FOR HEADS OF MARITIME**

34. The meeting reviewed and adopted the **ToR for the Heads of Maritime Meeting** as detailed in **Annex 4** for implementation from 2025. The purpose of the TOR is to structure and guide the meeting arrangements of the HoM.

### **HEADS OF MARITIME MEETING OUTCOME**

35. The meeting expressed its appreciation to PICTs, CROP Agencies and development partners for their participation and sharing of information in this meeting.
36. The meeting conveyed its heartfelt appreciation to the Solomon Islands in the success of the event. Gratitude was also extended to SIMA and SPC for their effective planning and coordination, ensuring the meeting was conducted seamlessly.

**ADOPTED IN HONIARA, SOLOMON ISLANDS THIS 29<sup>TH</sup> DAY OF NOVEMBER 2024.**



## ANNEX 1 – MEETING AGENDA

### SECOND PACIFIC ONE-MARITIME FRAMEWORK STEERING COMMITTEE MEETING THIRD REGIONAL HEADS OF MARITIME MEETING HONIARA, SOLOMON ISLANDS AGENDA

25 – 29 November 2024

Hosted by the Government of Solomon Islands and the Solomon Islands Maritime Authority

MONDAY, 25TH NOVEMBER

| SECOND PACIFIC ONE-MARITIME FRAMEWORK (POMF) STEERING COMMITTEE MEETING |  |                                   |
|---|--|-----------------------------------|
| Time  | Agenda Details   | Facilitator                       |
| 0730  | Hotel Pick up from Solomon Kitano Mendana Hotel (3 buses)  | SIMA                              |
| 0830 – 0900   | Registration   | SPC and SIMA                      |
| 0900 – 0930   | <b>Official opening of 2<sup>nd</sup> POMF Steering Committee Meeting</b><br><br>Opening Prayer<br><br><i>Welcome by Hon. Manasseh Maelanga, Minister for Infrastructure Development (MID).</i><br><br><b>Opening Remarks:</b> <ul style="list-style-type: none"><li>• European Union (EU) (Virtual)</li><li>• International Maritime Organization (IMO)</li><li>• Pacific Community (SPC).</li></ul> Overview of the weeks Agenda | SIMA (MC)                         |
| 0930 – 1000   | <b>POMF Meeting Proceedings</b> <ul style="list-style-type: none"><li>• Adoption of POMF agenda</li><li>• Review of minutes from the 1<sup>st</sup> Steering Committee</li><li>• Reflection on the development of the POMF process and achievements against objectives</li></ul> POMF Strategies-Pathways-Goals infographics   | Chairperson - POMF Secretariat    |
| 1000 – 1030   | <b>Morning tea</b>   |                                   |
| 1030 – 1230   | Review of the POMF version 7   | Chairperson<br>Deputy Chairperson |
| 1230 – 1330   | <b>Lunch</b>   |                                   |
| 1330 – 1500   | <ul style="list-style-type: none"><li>• POMF engagement and communication</li><li>• Approach towards the development of the POMF towards 6<sup>th</sup> PRETMM</li></ul> <i>POMF adjourned until Tuesday afternoon</i>   | Secretariat                       |
| 1500 – 1530   | <b>Afternoon tea</b>   |                                   |

|                    |  |                              |
|--------------------|--|------------------------------|
| <b>1530 – 1700</b> | HoM3 ToR Contact Group<br>Review of HoM3 ToR ( <i>Informal session</i> ) | Chair of HOM/<br>Secretariat |
|--------------------|--|------------------------------|

## WELCOME RECEPTION

|                    |   |                                     |
|--------------------|---|-------------------------------------|
| <b>1800 – 2200</b> | Venue: Solomon Kitano Mendana Hotel<br>Welcome by Hon. Manasseh Maelanga, Minister MID<br>Cultural Performances<br>Acknowledgements<br>Cocktail and entertainment | Facilitated by Joash<br>Bella, SIMA |
|--------------------|---|-------------------------------------|



# SECOND PACIFIC ONE-MARITIME FRAMEWORK STEERING COMMITTEE MEETING

## THIRD REGIONAL HEADS OF MARITIME MEETING HONIARA, SOLOMON ISLANDS

### AGENDA

25 – 29 November 2024

TUESDAY, 26TH NOVEMBER

| THIRD REGIONAL HEADS OF MARITIME MEETING        |  |  |
|---|--|--|
| 0630 - 0800                                     | Hotel Pick up from Solomon Kitano Mendana Hotel  | SIMA   |
| 0830 – 0900                                     | Registration   | SPC and SIMA   |
| 0900 – 1000                                     | <b>High-level opening of the Third Regional Heads of Maritime Meeting</b><br><i>Prayer by Bp. George Takeli</i><br><i>Welcome &amp; opening by Hon. Jeremiah Manele, Prime Minister</i><br><i>Keynote address</i> <ul style="list-style-type: none"><li>• <i>Pacific Community</i></li><li>• <i>UK</i></li></ul> <i>Presentation by SIMA: Solomon Maritime 2020-2050</i> | <i>Facilitated by Solomon Islands</i>                          |
| 1000 – 1030                                     | <b>Group Photograph &amp; Morning tea</b>  |  |
| 1030 – 1230                                     | <b>Heads of Maritime Meeting Proceedings</b> <ul style="list-style-type: none"><li>• Review outcome of HoM2</li><li>• Adopt agenda for HoM3</li><li>• Review of HoM Terms of Reference</li><li>• Form HoM3 Drafting Committee</li></ul> <i>HoM3 adjourned until Wednesday afternoon</i>  | Chairperson HOM/ Secretariat                                   |
| 1230 – 1330                                     | <b>Lunch</b>   |  |
| SECOND POMF STEERING COMMITTEE MEETING (CONT'D) |  |  |
| 1330 – 1500                                     | Review of amendments POMF Steering Committee Terms of Reference <ul style="list-style-type: none"><li>- Timelines</li><li>- Role of SC</li></ul>   | Secretariat<br>Chairperson - POMF<br>Deputy Chairperson - POMF |
|   | Recommendations from POMF SCM to HoM3<br>Next steps<br>AOB   | Secretariat<br>Chairperson - POMF<br>Deputy Chairperson - POMF |
| 1500 – 1530                                     | <b>Afternoon tea</b>   |  |
| 1530 – 1700                                     | POMF 2 <sup>nd</sup> SC meeting minutes approval<br><i>End SCM2</i>  | Secretariat<br>Chairperson<br>Deputy Chairperson               |

TUESDAY, 26TH NOVEMBER

**PRE-DINNER DRINKS**

**1800 – 1900**

Venue: UK High Commissioner Residence, Tanuli

Hosted by UK High Commission in Solomon Islands

Transportation provided

**2000 – 2100**

HoM3 Drafting Committee



# SECOND PACIFIC ONE-MARITIME FRAMEWORK STEERING COMMITTEE MEETING

## THIRD REGIONAL HEADS OF MARITIME MEETING HONIARA, SOLOMON ISLANDS

### AGENDA

25 – 29 November 2024

#### WEDNESDAY, 27TH NOVEMBER MORNING

| FIELD TRIP TO TULAGI, CENTRAL ISLANDS PROVINCE |   |                      |
|--|---|----------------------|
| 0730   | Pick up from hotels   | SIMA                 |
| 0800 – 0900                                    | Trip to Tulagi, Central Islands Province by MV Auki Express                   | Franjti Shipping Ltd |
| <i>Facilitated by George Tutu</i>              |   |                      |
| 0900 – 0920                                    | Traditional Welcome by Chief and the Central Islands Provincial Government    | Tulagi Tours         |
| 0920 – 0930                                    | <b>Official Photograph</b>  |                      |
| 0930 – 0945                                    | Transport by bus to DOCM  | SIMA                 |
| 0945 – 1045                                    | Morning tea<br>Traditional entertainment and display of traditional artifacts | DOCM                 |
| 1045 – 1100                                    | Transport by bus to MV Auki Express and boarding                              | SIMA                 |
| 1100 – 1200                                    | Trip to Honiara by MV Auki Express  | Franjti Shipping Ltd |
| 1200 – 1245                                    | Guest to fresh up at the hotel  | SIMA                 |
| 1245 – 1300                                    | Transport by bus to FFA   | SIMA                 |
| 1300 – 1400                                    | <b>Lunch</b>  |                      |

| THIRD REGIONAL HEADS OF MARITIME MEETING |   |                               |
|--|---|-------------------------------|
| <b>Wednesday 27 November AFTERNOON</b>   |   |                               |
| 1400 – 1530                              | Presentation of POMF proposed zero draft to HoM               | Chair of POMF/<br>Secretariat |
| 1530 – 1600                              | <b>Afternoon tea</b>  |                               |
| 1600 – 1700                              | POMF discussions – Decision of the proposed zero draft by HoM | Chair of HOM/<br>Secretariat  |
| 1730 – 1830                              | HoM3 Drafting Committee                                       |                               |

# SECOND PACIFIC ONE-MARITIME FRAMEWORK STEERING COMMITTEE MEETING

## THIRD REGIONAL HEADS OF MARITIME MEETING HONIARA, SOLOMON ISLANDS

### AGENDA

25 – 29 November 2024

THURSDAY, 28TH NOVEMBER

| THIRD REGIONAL HEADS OF MARITIME MEETING |   |  |
|--|---|--|
|  |   |  |
| <b>Session 1</b>                         | <b>Legislation and Governance</b>   | <b>Facilitator: Yoli Tom'tavala, SPC</b> |
| <b>8.30 - 9.00</b>                       | Monitoring performance of the maritime administration   | Solomon Islands                          |
| <b>0900 – 0930</b>                       | Development Cooperation between Maritime Authorities  | Papua New Guinea                         |
| <b>Session 2</b>                         | <b>Safety and Security</b>  | <b>Facilitator: Yoli Tom'tavala, SPC</b> |
| <b>0930 – 1000</b>                       | IMO Technical Cooperation Developments in the Pacific   | IMO<br>Louise Proctor                    |
| <b>1000-1030</b>                         | ADB Programmes in the region  | ADB (Virtual)<br>Trevor Larkin           |
| <b>1000 – 1030</b>                       | <b>Morning tea</b>  |  |
| <b>Session 3</b>                         | <b>Green Maritime Transport and Ports</b>   | <b>Facilitator: Amelia Bola, SPC</b>     |
| <b>1030-1100</b>                         | Marshall Islands – Country Presentation   | RMI<br>Joshua Lakabung<br>Maria Sahib    |
| <b>1100 – 1130</b>                       | Low Carbon Sea Transport Project  | RMI/ GIZ<br>Raffael Held                 |
| <b>Session 4</b>                         | <b>Resilient Maritime Transport and Infrastructure</b>  | <b>Facilitator: Amelia Bola, SPC</b>     |
| <b>1200 – 1230</b>                       | Solomon Islands Plan for a Sustainable Maritime Future  | Allan Ofea                               |
| <b>1230-1300</b>                         | Port Infrastructure Development in Solomon Islands  | Solomon Islands<br>Eranda Kotelawala     |
| <b>1330 – 1330</b>                       | <b>Lunch</b>  |  |
| <b>Session 5</b>                         | <b>Clean Maritime Transport and Ports</b>   | <b>Facilitator: Paul Irving, SPREP</b>   |
| <b>1430</b>                              | Update on the 4th Cleaner Pacific Roundtable (TBC)<br>PACPLAN Spill Preparedness and Response Executive Leadership<br><br>Derelicts | SPREP<br><br>Paul Irving                 |
| <b>1500 – 1530</b>                       | <b>Afternoon tea</b>  |  |
| <b>1530 – 1700</b>                       | Update on the 4th Cleaner Pacific Roundtable (TBC)<br>PACPLAN Spill Preparedness and Response Executive Leadership                  | SPREP                                    |



|                    |                         |   |
|--------------------|-------------------------|---|
|                    | Derelicts               |   |
|                    | HOM TOR – TBC           | Chair of Drafting Committee/<br>Secretariat |
| <b>1730 – 1830</b> | HoM3 Drafting Committee |   |

## SECOND PACIFIC ONE-MARITIME FRAMEWORK STEERING COMMITTEE MEETING

### THIRD REGIONAL HEADS OF MARITIME MEETING

#### AGENDA

25 – 29 November 2024

FRIDAY, 28TH NOVEMBER

| THIRD REGIONAL HEADS OF MARITIME MEETING |   |   |
|--|---|---|
| <b>0630 – 0800</b>                       | Hotel Pick up from Solomon Kitano Mendana Hotel   | SIMA  |
| <b>Session 6</b>                         | <b>Safety and Security</b>  | <b>Facilitator: Yoli Tom'tavala, SPC</b>                    |
| <b>0900-0945</b>                         | UNDP Programmes in the Maritime Sector ,  | UNDP (virtual)<br><i>Christopher Yee</i>                    |
| <b>00945-1030</b>                        | A Blue Transformation for the Pacific Maritime Transport  | World Bank (virtual)<br><i>Anita Shrestha</i>               |
| <b>1030 – 1100</b>                       | <b>Morning tea</b>  |   |
| <b>Session 7</b>                         | <b>Digital Navigation and Trade Facilitation</b>  | <b>Facilitator: Amelia Bola, SPC</b>                        |
| <b>1100-1130</b>                         | Escales -Online services  | French Polynesia<br><i>Robin Codier</i>                     |
| <b>1130-1215</b>                         | Sustainable Maritime Connectivity – Asia/ Pacific Dialogue  | UNESCAP<br>(virtual)<br><br><i>Azhar Jaimurzina Ducrest</i> |
| <b>1215-1245</b>                         | LRIT application: Solomon Islands   | Solomon Islands<br><i>Allan Ofea</i>                        |
| <b>Session 8</b>                         | <b>Gender-just, inclusive and accessible</b>  | <b>Facilitator: Mavis Joseph-Logavatu, SPC</b>              |
| <b>1245-1315</b>                         | Regional Strategy for Women in Maritime   | PACWIMA EC  |
| <b>1315-1445</b>                         | Women in Border Agencies  | UNDP<br>(virtual)   |
| <b>1445-1530</b>                         | <b>Lunch</b>  |   |
|  | HoM3 Outcomes Review and Adoption   | Chair of HoM/ Secretariat                                   |
| <b>1600</b>                              | HoM3 Official Closing   |   |
| FAREWELL RECEPTION                       |   |   |
| <b>1800 – 2200</b>                       | Venue: Solomon Kitano Mendana Hotel<br>Welcome by Mr. Allan Lilia, Permanent Secretary MID<br>Cultural Performances<br>Acknowledgements<br>Cocktail and entertainment | Facilitated by Francis Pita, SIMA                           |





## ANNEX 2 – LIST OF DELEGATES





### ANNEX 3 – SUMMARY OF DISCUSSIONS

MONDAY 25 NOVEMBER 2024

| TIME        | PARTICULARS                                  | SUMMARY OF DISCUSSIONS  |
|-------------|--|---|
| 1530 – 1700 | <b>Review of HoM3 TOR (informal session)</b> |   |
| Secretariat | HoM3 ToR Contact Group                       | During the meeting, Tonga inquired about the major changes to the Terms of Reference (TOR) for the Heads of Maritime (HoM) and sought clarification on the reasons behind the latest iterations. The Secretariat explained that these changes were influenced by sectoral convenings and were intended to guide future HoM meetings. Tokelau asked if there were issues with past convenings, with the Secretariat explaining that the HoM TOR, presented in April 2024, was not endorsed, prompting this revisitation. Republic of Marshall Islands requested a comparison with the original TOR, and Solomon Islands suggested reviewing the document paragraph by paragraph. The Secretariat walked participants through the document's sections, addressing membership, roles, decision-making, and procedures. Key points raised included ensuring the right participants attend meetings, clarifying decision-making responsibilities, and the flexibility of representation for HoM members unable to attend. Discussions also covered chairpersonship rotation, tenure length etc. The group discussed the logistics of hosting and chairing meetings, with the possibility of rotating the chairpersonship annually or for a longer tenure. The meeting ended with an agreement on several changes to the TOR, including the decision-making process and membership structure. Tonga inquired about the decision to combine ocean and maritime into one, suggesting that separating them might strengthen maritime issues. The Secretariat explained the history of SPC, |



|  |   |
|--|---|
|  | leading up to an internal review led to the merger of maritime transport and economic development, and subsequently, maritime transport and ocean were combined under the Oceanic and Maritime Programme (OMP). This structure is currently being reviewed again. Tonga also noted that at the national level, maritime is often incorporated into infrastructure, with roads and land transport typically taking precedence. |
|--|---|

## TUESDAY 26 NOVEMBER 2024

| TIME                            | PARTICULARS                                  | SUMMARY OF DISCUSSIONS  |
|---------------------------------|--|---|
| 1030 – 1230                     | <b>Heads of Maritime Meeting Proceedings</b> |   |
| Chairperson HoM/<br>Secretariat | Review meeting outcomes of HoM2              | The Chairperson of HoM reminded members that the session was for review only and not for endorsement. The SPC Secretariat presented the minutes, after which Kiribati raised concerns about inconsistent delegate sponsorship, referencing a prior request for two participants that was declined despite observations that other countries had two delegates funded. SPC clarified that funding typically covers one delegate, with additional requests considered based on available resources. Tonga supported Kiribati's points, stressing the need for equitable representation and continuity, proposing that the ToR explicitly allow for two delegates per country. The SPC Secretariat acknowledged the feedback and confirmed that the ToR would be updated to guide future logistical arrangements. The Chairperson agreed on the need for two participants for continuity and moved on to the next agenda item. |

|  |                                  |  |
|--|----------------------------------|--|
|  | Adopt agenda for HoM3            | The Chairperson of HOM invited the Secretariat to present the meeting agenda. Tonga proposed adding LRIT (Long-Range Identification and Tracking) to the agenda, highlighting interest in understanding regional adoption, associated challenges, and the costs of annual fees. The Chairperson acknowledged the proposal and suggested including it for broader learning. Solomon Islands shared their experience with an IMSO-supported project, noting initial funding coverage and challenges with usage and expenses, and offered to present their findings digitally. The Chairperson confirmed the inclusion of LRIT in the agenda and, with no further comments, the agenda was moved and seconded.  |
|  | Review of HoM Terms of Reference | Tonga raised a question about the role of the IMO Regional Presence Office (RPO) and sought clarification on the frequency of ToR reviews, which the Secretariat confirmed occur every 2-3 years with provisions for interim revisions. Solomon Islands asked for clarity on the IMO RPO and its relationship with SPC, with the Secretariat confirming that the RPO will operate as an IMO office co-located at SPC. Tokelau questioned whether IMO's presence as an observer aligned with its operational role at SPC. IMO reiterated its observer role and explained that the RPO, still under establishment, would be co-located at SPC for three years. The Republic of the Marshall Islands emphasized the need for clarity in the ToR to avoid confusion between SPC and IMO roles. Kiribati stressed the importance of clearly defining the membership structure of the Heads of Maritime (HOM) to ensure targeted participation. Solomon Islands suggested explicitly stating HOM's authority in the ToR for clarity. |
|  | Form HoM3 Drafting Committee     | The Chairperson requested volunteers and announced the formation of the HoM Drafting Committee, comprising representatives from Cook Islands, Fiji, Republic of Marshall Islands, New Zealand, Solomon Islands, Tonga, Papua New Guinea, Vanuatu and the Secretariat. The Drafting Committee will collaborate with the Secretariat on finalizing the Outcomes of HoM and ToR. The Secretariat proposed two options: either reconvene the full membership to review the ToR or have the Drafting Committee address the remaining aspects and present them for approval at a future convening. Solomon Islands, Republic   |



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|  |  | of Marshall Islands (RMI), and Cook Islands expressed preference for the second option. |
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### WEDNESDAY 27 NOVEMBER 2024

| TIME                                   | PARTICULARS   | SUMMARY OF DISCUSSIONS   |
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| 1400 – 1500                            | <b>Presentation of POMF proposed zero draft to HoM</b>                |  |
| <b>Chairperson<br/>HoM/Secretariat</b> | Presentation of POMF proposed zero draft by Chairperson POM SC to HoM | <p>The Chairperson of POMF Steering Committee acknowledged the generous support of sponsors Friendly Shipping and Marina Shipping for the Tulagi tour and expressed gratitude to the staff and the people of the Solomon Islands, highlighting the country's beauty. He acknowledged that extensive discussions were held on the POMF, with two key points: amending the timeline for the POMF TOR and conducting a further review of the POMF.</p> <p>With no objections from the floor, the Chairperson of HOM expressed agreement with the three recommendations presented by the Chair of POMF Steering Committee, confirming the inclusion in the HOM Outcome Document:</p> <ul style="list-style-type: none"> <li>i. request feedback from the 2nd SC and countries to be incorporated into version 7 of the POMF and strengthen the areas identified in the SC meeting minutes;</li> <li>ii. approve the amended timeline in the POMF Terms of Reference for the years 2025 and 2026 as proposed by the SC;</li> <li>iii. agree to use the Advocacy and Communication Strategy for national consultations and request support as detailed in the 2nd SC meeting minutes.</li> </ul> |



THURSDAY 28 NOVEMBER 2024

| TIME   | PARTICULARS  | SUMMARY OF DISCUSSIONS   |
|--|--|--|
| 0900 – 1000  | <b>Session 1 Legislation and Governance</b>  |  |
| <b>Facilitator</b><br><b>Yolisaguyau</b><br><b>Tom'tavala, SPC</b> | Monitoring performance of the maritime administration by Solomon Islands – Refer PPT | Kiribati emphasized the importance of aligning the IMO III Code requirements with the Pacific One-Maritime Framework (POMF) to address challenges identified during IMSAS audits. Niue inquired about SPC's capacity-building support, particularly for training on international ship registry, but the Facilitator clarified that SPC historically does not focus on international shipping issues and recommended peer-to-peer knowledge sharing. Solomon Islands shared their strategy for achieving self-sufficiency, including revenue generation from international vessels, aids to navigation, and a ring-fenced budget for Monitoring, Evaluation, and Learning (MEL), supported partly through cost-sharing with SPC. They introduced the concept of “Solomon Maritime” as a transformative approach to their maritime sector. Tonga sought clarification on SPC's role in assisting Solomon Islands with strategic foresight and maritime strategies. Discussions also touched on whether recommendations from presentations should be included in the HoM outcomes. Delegates, including Tonga and Tokelau, suggested noting the progress of Solomon Islands and SPC without incorporating specific recommendations, while Niue and Tokelau highlighted the value of Solomon Islands' approach for advancing self-sufficiency and compliance. The Chairperson concluded that the Drafting Committee would consider these discussions for inclusion in the outcomes. |
|  | Development Cooperation between Maritime Authorities by Papua New Guinea – Refer PPT | Solomon Islands acknowledged Paul Unas from NMSA for his initiative at the 5 <sup>th</sup> PRETMM to standardize practices across countries to avoid competition and differing standards for seafarers. Vanuatu expressed satisfaction with their MOU progress and looked forward to signing another MOU with MSAF, emphasizing mutual learning among countries. The Republic of Marshall Islands commended  |

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|  |  | Papua New Guinea for their presentation and highlighted the importance of bridging gaps between international and national standards, noting challenges like capacity building despite acceding to international conventions. Fiji outlined plans for a January 2025 meeting in PNG, involving a collaborative review of work plans and thematic areas with SPC support. Tokelau, while supportive of sub-regional cooperation, suggested aligning efforts across regions and proposed honorary membership in such initiatives to benefit from valuable practices without formalizing an MOU. The Facilitator recommended pursuing bilateral arrangements for such collaborations.  |
| 1030 – 1100  | <b>Session 2 Safety and Security</b>                                     |   |
| <b>Facilitator</b><br><b>Yolisaguyau</b><br><b>Tom'tavala, SPC</b> | IMO Technical Cooperation Developments in the Pacific by IMO – Refer PPT | The Solomon Islands referenced their joint submission (TC 74/7/2) to the 74 <sup>th</sup> IMO Technical Cooperation (TC) Session, emphasizing the need for integrated technical cooperation programs and suggesting this be reflected in meeting outcomes. Tonga inquired about the scope of VMDTF funding, issues with SPREP's administration of DSA for GHG ISWG meetings, and low attendance at an ISM Code workshop. Niue acknowledged NZ and SPC's assistance for attending IMO meetings and requested future participation opportunities as a non-member state. Tokelau echoed similar concerns, seeking avenues for their voices to be heard, given their colonial status. IMO responded that the current TC programs follow the biennial plan approved at TC 73, with integrated programming set for 2026 and beyond. The VMDTF was confirmed to be limited to GHG meetings as approved by the IMO Council, and SPREP's involvement in DSA disbursement was an attempt to manage high application volumes, with future plans to use UNDP for such administration. IMO also assured tailored support for Niue and Tokelau and encouraged their participation in relevant activities and interventions. |
|  | ADB Project on strengthening domestic shipping in Tuvalu – Refer PPT     | Tokelau highlighted its political and legal restrictions in accessing funding from international and regional bodies despite having a recognized government, expressing concerns about how such constraints impact their ability to secure  |



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|   |   | <p>maritime transport funding, a pressing need they share with Tuvalu. ADB commended Tokelau's maritime efforts, particularly the Mataliki vessel project, as an example of valuable regional knowledge-sharing and noted differences in operational practices, such as the storage of workboats. Kiribati raised concerns about the need for comprehensive dredging support for all its islands under the Phase 2 project. ADB clarified that the Kiribati outer island project involves both WB and ADB efforts, with ADB focused on hydrographic surveys and aids to navigation while recognizing the country's rigorous environmental standards for dredging activities.</p>  |
| 1100 – 1200                                   | <b>Session 3 Green Maritime Transport and Ports</b>   |   |
| <b>Facilitator</b><br><b>Amelia Bola, SPC</b> | Country presentation and the Low Carbon Sea Transport Project by Republic of Marshall Islands – Refer PPT | <p>Solomon Islands expressed gratitude to GIZ for its leadership in constructing a new vessel, highlighting the need to explore operational details and assess potential adaptations, particularly regarding wind systems. GIZ confirmed that the vessel includes a ship monitoring system with Starlink for communication. Tokelau raised concerns about the levy system, questioning how it would work for their 479-tonne vessel, particularly regarding payment frequency (whether yearly or per trip), and the impact of paying the levy for foreign voyages. The Republic of the Marshall Islands explained their decade-long work on a decarbonization proposal for international shipping, targeting vessels over 400 GT. They emphasized that the proposed levy would not be permanent and would help mitigate climate impact and transport costs, with revenue generated aimed at benefiting members. The RMI also discussed ongoing discussions about the levy's disbursement and the challenge of balancing the need to reduce greenhouse gas emissions with the financial burdens placed on smaller vessels.</p> |
|   | Solomon Islands Plan for a Sustainable Maritime Future – Refer PPT  | <p>Tokelau expressed appreciation for the insights shared by Tuvalu and Vanuatu, retracting its previous position and offering support for 6PAC. SI emphasized that the purpose of meetings should go beyond just noting progress and called for actionable outcomes and commitments. RMI suggested presentations be shared without specific recommendations, allowing countries to consider the</p>  |



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|   |  | <p>information further. Kiribati praised SIMA's efforts on data collection and noted the importance of crafting a collective outcome from the meeting to present to their Drafting Committee. Niue expressed support for SIMA's work, while Tokelau emphasized the importance of maintaining a safe space for all members and encouraged direct communication between SIMA and donors. IMO commended SIMA's corporate plan, recognizing its potential for capacity building, and encouraged alignment with national maritime policies. IMO noted the call for development partners and would be happy to work with SIMA on their national priorities. Tonga clarified that the recommendations were intended for members to note and suggested they be taken to the Drafting Committee for further work.</p>  |
| 1200 – 1230                                       | <b>Session 4 Resilient Maritime Transport and Infrastructure</b>                     |   |
| <b>Facilitator</b><br><b>Sitalingi Payne, SPC</b> | Port Infrastructure Development by Solomon Islands Port Authority (SIPA) – Refer PPT | <p>RMI thanked the presenter for the informative session. New Zealand highlighted the importance of integrating resilience and carbon-friendly infrastructure into port development, especially regarding future fuels. SIPA responded by explaining their efforts to reduce carbon footprints through green port strategies and plans to introduce shore power and hybrid vehicles, while also expanding solar energy use at the domestic terminal. Kiribati expressed gratitude for the south-south cooperation, noting the significant knowledge gained from working with SIPA. SIPA emphasized their commitment to regional collaboration and offering their port design free of charge to others. Tonga inquired about port management, and SIPA clarified that they manage both the port and terminal operations, proving that a state-run port can be successful without privatization. French Polynesia shared challenges with wharf space and safety issues in Papeete ports and asked if SIPA's plans addressed segregation between passengers and freight, to which SIPA confirmed they are considering a dedicated passenger terminal as traffic increases.</p> |

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| 1400 – 1700                                     | <b>Session 5 Clean Maritime Transport and Ports</b>       |   |
| <b>Facilitator</b><br><b>Paul Irving, SPREP</b> | Fiji Joint Derelict Vessels Removal Committee – Refer PPT | Kiribati raised the issue of unexploded ordinances during the removal of derelict vessels, referencing a past discovery when constructing their jetty. Fiji clarified that the navy is responsible for handling such issues. SPREP explained that the session aimed to address contemporary wrecks, particularly post-WW2 wrecks, and discussed the potential for regional solutions. Niue inquired about the lessons learned from the grounding of the Manawaniu in New Zealand, which New Zealand explained is still an ongoing operation with salvage efforts underway. SPREP proposed an independent process for lessons learned and suggested another PacPLAN member country could lead it. French Polynesia shared a challenging case where they removed a grounded vessel at their own expense, costing \$2 million, and introduced a digital app called ESCAL to track vessel ownership and flag States. SPREP supported the idea of a regional vessel decommissioning site and advancing fee scales. Solomon Islands thanked Fiji for its presentation, highlighted ongoing challenges from the 2019 Solomon Trader grounding, and called for continued support in legal drafting and personnel training for pollution management, urging development partners to help address these issues. |
|   | A future for PacPlan by SPREP – Refer PPT                 | The Republic of the Marshall Islands thanked the presenters and expressed the need for further discussion with its EPA regarding PacPLAN. SPREP clarified that it administers PacPLAN and highlighted the need for a better framework in line with the POMF's pollution preparedness themes. RMI emphasized the importance of continued dialogue with the EPA. Tokelau raised concerns about the reactive nature of oil pollution response and suggested making it more proactive within the PacPLAN's thematic areas. Solomon Islands shared ongoing challenges related to the Solomon Trader incident and oil spills, calling for continued support for legal capacity and compensation mechanisms. Tonga questioned why SPREP had not developed a PacPLAN that is fit for purpose, suggesting a broader approach to marine pollution beyond just oil spills. SPREP responded, acknowledging the need for broader coverage, including issues like   |



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|  |  | chemical pollution, and clarified the importance of P&I insurance for vessels. Tokelau inquired about flag States' responsibility for liability, to which SPREP explained that flag States should ensure vessels have P&I insurance, but if not, the State could be liable. Vanuatu thanked SPREP for their presentation and encouraged the Drafting Committee to consider appropriate recommendations. |
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#### FRIDAY 29 NOVEMBER 2024

| TIME  | PARTICULARS                   | SUMMARY OF DISCUSSIONS  |
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| 0800 – 0900   | <b>HoM Terms of Reference</b> |   |
| <b>Chairperson<br/>HoM/Chairperson<br/>Drafting<br/>Committee/Secretariat</b> | HoM Terms of Reference        | The HoM discussion on the TOR highlighted diverse views. SPREP advocated for explicit reference in the TOR but later withdrew its request after clarifying the existing language in 4.1. RMI expressed satisfaction with the TOR and motioned for adoption, Solomon Islands emphasized the need for a comprehensive review by all members present of the draft TOR. The Chair of the Drafting Committee agreed to address the comments raised and proceed with the document's review. Tokelau highlighted that there were a few issues on the floor regarding recommendations on country updates and for the meeting to note that. The Secretariat clarified procedural matters, including the inclusion of a summary report post-meeting that will capture the discussion. Following the review of the ToR, Tokelau then seconded RMI's motion for the HoM TOR its adoption. With no objections raised, the Chairperson for the Drafting Committee declared the HoM TOR adopted. |



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| 0900 – 1030  | <b>Session 6 Safety and Security</b>   |  |
| <b>Facilitator</b><br><b>Yolisaguyau</b><br><b>Tom'tavala, SPC</b> | UNDP Programmes in the Maritime Sector – Refer PPT                                 | Tonga highlighted the importance of regionalizing efforts similar to those conducted in Fiji, requesting recommendations and a timeline for expanding initiatives regionally. The UNDP emphasized strengthening maritime governance in remote communities, leveraging technologies like STARLINK for communication, and addressing infrastructure limitations to monitor maritime activities, including drug trafficking. They also expressed intentions to collaborate with IMO and SPC for scaling projects in 2025. Solomon Islands noted the need for improved security awareness and coordination with IMO, especially on a Whole-of-Government approach, while raising concerns over international shipping security. French Polynesia offered to share insights on their digital application, ESCALE, as a potential regional solution. UNDP expressed openness to collaboration with regional partners, recognizing the value of shared expertise and integrated approaches. The facilitator and SPC-IMO team welcomed further engagement and regional expansion of the program. |
|  | A Blue Transformation for the Pacific Maritime Transport by World Bank – Refer PPT | Tonga raised concerns about civil works contracts being awarded to the lowest bidders due to limited participation, which often compromises quality. They also highlighted delays caused by contractors' reluctance to insure maritime works and requested the World Bank (WB) to explore solutions. The WB acknowledged these issues, noting similar challenges in Kiribati, such as high costs and limited bidder interest due to remoteness. They are exploring merit-based contracts and flexible insurance options but emphasized the need to balance cost and risk. Kiribati expressed gratitude for WB's support, shared lessons from Phase 1 of their maritime project, and indicated interest in Phase 2 preparations. The Secretariat raised concerns about inadequate legal drafting capacity in Pacific Island Countries (PICs) and sought WB support for enhancing SPC's resources to address this gap. WB took note of the request and suggested aligning it with broader legal framework priorities identified  |

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|   |  | during the WB President's recent visit to Fiji and requested the Secretariat to communicate with WB.  |
|   | Capacity-building opportunity under the SWPHC – Refer PPT.           | The Chairperson HoM sought the indulgence of the meeting and invited SWPHC to provide information on capacity building. The SWPHC shared capacity building opportunities provided, including the Hydrographic Leaders Programme and sought support of the HoM that when the State receives the invitation, that they consider nominating participants for these opportunities.  |
| 1100 – 1230                             | <b>Session 7 Digital Navigation and Trade Facilitation</b>           |   |
| <b>Facilitator<br/>Amelia Bola, SPC</b> | Escales online services by French Polynesia – Refer PPT              | New Zealand highlighted the positive impact of initiatives addressing maritime challenges, inquiring about the legislative framework and roadmap underpinning the ESCALES project. French Polynesia explained that regulatory adjustments began prior to project initiation and are evolving alongside the digitalization process, involving enforcement, funding redistribution, and user engagement. They emphasized the complexity of integrating legal, technical, and operational components while ensuring cybersecurity and compliance with privacy laws. French Polynesia also detailed the testing and approval process for digital applications, including previous projects involving ship papers and crew records. Kiribati queried the involvement of shipping agents in clearance processes, with French Polynesia clarifying that their fully digital system, supported by ESCALES, collaborates with government departments to manage vessel clearance and other port operations effectively. |
|   | Sustainable Maritime Connectivity – Asia/Pacific Dialogue by UNESCAP | Kiribati thanked UNESCAP for their presentation and invitation to attend the meeting in Busan, Korea. The delegation expressed their anticipation of collaborating with UNESCAP and the team, looking forward to working together on the project for enhancing their ports in the coming year.  |



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|  | LRIT implementation by the Solomon Islands – Refer PPT                             | Tonga and Kiribati queried about the cost and functionality of the Long-Range Identification and Tracking (LRIT) system. Solomon Islands shared that they pay £8,000 annually for LRIT, which includes an audit by IMSO and the service provider but emphasized that the system is not designed to track other vessels; additional costs would apply for such services. Solomon Islands recommended conducting a cost-benefit analysis before deciding on LRIT implementation. Tonga raised their concerns about the cost and data collection issues, particularly in relation to vessel tracking within their waters, and asked about the feasibility of accessing FFA systems for country-specific needs. Tokelau inquired about the management of LRIT obligations and suggested exploring alternative technologies for compliance with SOLAS obligations. SPC agreed to consult with FFA and report to the Members.   |
| 1230 – 1315  | <b>Session 8 Gender-just, inclusive and accessible</b>                             |   |
| <b>Facilitator<br/>Mavis Joseph-<br/>Logavatu, SPC</b> | Regional Strategy for Pacific Women in Maritime 2025 – 2030 by PacWIMA – Refer PPT | Tonga expressed gratitude for the support PacWIMA has received and emphasized the importance of incorporating their strategy into the POMF, urging member countries to encourage PacWIMA participation. They also suggested that financial support from UNDP could help strengthen women in the maritime sector. UNDP confirmed their past support for Fiji's initiatives and stated they were open to collaborating with PacWIMA, though they clarified that their scope of support had changed. Kiribati inquired about UNDP's work with both PacWIMA and national women's maritime associations, to which UNDP responded affirmatively but with limited scope. The Secretariat noted that UNDP funding would support local women in remote communities in 2025 and emphasized strengthening relationships with state WIMAs. Kiribati requested updates from SPC to keep state WIMAs informed, which SPC agreed. Additionally, the Secretariat shared that the MSAF CEO is a champion for women in maritime and had contributed to the resources and meeting space for Fiji WIMA. |
|  | Women in Border Agencies by UNDP – Refer PPT                                       |   |

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| 1315 – 1325   | <b>Other Matters</b>                    |   |
| <b>Chairperson HoM</b>  | Tonga                                   | Tonga raised two key concerns. Firstly, they emphasized the need for adequate time in drafting outcome documents and addressing critical issues during meetings to avoid rushed decision-making. Secondly, they highlighted their experience with SPC and SPREP interference at IMO meetings, urging that CROP agencies should only provide technical advice or assistance when explicitly requested by Member States. They also stressed the importance of clear communication and collaboration between CROP agencies and Member States to avoid any sense of disconnection, requesting that these concerns be reflected in the outcome document. |
|   | Solomon Islands                         | The Solomon Islands emphasized that the outcomes of the HoM meetings should be action-oriented rather than merely noting points. Solomon Islands further requested that presentations be concise, with clear recommendations for consideration by HoM and ample time should be allocated for discussions to ensure a shared understanding and focus on actionable outcomes.   |
| 1350 – 1500   | <b>HoM3 Drafting Committee</b>          |   |
| <b>HoM Drafting Committee/Secretariat</b>                         |   | Closed session to draft, discuss and review the HoM Outcome document proposed for adoption by the HoM3.   |
| 1500 – 1600   | <b>HoM3 Outcome Review and Adoption</b> |   |
| <b>Chairperson HoM/Chairperson Drafting Committee/Secretariat</b> | Adoption of HoM Outcome Document        | The HoM Outcome document was reviewed and adopted following a motion proposed by Cook Islands and seconded by Vanuatu.  |



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| 1600 – 1630                             | <b>Closing</b>                      |  |
| <b>Chairperson HoM/<br/>Secretariat</b> | <b>Comments and Closing Remarks</b> | <p>The Chairperson opened the floor for comments and RMI provide their remarks.</p> <p>RMI expressed deep gratitude for the warm hospitality received, highlighting the Pacific Ocean's central role in the gathering. As one of the world's largest flag States, RMI emphasized their responsibility to align maritime activities with global and national priorities, addressing both challenges and opportunities in the sector. They showcased their leadership in climate action, particularly in supporting the 1.5°C target and decarbonizing the maritime industry, efforts vital for combating climate change and ensuring the long-term viability of ocean resources. RMI reaffirmed their commitment to integrating Pacific perspectives into IMO discussions, sustaining the progress of the 6PAC Alliance as it approaches its 10<sup>th</sup> anniversary, and advancing the POMF. By working collectively at global and regional levels, RMI envisions an ocean that remains a source of strength, opportunity, and prosperity for all Pacific peoples.</p> <p>The Chairperson then gave Solomon Island the opportunity to provide some remarks.</p> <p>The Solomon Islands reflected on their journey since 2020, addressing regional cooperation and development challenges. Hosting the gathering was a significant decision, and the success was credited to the dedication and resilience of their team, who were acknowledged with gratitude. Despite the challenges, the staff consistently rose to the occasion, demonstrating the resilience inherent in the Solomon Islands. The Prime Minister and Government remain supportive of these efforts, even as the administration is still young. The next goal is to enhance community recognition of their initiatives, with events like the Tulagi tour. Gratitude was extended to the country delegates for their participation and to the Solomon Islands team for their outstanding organizational efforts.</p> |

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|                  | <p>The Chairperson thanked the Solomon Islands for their exceptional hospitality and then invited SPC to take the floor.</p> <p>SPC's Director GEM, Ms. Rhonda Robinson expressed gratitude for the opportunity to support the dialogue as the secretariat, acknowledging the warm hospitality of the Solomon Islands Government and SIMA. She commended the members for their progress during the third convening, including agreeing on the HoM TOR and the progress on POMF, marking significant achievements. Ms. Robinson recognized the contributions of the POMF Steering Committee, its Deputy Chair, and the Chair of the HOM, along with the Drafting Committee, for their hard work and dedication. She thanked all participants for their commitment and efforts.</p>  |
| Next HoM Meeting | <p>The Chairperson put forward the opportunity for countries to host the next meeting, noting that if no volunteers stepped forward, discussions would be held with the Secretariat regarding the next venue. He expressed gratitude to PNG for enabling him to Chair this meeting, marking his first HOM meeting since becoming CEO of MSAF, and acknowledged Fiji's role as Deputy Chair. The Chairperson thanked the observers, SIMA for their hospitality, and the staff for their dedication, including late nights and early mornings, as well as the memorable Tulagi tour. Special thanks were given to SIMA's Mr. Thierry Nervale and the team for their efforts, the facilitators and speakers for their presentations, and the SPC Secretariat, led by Ms. Rhonda Robinson, for their unwavering support. The Chair also thanked the interpreters for their crucial role and wished everyone a safe journey home.</p> |





## ANNEX 4 – TERMS OF REFERENCE OF HEADS OF MARITIME MEETING

### TERMS OF REFERENCE for Heads of Maritime (HoM) Meeting

#### Document version history

| Version | Date       | Changes / Comment                              | Author                 |
|---------|------------|--|------------------------|
| 0.1     | 18/04/2024 | First draft                                    | SPC Secretariat        |
| 0.2     | 29/10/2024 | Re-drafted                                     | SPC Secretariat        |
| 0.3     | 15/11/2024 | Redraft  | SPC Secretariat        |
| 0.4     | 24/11/2024 | Circulated                                     | HoM                    |
| 0.5     | 27/11/2024 | Redrafted                                      | HoM/ SPC Secretariat   |
| 0.6     | 27/11/2024 | HoM Drafting Committee (DC)                    | HoM DC/SPC Secretariat |
| 0.7     | 28/11/2024 | HoM Drafting Committee (DC)                    | HoM DC/SPC Secretariat |
| 0.8     | 29/11/2024 | Adoption of the ToR at the 3 <sup>rd</sup> HoM | HoM/Secretariat        |

## 1. Background

1.1. The work of the Heads of Maritime (HoM) aligns with and supports the implementation of the key priorities endorsed by Ministers at the Pacific Regional Energy and Transport Ministers Meeting (PRETMM).

1.2. The HoM Meeting is a regional forum convened by the Pacific Community<sup>2</sup> (SPC), the principal scientific and technical regional organisation for the Pacific.

1.3. The HoM provides a vital platform for SPC members<sup>3</sup> to discuss and collaborate on advancing the strategic priorities of the maritime sector in the Pacific. It enables members to evaluate progress, share insights, identify challenges and solutions, and realign activities to address the pressing needs of SPC member countries and territories.

## 2. Purpose

2.1. These Terms of Reference (ToR) aims to guide the HoM meetings. The ToR outlines the membership, roles, responsibilities, and operational guidelines to support effective coordination, collaboration, and implementation of maritime sector initiatives, addressing shared challenges across the Pacific region.

2.2. The HoM aim to drive resilience and sustainable development, enhancing the well-being of Pacific peoples through evidence-based action and strong regional partnerships, through the

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<sup>2</sup> [www.spc.int/](http://www.spc.int/)

<sup>3</sup> American Samoa, Australia, Cook Islands, Federated States of Micronesia, Fiji, France, Guam, Kiribati, Marshall Islands, Nauru, New Zealand, Niue, Northern Mariana Islands, Nouvelle-Calédonie, Palau, Papua New Guinea, Pitcairn, Polynésie française, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, United Kingdom, United States of America, Vanuatu, and Wallis and Futuna.



maritime sector.

### **3. Objectives**

3.1. The objectives of the HOM are as follows:

- a. serve as a platform to discuss, collaborate, and address key issues facing the maritime sector to drive sustainable maritime development;
- b. facilitate dialogue and information exchange from national priorities to advance regional and global maritime development;
- c. review progress and drive implementation of regional priorities and commitments agreed at PRETMM and provide guidance for planning towards subsequent Ministerial meetings;
- d. make decisions where required, provide strategic advice, advocacy, engagement with Ministers and other relevant bodies where appropriate, fostering a collaborative approach and aligning with Pacific regional positions;
- e. develop and progress the Pacific One-Maritime Framework (POMF) as the regional maritime framework, ensuring that HoM efforts consistently support the broader goals, including the *2050 Strategy for the Blue Pacific Continent* and the *2050 Implementation Plan*; and
- f. strengthen collaboration and integration across maritime stakeholders and other relevant sectors, to foster partnerships and maximise synergies, address shared challenges, and regional maritime sector development opportunities.

### **4. Representation at HoM meetings**

4.1. The HoM from SPC member countries and territories, as detailed in **Annex 1**, shall be represented by senior officials from government Ministries, Authorities, or Administrations responsible for the maritime sector.

4.2. HoM meetings are open to Heads of Maritime and/or their representatives or designates, according to national circumstances.

4.3. The HoM shall serve as the Head of Delegation or may appoint a delegate to represent them. It is recommended that representatives be knowledgeable in maritime sector issues to ensure effective participation and continuity.

4.4. SPREP and other relevant CROP agencies, UN agencies, international organizations, development partners and regional maritime associations shall be invited to attend the HoM to observe or contribute to relevant deliberations related to mutual and complementary areas of work.

4.5. Additional Observers that include academic institutions, the private sector, civil societies, other countries outside of the SPC membership and other stakeholders relevant to the



maritime sector to foster inclusive and comprehensive maritime governance, when required, may also be allowed to attend.

4.6. Observers may be invited and do not have voting rights.

4.7. The HoM values the diverse expertise and perspectives that observers bring and seeks to foster collaborative relationships to advance its objectives.

4.8. The Secretariat may facilitate engagement with observers, in consultation with the Chairperson, through dedicated sessions or side events at meetings and targeted consultations on specific issues.

4.9. Irrespective of the venue of meeting, the **Chairperson** of the HoM rotates alphabetically after the current Chairperson<sup>4</sup> among the SPC member countries and territories, biennially.

4.10. Concurrent to the rotation of the Chairperson, the **Deputy Chairperson** shall be the next country to be the Chairperson, rotated alphabetically, among the SPC member countries and territories biennially.

4.11. The rotation of the Chairperson and Deputy Chairperson is only applicable to SPC member countries and territories who attend and participate in the HoM Meetings.

## **5. Roles and Responsibilities**

### ***Chairperson<sup>5</sup>***

5.1. Facilitate the HoM meetings, ensuring that discussions are focused and inclusive and contribute to the objectives.

5.2. Represent the HoM at regional and international forums.

5.3. Ensure that HoM meeting outcomes are reported to the PRETMM.

5.4. Upon mutual agreement with the Secretariat, the Chairperson may convene extraordinary meetings of the HoM (in person and/or virtually), as required.

5.5. The Chairperson shall lead the review process of the TOR, which shall involve consultation with all members.

### ***Deputy Chairperson***

5.6. The Deputy Chairperson assists the Chairperson in their duties as required.

5.7. The Deputy Chairperson presides over meetings if the Chairperson is unable to preside

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<sup>4</sup> The current Chairperson is Papua New Guinea (2023-2026), and the rotation shall start after the 6<sup>th</sup> PRETMM.

<sup>5</sup> Refer 4.1 as guidance related to the Chairperson.

over the HoM and contributes to preparing and reviewing meeting documents and reports.

### ***Interim Chairperson***

- 5.8. In the event that both the Chairperson and Deputy Chairperson are unable to preside over the HoM meeting, an Interim Chairperson will be selected based on an alphabetical rotation among the SPC member countries and territories, for that specific meeting.

### ***Members***

- 5.9. Participate in the HoM meetings, providing insights, country updates, and perspectives on maritime sector issues.
- 5.10. Contribute to discussions on shared challenges, policy alignment, and the implementation of regional initiatives.
- 5.11. Disseminate information from the HoM meetings within their respective national administrations and represent national interests.
- 5.12. Assist in identifying needs for facilitation of resource mobilization for HoM, where deemed appropriate.

### ***Secretariat***

- 5.13. Arrange and administer meetings, including setting agendas, secretariat duties, interpretation and translation services if required, and preparing and circulating meeting documents.
- 5.14. Mobilise resources for meetings and priority areas as identified by the HoM, as appropriate.
- 5.15. Provide logistical support, maintain records, and facilitate communication between member countries, regional partners, and international organisations.
- 5.16. Ensure that decisions are documented, prepare an outcome document and submit it to the Chairperson and Deputy Chairperson after each meeting. This document shall be distributed to members and relevant stakeholders.
- 5.17. Communicate key activities, outcomes and decisions from HoM to the target audience through press releases, social media updates, and the SPC website.
- 5.18. The Secretariat shall provide strategic and technical insights to guide the meeting's direction ensuring alignment with the objectives of the meeting. The Secretariat shall facilitate knowledge sharing, capacity building and foster partnerships that promote long-term collaboration, sustainable development, and alignment with regional maritime sector priorities and global standards.



### ***Host Country***

- 5.19. If a SPC member country or territory agrees to host a meeting, an understanding between the host country and the Secretariat will determine the apportioned costs of the meeting, including logistics and protocol arrangements.

### ***Observers***

- 5.20. Participate in meetings upon invitation, providing technical expertise, resources, and support for implementing regional maritime sector initiatives.
- 5.21. Facilitate knowledge sharing and capacity building and foster partnerships that promote long-term collaboration, sustainable development, and alignment with regional maritime priorities and global standards.

## **6. Meeting Arrangements and Procedures**

### ***Meeting frequency and format***

- 6.1. The Chairperson and the Secretariat shall convene the HoM meeting annually in person or virtually.
- 6.2. In consultation with the HoM, the Chairperson and Secretariat may convene extraordinary meetings of the HoM (in person and/or virtually), as required.

### ***Agenda and documentation***

- 6.3. The Secretariat shall prepare the provisional agenda items in consultation with the Chairperson and Deputy Chairperson. Provisional agenda items must be submitted by members at least four weeks before the meeting date.
- 6.4. The Secretariat shall distribute the provisional agenda and meeting documents to all members at least two weeks before the meeting date.

### ***Decision-making process***

- 6.5. Members may make decisions by consensus<sup>6</sup>. If no members object, the Chairperson shall declare an action approved without debate or a formal motion and vote.
- 6.6. If consensus cannot be reached, the Chairperson shall conduct a vote, with each SPC member having one vote. A decision is approved if it receives a simple majority of the votes cast. Abstentions do not count as votes.
- 6.7. The Secretariat shall document decisions, action points, and objections and circulate them to members after the meeting as part of the outcome document.

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<sup>6</sup> At a meeting any decision-making process requires a quorum of at least two-thirds of the members.

## **7. Governance**

- 7.1. The HoM operates within a broader regional governance structure, liaising with multiple bodies to ensure comprehensive coordination and alignment with national, regional, and international priorities.
- 7.2. The HoM reports directly to the PRETMM for decisions and other relevant outcomes from its meetings.
- 7.3. The HoM may make recommendations to working groups set up under the thematic areas of the 2050 Implementation Plan, the Marine Sector Working Group (MSWG), or, when appropriate, through PRETMM, to the Micronesian Presidents' Summit (MPS), the Polynesian Leaders Group (PLG) Melanesian Spearhead Group (MSG) Leaders' Summit, SPC's Conference and Committee of Representatives of Governments and Administrations (CRGA)<sup>7</sup> and Pacific Island Forum Leaders on critical maritime issues affecting the region.
- 7.4. The HoM shall establish working groups, task forces, or committees, as needed, to address specific issues, provide technical expertise, or advance initiatives. These groups shall be assigned clear roles, objectives, and timeline and shall report back to the HoM on their progress and recommendations. Membership of these groups may include members, observers, and other stakeholders with relevant expertise and will be stood up and disbanded as appropriate.

## **8. Amendments and Review**

- 8.1. The ToR for the HoM Meeting may be reviewed every three years or at the request of a member or the Secretariat to the Chairperson, with a majority support.
- 8.2. The Chairperson shall lead the review process, which shall involve consultation with all members. Proposed amendments shall be presented to the HoM meeting for approval.

## **9. Venue of Meetings**

- 9.1. The Secretariat shall convene all substantive meetings in the Pacific region, except extraordinary meetings, which may be convened virtually or in the margins of other international meetings, if agreed.
- 9.2. Members shall decide the venue and date, in consultation with the Secretariat, of the next meeting.

**ADOPTED IN HONIARA, SOLOMON ISLANDS THIS 29<sup>TH</sup> DAY OF NOVEMBER 2024.**

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<sup>7</sup> The Conference and the CRGA are gatherings for the 27 countries and territories that govern the SPC. The Conference is SPC's governing body and meets every two years at the ministerial level. The CRGA is a subsidiary body of the Conference and meets annually at senior officials' level. More information can be found here: <https://bit.ly/4fHWB3J>



