

PRISMSS INAUGRAL MEETING MINUTES

Location: SPREP (TEC Room), Apia Samoa

Date: 9th - 11th July 2019 (3 Days)

Time: 9am – 4pm

- Objectives:**
1. To review, amend, and finalize the PRISMSS Declaration of Intent (formerly PRISMSS Charter) in agreement with the parties
 2. To discuss the requirements for the Project Management Course
 3. To develop a Stocktaking template and collect baseline data on all IS related projects under PRISMSS parties/organizations

- Present:** (details in [Appendix 5](#))
- | | |
|---|---|
| 1. Margaret West; BirdLife | 10. David Moverley; SPREP ISA and PRISMSS Manager |
| 2. Steve Cranwell; BirdLife | 11. Josef Pisi; PRISMSS Associate |
| 3. Richard Griffiths; Island Conservation | 12. Bradley Myer; SPREP PMRIS |
| 4. Lynley Hayes; Landcare Research | 13. Shannan Mortimer; PRISMSS PMC Facilitator |
| 5. Andrea Stewart; NZDOC | 14. Dominic Sadler; SPREP - PROTEGE PC |
| 6. Monica Gruber; Pacific Biosecurity | 15. Greg Sherley; Consultant |
| 7. Visoni Timote; Pacific Community | 16. David Sakoda; SPREP - IS Specialist |
| 8. Viliami Hakaumotu – Tonga Environment (NISC) | |
| 9. Manoela Miranda; UNEP | |

Opening:

Stuart Chape welcomed the parties, highlighting the importance of PRISMSS as a platform to address best practices in the management of Invasive species in the region, hence the need for SPREP and partners to sustain it for the long run.

KEY AGENDA ITEMS

1. PRISMSS Declaration of Intent (DOI) discussion
2. PRISMSS Project Management Course (PMC)
3. Stocktaking on current and potential activities
4. Other Matters

HIGHLIGHTS:

Action Items	Specification	Responsible	Deadline	Status
1. Amendments on the DOI (details in Appendix 1)	1.1. Change document's name from PRISMSS Charter to PRISMSS Declaration of Intent (DOI) 1.2. Sections "General functions of the PRISMSS", "Partners areas of expertise provision of services" and "Logistics" edited, rephrased, and modified; redundant statements and provisions removed and merged. Provisions for the "Logistics"	Greg Sherley	1.1. July 10, 2019	1.1 Completed
			1.2. July 25, 2019	1.2 In progress
			1.3. July 25, 2019	1.3 In progress
			1.4. July 11, 2019	1.4. Completed. Nt: Feedback by partners to be due on July 25, 2019

	<p>heading specified. "Partners" substituted by "Parties"</p> <p>1.3. Insert parties' description of their organization (one paragraph) in the DOI</p> <p>1.4. Send out amended DOI draft for review (including legal reviews) by partners organizations/agencies</p>			
2. Discussion on Commitments to the DOI	2.1. Partners to support the sustainability of the PRISMSS including the PRISMSS Associate	All	2.1. N/A	2.1. In progress
3. Requirements for the PMC	<p>3.1. Amend the PMC program based on partners' availability, and inquiries by attendees. Course to reduce to 5 weeks (Appendix 2a)</p> <p>3.2. Outline the timeline of activities for the WOF leading up to the course and create a profile criteria for non-target (GEF6 RIP) countries' attendees (Appendix 2b)</p> <p>3.3. Confirm list of potential non-target countries and personnel to attend the PMC. Acquire quotes from travel agents (Appendix 2b & 2c)</p>	David Moverley/ Shannan Mortimer	<p>3.1. July 10, 2019</p> <p>3.2. July 10, 2019</p> <p>3.3. August, 2019</p> <p><i>Nt: PMC period: 21 Oct-22 Nov</i></p>	<p>3.1. Completed</p> <p>3.2. Completed</p> <p>3.3. In progress</p>
4. Stocktaking and potential activities (Matrix)	<p>4.1. Develop a template to capture and track ongoing and potential activities/projects activities</p> <p>4.2. Parties to fill up the stock-take template with current and proposed activities including the costs of activities (Appendix 3a)</p> <p>4.3. Develop a PRISMSS brochure, communication strategy and provide online tools for the PRISMSS</p>	<p>4.1. David Moverley/ Josef Pisi</p> <p>4.2. All</p> <p>4.3. Josef Pisi/All</p>	<p>4.1. July 11, 2019</p> <p>4.2. Ongoing process</p> <p>4.3. July- August 2019</p>	<p>4.1. Completed</p> <p>4.2. In progress</p> <p>4.3. In progress</p>
5. Other Matters	<p>5.1. Discuss the state of biosecurity in the Pacific (Appendix 4) – SPC to submit document with components that covers SPS and Biosecurity</p> <p>5.2. Design logo for the PRISMSS resembling of the 'Battlers' emblem</p>	<p>5.1. David Moverley/ Monica Gruber/ Visone Timote</p> <p>5.2. Shanna Mortimer/ All</p>	<p>5.1. N/A</p> <p>5.2. July- August 2019</p>	<p>5.1. In progress</p> <p>5.2. In progressP</p>

Minutes submitted by: Josef Pisi

Approved by: David Moverley

Appendix 1: DOI Amendments

1a: Summary of Amendments and discussion on the DOI

Sections of the document	Matters raised	Decisions/Agreement	Notes
Name of the document	"PRISMSS Charter"	Changed to "Declaration of Intent" for the operation of PRISMSS	Adopted from the DOI between SPREP and French territories (provided by Mr. Sadler) to facilitate MOUs Headings re-organized and formatted following the DOI between SPREP & a French Territories
Name of organizations/ members involved in the document	"Partnership"	Changed to "Parties"	Document to reflect an informal and non-bidding intention.
Objectives	Add objective section	New objective section in the DOI	Adopted from the DOI between French territories
Collaborative activities	General PRISMSS functioning	All functions 1-5 were rephrased and reworded; #5 & 6 - merged to reduce redundancy	Amendments to reflect accurate functions for the parties Refer to Annex 1a for details
	Commitment to the sustainability of PRISMSS including the PRISMSS Associate	Majority agreed on sustaining the project financially	NZ DOC, Landcare and SPC to seek approval from their organizations.
	Share technical information to be used in Battler series and training	Parties agreed to share information where practical	Refer to Annex 1a for details
	Partners areas of expertise	All specialist areas rephrased to reflect accurate areas of expertise	Refer to Annex 1a for details
Logistics	Meetings/Records/Awareness & communication/ Roles and responsibilities for function of the PRISMSS	All bullet points discussed and specified	Logistics section formerly known as "PRISMSS operations" PA roles further clarified under "Roles and responsibilities for the function of the PRISMSS" (Annex 1b)
<p><i>Note:</i> All changes have been incorporated in the latest draft of the DOI for reference.</p>			

Appendix 2: PMC REQUIREMENTS

2a. Provisional PRISMSS Programme Management Course Timetable October 21-November 22 2019 (Apia, Samoa)

Date	Module	Responsible Organization	Notes
Week 1 21-25 Oct (5 days)	GEF 6 /OCT Orientation/ Program management / health and safety/ data (inform security, GBIF- sharing)	SPREP (lead)	
Week 2 28 Oct – 1 Nov (5 days)	Invasive species 101 (5 days) *Online resources	SPREP (lead)	
Week 3 4-8 Nov (5 days)	Weed management (3 days)	SPREP (lead)	
	Natural Enemies (2 days)	Landcare Research (lead)	
Week 4 11-15 Nov (5 days)	International biosecurity* Domestic Inter-island biosecurity (Duration TBC) EDRR (Duration TBC)	Pacific Biosecurity (lead) SPC	
Week 5 11- 15 Nov (5 days)	Eradication (Duration TBC)	Island Conservation (lead) Birdlife?	To confirm Birdlife are involved in eradication training
Week 6 18- 22 Nov (5 days)	Restoration (Duration TBC)	Birdlife international (lead?) SPREP	To confirm with Birdlife on their leading role in the training Translocation/ Relocation
Week 7 25- 29 Nov (5 days)	Communications Online resources	SPREP (lead)	The duration of the Course was not finalized but there are drivers to shorten the 7 week programme to a 5 week programme **Training in Communication and Outreach is proposed to be conducted concurrent to the main programmes,
<p>** (IS SPREP) team meeting with SPREP's Communications team to discuss their involvement and availability in the training.</p> <ul style="list-style-type: none"> ○ Communications, Monitoring and Data management included as themes across the topic areas ○ Online resources Skills should be front loaded if they will be applied through the rest of the course 			

(Note: tbc- to be confirmed)

2b. Provisional timeline goals prior to the PRISMSS Programme management course

Timeline	Activities	
Week #28	PRISMSS Inaugural meeting	
Week #29 (15 weeks remaining)	Meeting minutes and the early link to the WOF sent out to SME* for queries. WOF FORM	15 JUL
Week #30 (14 weeks remaining)	Welcome Letter drafted** SME review their existing 'best practice content'	JUL
Week #31 (13 weeks remaining)	PMC edition resources and course structure general content scope drafted (managed by topic lead)*	JUL/ AUG
Week #32 (11 weeks remaining)	Provisional Lesson planning by leads with potential activities	AUG
Week #33 (10 weeks remaining)	All Training WOF submitted for collation Review of SME presentation material begins as available	AUG
Week #34 (9 weeks remaining)	Design layout of new Battler resources, Workbook(s) design based on topic coordinator process guides drafted and supplied to SPREP	AUG
Week #35 (8 weeks remaining)	Science editorial of (SPREP) for new Battler guides	AUG/ SEP
Week #36 (7 weeks remaining)	Workbook(s) circulated to SME	SEP
Week #37 (6 weeks remaining)		SEP
Week #38 (5 weeks remaining)	Deadline for SME to provide content for participant preparation material	SEP
Week #39 (4 weeks remaining)	☒ Identified Participants sent an Activity preparation package	SEP
Week #40 (3 weeks remaining)	New battler resources available as soft copies for circulation	SEP/OCT
Week #41 (2 weeks remaining)	Opportunity for a pilot run through session of material and activities. Check in on Participant preparedness **	OCT
Week #42 (1 week remaining)		OCT
Week #43	Start of PRISMSS Invasives Programme Management Course	21 OCT

**Not noted at the time of the meeting Added during discussion of the minutes
See below for Welcome letter mail out criteria

In a training context, training providers are SME - Subject matter experts/Tutors

2c Participants matters

Participants

Request to create participants profiles

- Country/territory
- Primary language, “English as a second language” self assessment
 - Note French speakers requiring translation support
- Qualifications
- Existing Job Skills
- Background in invasive species work
- Areas to develop
- Years experience in IS or other coordinator role

Definite Invitation list

PICTs with SPREP GEF/EU projects

- Pitcairn Is 0
- Wallis & Futuna 2
- New Caledonia 0
- French Polynesia 0
- Tonga 2
- Niue 1
- RMI 1
- Tuvalu 1

Probable Invitation list

PICTs with other UNDP GEF project

- Fiji?? (Ilaisa/Monica) 1
- Palau 1
- FSM
- Yap 1

- Chuuk 1
- Pohnpei 1
- Kosrae 1

Possible Invitation list

PICTS without GEF projects

- Vanuatu 1
- Tokelau 1
- Solomon Islands | Josef
- *Samoa (Czarina/Moe) funding not required*
- Kiribati (Roger)
- American Samoa (Tavita??)
- Cook Islands? 1
- PNG 1
- Marianas 1
- Guam 1

Request to capture and share the running total of confirmed and potential participants

Current estimated participant attendee range: 1-2 per attending PICT :**7-20**

Request for partners to submit the functional requirements for data capture apps that can be used to streamline projects data submission requirements.

Actions required before Participant invites can be sent

1. PMC finalised course dates so flights can be booked
2. venue finalise
3. Meeting with UNDP for probable list
4. Define funding for non-project countries e.g through NZ MFA

Appendix 3: STOCKTAKING

3a. Sample of the Stock-take table with tracking data

Data: Status; Program; Project Name; Funder; Lead Organisation; Lead PRISMSS partner; In-country Partners; Country; Start date; Finish date; Amount USD; Notes

1	Status	Program	Project Name	Funder	Lead Organisation	Lead PRISMSS partner	In-country Partners	Country	Start date	Finish date	Amount USD	Notes
2	Active	All		NZDCC	DOC/SPREP	DOC	IWA		Jun-19	Dec-19	N/A	Intention is to establish an on-going annual
3	Active	Biosecurity/EDRR	Rapa biosecurity	BirdLife	BirdLife	BirdLife	SOP Manu	French Pol	Jul-18	Jul-20	\$30,000	
4	Active	Biosecurity/EDRR	Aceon & Gambier biosec	BirdLife	BirdLife	BirdLife	SOP Manu	French Pol	Jul-18	Jul-20	\$25,000	
5	Active	Biosecurity/EDRR	Rennell Rat IAS and bio	BirdLife	BirdLife	BirdLife	Lake Tegano WMA P	Solomon Islands	Jul-18	Jul-20	\$20,000	
6	Active	Biosecurity/EDRR	PF 3 386: Building resili	NZ MFAT Partne	Pacific Biosecurity, Vicli	Pacific Biosecurity, Vicli	1 Tokelau EDNFE, villa Tokelau		Oct-14	Dec-19	\$500,000	strengthening biosecurity, controlling yellow ci
7	Active	Biosecurity/EDRR	PF 3 386: Building resili	NZ MFAT Partne	Pacific Biosecurity, Vicli	Pacific Biosecurity, Vicli	1 Kiribati ECD, ALD, Ec Kiribati		Oct-14	Dec-19	\$220,000	strengthening biosecurity, controlling yellow ci
8	Active	Biosecurity/EDRR	PF 3 386: Building resili	NZ MFAT Partne	Pacific Biosecurity, Vicli	Pacific Biosecurity, Vicli	1 regional regional		Oct-14	Dec-19	\$322,000	regional sustainability actions, PIAT
9	Active	Biosecurity/EDRR	PROTEGE	1IEDF OCT	SPREP	Pacific Biosecurity & SPC	STE	Wallis & Futuna	25.08.2019	25.09.2023	\$144,812	1.12517
10	Active	Biosecurity/EDRR	PROTEGE	1IEDF OCT	SPREP	Pacific Biosecurity & SPC	OSA	Wallis & Futuna	25.08.2020	25.09.2024	\$49,171	
11	Active	Biosecurity/EDRR	PROTEGE	1IEDF OCT	SPREP	Pacific Biosecurity & SPC	DBS	French Polynesia	25.08.2023	25.09.2027	\$225,034	
12	Active	Biosecurity/EDRR	Regional Invasives Project GEF6	SPREP	Pacific Biosecurity & SPC	Pacific Biosecurity & SPC	National Governmen RMI		1May 2019	30 April 2024	\$10,000	Maine priority IAS identification tools
13	Active	Biosecurity/EDRR	Regional Invasives Project GEF6	SPREP	Pacific Biosecurity & SPC	Pacific Biosecurity & SPC	National Governmen RMI		1May 2019	30 April 2024	\$50,000	identification tools for quarantine and estensic
14	Active	Biosecurity/EDRR	Regional Invasives Project GEF6	SPREP	Pacific Biosecurity & SPC	Pacific Biosecurity & SPC	National Governmen Tonga		1May 2019	30 April 2024	\$55,000	EDRR plans for environmental risks and priority
15	Active	Biosecurity/EDRR	Regional Invasives Project GEF6	SPREP	Pacific Biosecurity & SPC	Pacific Biosecurity & SPC	National Governmen Tuvalu		1May 2019	30 April 2024	\$5,000	BvM implementation training
16	Active	Biosecurity/EDRR	Regional Invasives Project GEF6	SPREP	Pacific Biosecurity & SPC	Pacific Biosecurity & SPC	National Governmen Tuvalu		1May 2019	30 April 2024	\$50,000	Port survey and training completed
17	Active	Biosecurity/EDRR	Regional Invasives Project GEF6	SPREP	Pacific Biosecurity & SPC	Pacific Biosecurity & SPC	National Governmen Tuvalu		1May 2019	30 April 2024	\$20,000	high risk marine species identified and identifi
18	Active	Biosecurity/EDRR	Regional Invasives Project GEF6	SPREP	Pacific Biosecurity & SPC	Pacific Biosecurity & SPC	National Governmen Tuvalu		1May 2019	30 April 2024	\$10,000	Initiatives to reduce spread of marine IAS to MF
19	Active	Biosecurity/EDRR	Regional Invasives Project GEF6	SPREP	Pacific Biosecurity & SPC	Pacific Biosecurity & SPC	National Governmen Tuvalu		1May 2019	30 April 2024	\$20,000	Implement hull fouling v aste measures at the s
20	Active	Biosecurity/EDRR	Regional Invasives Project GEF6	SPREP	Pacific Biosecurity & SPC	Pacific Biosecurity & SPC	National Governmen Tuvalu		1May 2019	30 April 2024	\$20,000	Improve inter-island biosecurity
21	Active	Biosecurity/EDRR	Regional Invasives Project GEF6	SPREP	Pacific Biosecurity & SPC	Pacific Biosecurity & SPC	National Governmen Tuvalu		1May 2019	30 April 2024	\$50,000	EDRR plans for environmental risks and priority
22	Active	Natural Enemies - Natural Solution	PROTEGE	1IEDF OCT	SPREP	Landcare Research	STE	Wallis & Futuna	25.08.2022	25.09.2026	\$289,821	
23	Active	Natural Enemies - Natural Solution	Regional Invasives Project GEF6	SPREP	Landcare Research	Landcare Research	National Governmen Nue		1May 2019	30 April 2024	\$60,000	Weed biocontrol programme
24	Active	Natural Enemies - Natural Solution	Regional Invasives Project GEF6	SPREP	Landcare Research	Landcare Research	National Governmen RMI		1May 2019	30 April 2024	\$60,000	Weed biocontrol programme
25	Active	Natural Enemies - Natural Solution	Regional Invasives Project GEF6	SPREP	Landcare Research	Landcare Research	National Governmen Tonga		1May 2019	30 April 2024	\$60,000	Weed biocontrol programme
26	Active	Natural Enemies - Natural Solution	Regional Invasives Project GEF6	SPREP	Landcare Research	Landcare Research	National Governmen Tuvalu		1May 2019	30 April 2024	\$60,000	Weed biocontrol programme
27	Active	Natural Enemies - Natural Solution	Biocontrol for economica	NZ MFAT	Landcare Research	Landcare Research	Ministry of Agriculture Cook Islands		41579	43322	743423	Release biocontrol agents against cocklebur (C
28	Active	Natural Enemies - Natural Solution	Improving productivity of t	NZ MFAT	Landcare Research	Landcare Research	Biosecurity Vanuatu Vanuatu		43282	45080	3177959	Biocontrol agents to be developed for pico (S
29	Active	Predator Free Pacific	PROTEGE	1IEDF OCT	SPREP	Island Conservation	STE	Wallis & Futuna	25.08.2018	25.09.2022	\$393,424	Euro/USD exchange rate
30	Active	Predator Free Pacific	PROTEGE	1IEDF OCT	SPREP	Island Conservation	UIREN	French Polynesia	25.08.2024	25.09.2028	\$442,462	Incomplete funding
31	Active	Predator Free Pacific	Regional Invasives Project GEF6	SPREP	Island Conservation	Island Conservation	National Governmen Nue		1May 2019	30 April 2024	\$34,509	Feasibility and operational plan for the eradica
32	Active	Predator Free Pacific	Regional Invasives Project GEF6	SPREP	Island Conservation	Island Conservation	National Governmen RMI		1May 2019	30 April 2024	\$30,000	Bubul feasibility study and operational plan

3b. Tentative summary of active and proposed activities under each lead organizations on invasive species and biosecurity programs.

Status/ Lead Organisation / Program	Sum (USD)
Active PROJECTS	
BirdLife	
Biosecurity/ EDRR	75000
Predator Free Pacific	130000
Priority Animal Management	100000
Protected Area Ecological Restoration	200000
BirdLife Total	505000
Island Conservation	
Predator Free Pacific	635000
Island Conservation Total	635000
Landcare Research	
Natural Enemies - Natural Solutions	3921382
Landcare Research Total	3921382
Pacific Biosecurity, Viclink, Victoria University of Wellington	
Biosecurity/ EDRR	1042000
Pacific Biosecurity, Viclink, Victoria University of Wellington Total	1042000
SDE	
Predator Free Pacific	75000
SDE Total	75000
SPREP	
Biosecurity/ EDRR	709016.6835
Natural Enemies - Natural Solutions	549621.0083
Predator Free Pacific	1831394.438
Priority Animal Management	530826
Priority Weeds	165000
Protected Area Ecological Restoration	1417709.946
SPREP Total	5203568.076
Active Total	11381950.08
Proposed	11350000
Grand Total	22731950.08

Appendix 4: BIOSECURITY

4a. Biosecurity Discussion

Thematic areas	International	Inter-island interface	Notes
Current state of biosecurity	<p>Biosecurity has failed in the Pacific over the years particularly the compliance.</p> <p>Need to focus on the current process and parameters and identify what's missing.</p> <p>Legislation not strong in terms of addressing biosecurity</p>	<p>There's lack of awareness.</p> <p>Village boats compliance is not effective</p> <p>Legislation in domestic movement is not in place</p>	<p>What do we want to see out of this?</p> <p>E.g. identify risks and barriers, process?</p> <p>GEF6 project components focuses on biosecurity (majority)</p> <p>Biosecurity is not under the mandate of IS Coordinators. SPC has mandate on international and regional biosecurity but leans more on the agricultural aspect.</p> <p>Is there a current process in biosecurity, and what are the loopholes in the process?</p>
Cross agency collaboration	<p>SPC liaise with the people that deal with biosecurity in countries.</p> <p>The issue is on a local scale, e.g. workforce (ports) cannot do risk assessment. SPC assists local staff on capacity building in countries</p> <p>SPC has ongoing biosecurity projects related to strengthening legislations in Samoa, Cook Islands, and Guam, aligning legislations with IDPC and OIE</p>	<p>SPC capacity building programs can address the issue of invasive species inter-island movement</p> <p>Work together with national IS coordinators to address the movement of IS inter-island</p>	<p>Look at how invasive species coordinators can work together with biosecurity agencies</p> <p>Does SPC have programs on clean ports/green wharfs?</p>
Pathways & risk analysis e.g. village boats	<p>Focus on Site-specific instead of a top-down approach</p>	<p>– Holistic focus now is on people to have clean boats</p> <p>Eradication as a priority before biosecurity comes in.</p>	<p>Solutions and constraints?</p> <p>Identify pathways, focus on Workforce</p>
<p>Note: Pacific biosecurity to lead biosecurity in the Pacific; to be assisted by SPC.</p>			

Appendix 5: Contact list for the PRISMSS and affiliation

Name	Contact details (email)	Organization	PRISMSS Affiliation
Margaret West	margaret.west@birdlife.org	Birdlife	Main contact for Birdlife matters
Steve Cranwell	steve.cranwell@birdlife.org	Birdlife	Key contact for Eradication/Restoration Programs
Richard Griffiths	richard.griffiths@islandconservation.org	Islands Conservation	Key contact for Eradication/Restoration programs
Andrea Stewart	aestewart@doc.govt.nz	New Zealand Department of Conservation	Key contact for DOC for technical support
Lynley Hayes	HayesL@landcareresearch.co.nz	Landcare Research	Key Contact for Bio-control/natural enemies programs
Monica Gruber	monica.gruber@viclink.co.nz	Pacific Biosecurity	Key contact and lead agent for biosecurity programs in the Pacific
Visoni Timote	visonit@spc.int	Pacific Community	Key contact for SPC and lead supporting agent to Pacific Biosecurity on International border biosecurity
Viliam I Hakaumotu	viliamihakau@gmail.com	Tonga Environment	Key contact & Coordinator for Tonga national Invasive Species programs
Manoela Miranda	Manoela.miranda@eu.or	United Nations Environment Programme	Key contact for UNEP
David Moverley	davidm@sprep.org	Secretariat for the Pacific Regional Environment Programme	Manager to the PRISMSS
Bradley Myer	bradleym@sprep.org	Secretariat for the Pacific Regional Environment Programme	Key contact for the GEF 6 RIP Project
Josef Pisi	josefp@sprep.org	Secretariat for the Pacific Regional Environment Programme	Associate to the PRISMSS – coordination and administration

Shannan Mortimer	shannanm.ext@sprep.org	Secretariat for the Pacific Regional Environment Programme	Facilitator to the PRISMSS Program Management Unit (PMU) Course
Dominic Sadler	dominics@sprep.org	Secretariat for the Pacific Regional Environment Programme	Key contact for the PROTÉGÉ Project
David Sakoda	Davids.ext@sprep.org	Secretariat for the Pacific Regional Environment Programme	Supporting role to PRISMSS - administrative tasks

Annex 1: PRISMSS Declaration of Intent (Extracts)

Annex 1a: Collaborative Activities

General PRISMSS functioning:
1. Share and practice the PRISMSS values when involved in PRISMSS business;
2. Promote the PRISMSS and build the portfolio of projects in all areas to ensure the PRISMSS sustainability;
3. Annually provide data to measure the PRISMSS success and periodically review the Charter when/if necessary;
4. As resources allow, to participate in the PRISMSS meetings in person or virtually as required for expertise and planning purposes;
5. Support the long term sustainability of the PRISMSS including the PRISMSS Associate.
Within partners areas of expertise provision of services will be supplied to PICT's wherever possible at minimal cost:
1. Provide advice to foster on the ground actions including development of new projects.
2. Help lead the adoption and the development of best practice and innovation in the region.
3. Share technical information as far as practical to be used in regional publications such as the Battler Series and training materials.
4. Provide training and project planning assistance, prior to project execution.
5. Assistance with project execution.

Annex 1b: Logistics

A. Meetings

- Where possible PRISMSS meetings will be coupled up with Pacific Invasive Learning Network meetings and other opportunities as they present themselves
- PRISMSS meetings will be held in person or virtually twice a year with meeting coordination managed by the PRISMSS Associate
- PRISMSS partners will also participate in project steering committees where their project activities align and resources allow

B. Records

- PRISMSS Associate will attend to day to day record keeping and logging requests for information, plus on-line reporting for parties.
- Data originating from partners for reporting and other functions will be recorded by partners electronically on-line
- PRISMSS information and metrics will be available to all partners to facilitate other reporting requirements

C. Awareness and communications

- PRISMSS partners will include in their awareness and communications activities, where appropriate, PRISMSS branding
- A PRISMSS communications strategy will be developed in consultation with Parties
- Intellectual Property considerations will be addressed in individual Letters of Agreement between SPREP and PRISMSS Parties

D. Roles and responsibilities for function of the PRISMSS

- The PRISMSS Associate will coordinate the PRISMSS under the supervision of the SPREP IS Adviser. Systems and tools for operating within the PRISMSS will be developed by the Associate and shared with Parties
- PRISMSS Parties who are thematic leaders will coordinate programs relevant to their areas of expertise.