Second Assembly of the SIDS DOCK
UN Headquarters, ECOSOC Chamber
New York, New York
24 September 2016

REPORT OF THE SECOND SESSION OF THE ASSEMBLY OF THE SMALL ISLAND DEVELOPING STATES DOCK [SIDS DOCK]

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The second session of the Assembly of SIDS DOCK was convened pursuant to Article VI Section 1. The meeting was held in the Economic and Social Council (ECOSOC) Chamber at the United Nations Headquarters, New York on 24 September 2016.

Agenda item 1: Opening of the session

The Foreign Minister of the Commonwealth of Dominica, H.E. Ms. Francine Baron, on behalf of the first President of the Assembly of the SIDS DOCK, Honourable Roosevelt Skerrit, Prime Minister of the Commonwealth of Dominica, called to order the second session of the Assembly of SIDS DOCK and delivered an opening statement.

In her statement, the Foreign Minister expressed gratitude to all Member States for the opportunity provided to the Commonwealth of Dominica to lead the first Assembly of SIDS DOCK, the first SIDS international organization fully accredited by the United Nations. She provided an overview of the numerous progress achieved on behalf of the Member States, including the partnerships built. She concluded by warmly thanking Dr. Albert Binger, Ms. Marguerite St John-Sebastian, and Ms. Christine Neves Duncan for their dedication and commitment to SIDS DOCK.

Agenda Item 2: Organization of work

(a) Adoption of the Agenda

The Assembly adopted the Agenda of the Assembly, as contained in document A/2/1/Rev.2.

(b) Election of the President of the Assembly

In accordance with Article VI Section 4 of the Statute of the SIDS DOCK, the Assembly elected by acclamation His Excellency Mr. Enele Sosene Sopoaga, OBE, Prime Minister and Minister for Public Utilities of Tuvalu, to the post of President of the second session of the Assembly.

In his acceptance speech, the new President stressed the importance to address collectively the challenge of climate change. He welcomed the ratification of the Paris Agreement by 61 countries, which brought the world a step closer to the concretization of this agreement. He further described some of the enabled energy projects in Tuvalu supported by SIDS DOCK, to enable Tuvalu to reach its ambition of 100% of renewable energy by 2020, and contribute to the sustainable development of Tuvalu. He concluded by urging the Assembly to work together to progress forward and to elect a Secretary-General to get SIDS DOCK in order. He reaffirmed Tuvalu’s commitment to support the work of SIDS DOCK.
(c) Election of Vice-Presidents

The Assembly re-elected the Honourable Kenred Dorsett, Minister of the Environment and Housing of the Commonwealth of the Bahamas, and elected His Excellency Mr. Ronald Jumeau, Ambassador for Climate Change and SIDS Issues of Seychelles, respectively, for the posts of Vice Presidents, by acclamation. The term of the Vice Presidents is to expire in September 2017.

(d) Appointment of a Credentials Committee

The President informed the Assembly that the Interim Secretariat has informed that the Commonwealth of the Bahamas, Saint Vincent and the Grenadines, Seychelles and Tuvalu are desirous of serving on the Credentials Committee. Noting that the Committee is an all female Committee, the President invited the Assembly to approve the appointment of Mrs. Tishka Francis of the Commonwealth of the Bahamas, Ms. Marsena Ballantyne of Saint Vincent and the Grenadines, Ms. Wendy Guilian Isnard of Seychelles, and Mrs. Sunema Simati of Tuvalu, to the Credentials Committee.

The Assembly approved the appointment of Mrs. Francis, Ms. Ballantyne, Ms. Isnard and Mrs. Simati to the Credentials Committee.

(e) Participation of observers

In accordance with Article VI Section 8 of the Statute, the Assembly can provide observer status to intergovernmental and non-governmental organizations active in the field of adaptation to climate change and renewable energy, and Signatories that have not ratified the Statute, with the understanding that Observers may participate, without the right to vote, in the public sessions of the Assembly and its subsidiary organs. Consideration is also being granted to Members of the Alliance of Small Island Developing States (AOSIS) who are not signatories or members of SIDS DOCK.

In accordance with Rule 13 of the Provisional Rules of Procedure of the Assembly, the Assembly approved the requests of countries and organizations as contained in document A/2/L.1 to participate as Observers in the second session of the SIDS DOCK Assembly.

The Assembly approved document A/2/L.1, and further decided to replace document A/2/L.1 with document A/2/2.

(f) Adoption of the report of the first session of the Assembly

The Assembly adopted the report of the first session of the Assembly as contained in document A/1/SR/1.
Agenda Item 3 - Report of the Depositary

On behalf of the Assembly, the President expressed heartfelt appreciation and gratitude to the Government of Belize for its outstanding work and for its commitment to ensuring that SIDS DOCK becomes a reality. In particular, the President highlighted the registration of the Organization with the United Nations as a major achievement. This process was completed on 3 June 2016; a copy of the Certificate of Registration is annexed to the Report.

The Assembly took note of the report of the Depositary, as contained in document A/2/3.

Agenda Item 4 - Report of the Credentials Committee

The President informed that, without setting a precedence for further sessions, the Credentials Committee met on Friday, 23 September 2016 to examine and verify the Letters of Credentials submitted. He added that during its meeting the Committee elected Mrs. Tishka Francis (Bahamas) to serve as Chair of the Committee. Mrs. Francis was invited to address the Assembly in her capacity as Chair of the Credentials Committee. Mrs. Francis reported that in accordance with Rule 25, the committee was constituted of four members: Bahamas, St Vincent and Grenadines, Seychelles and Tuvalu. At the meeting on 23 September, the Committee examined the credentials submitted to the Interim Secretariat. As of 24 September 2016, credentials have been submitted by Bahamas, Belize, Dominica, Grenada, St Vincent and Grenadines, Samoa, Seychelles, and Tuvalu. She called on those members who have not submitted their credentials to conform to this requirement at the earliest. She further indicated that Mauritius submitted their credentials subsequent to the end of the meeting.

The Assembly approved the report of the Credentials Committee as contained in document A/2/4.

Agenda Item 5 - Report on the activities of the Executive Council

The Chair of the Executive Council, His Excellency Dr. Vince Henderson of the Commonwealth of Dominica, submitted the Report for the consideration of the Assembly.

The Assembly took note and approved the Report of the Executive Council, as contained in document A/2/5.

The President of the Assembly before closing the item, took the opportunity to commended the Chair and the Members of the Executive Council for all their hard work. He also highly commended them for convening its second meeting via telephone conferencing, which was a major cost saving venture for the Organization. He highlighted this as an example of how the use of technology can facilitate increased coordination and transcend distance and limited resources.
Agenda Item 6 - Election of the members of the Executive Council

(a) Election of three members for the term 2017-2019

The President informed the Assembly that the interim Secretariat received three nominations for the three vacancies, which are to occur on 31 December 2016 as the terms of Office of Mr. Fitzroy James (Grenada); Mr. Sylvester Clauzel (Saint Lucia); Mr. Ellsworth Dacon (Saint Vincent and the Grenadines) expires.

The nominated candidates are as follows: Mr. Fitzroy James of Grenada for re-election; H.E. Mr. Jadgish Dharamchand Koonjul of Mauritius for election; and His Excellency Mr. Aunese Makoi Simati of Tuvalu for election.

Noting that the individuals nominated met all the criteria as suitable candidates for election to the Executive Council, the Assembly elected by acclamation Mr. Fitzroy James of Grenada, Ambassador Koonjul of Mauritius and Ambassador Simati of Tuvalu to the Executive Council for the term 2017-2019, beginning 1 January 2017 and expiring 31 December 2019.

(b) Election to fill one outstanding vacancy for the term 2016-2018

The President informed the Assembly that the Government of Tonga nominated Dr. Tevita Tukunga for election to fill the outstanding vacancy to the Executive Council. Taking into consideration that there are no other nominations for this vacancy and the nominee met all the criteria as a suitable candidate, the Assembly elected by acclamation Dr. Tevita Tukunga of Tonga for the term 2016-2018, effective immediately.

The President, on behalf of the Assembly, congratulated the newly elected members to the Executive Council, and wished them every success in their function as the Governance arm of the Organization.

The president opened the floor for delegations wishing to deliver a statement.

Mauritius congratulated the President. He also expressed confusion on the status of his delegation and the miscommunication regarding the submission of credentials. He hoped to be able to participate in the meeting and was pleased and honored to be elected to serve as member of Executive Council. He further committed Mauritius to serve in that capacity in order to advance work of SIDS DOCK.

Tuvalu thanked the Assembly for the confidence in assuming one of the Council positions. He expressed satisfaction in having two members of the Executive Committee based at the UN to facilitate work with the Secretariat. He further committed to do his outmost best to make sure that the Sustainable Development Goals (SDGs) and SAMOA Pathway are implemented, and concluded by stating that the mandate was to act and push for action.
Agenda Item 7 - Rules of Procedure of the Assembly and of the Executive Council

At its first session, the Assembly through its Decision A/1/DC/1, mandated the Executive Council to review the Provisional Rules of Procedure of the Assembly and of the Executive Council, and to submit draft Rules of Procedure of the Assembly and of the Executive Council for its consideration at its second session.

The Assembly adopted the Rules of Procedure of the Assembly and of the Executive Council, as contained in document A/2/6, and further adopted by acclamation Decision A/2/DC/1.

Agenda Item 8 - Work Programme and Budget for 2016-2021

The President in his introduction of this Agenda item informed that the draft work programme and budget was prepared by the Interim Secretariat in close consultations with the Executive Council. He added that the Executive Council at its second meeting decided to recommend the draft proposal for the consideration and approval of the Assembly.

The Assembly approved the draft work programme and budget, as contained in document A/2/L.2, and decided to replace document A/2/L.2 with document A/2/7. The Assembly further adopted by acclamation Decision A/2/DC/2 on this Agenda Item.

Agenda Item 9 – Host Country Agreement

The President invited Dr. Kenrick Leslie, Director-General of the Caribbean Community Climate Change Centre (5Cs), in his capacity as Head of the Interim Secretariat of the SIDS DOCK to report to the Assembly on developments as they relate to the Host Country Agreement and arrangements.

Dr. Leslie, in turn through the President, invited the Honourable Minister for Foreign Affairs of Belize, Honourable Wilfred Peter Elrington, to report on the host country developments. Honourable Elrington congratulated the President of the Assembly on his election. He reported in July 2016, the agreement was submitted to the Office of the Belize Attorney General and it was approved. He added that the Belize Government is ready to move forward with the matter and invited the Interim Secretariat to confirm with the Government of Belize the scope of administrative and logistical commitments.

The President thanked Honourable Elrington for his update. He further expressed his hope that the SIDS DOCK would be fully established and operationalized at the very earliest opportunity so that it may get on with the business of facilitating renewable energy transformations in our countries.
The President further expressed gratitude for Belize’s dedication, especially at this time following the destruction caused by the recent Hurricane, which struck Belize. On behalf of the Assembly the President extended deepest empathy and recommitted the Assembly fullest support to the Government and people of Belize.

The President further thanked Dr. Leslie and took this opportunity to extend the Assembly’s sincerest appreciation to him, his staff and the 5Cs as a whole for their hard work and true dedication to the establishing of the SIDS DOCK.

The Assembly took note of the report of the Interim secretariat as contained in document A/2/8 and the oral report of the Government of Belize, and recommended that the Interim Secretariat in close consultation with the President of the Assembly and the Government of Belize continue to finalize this matter at the earliest convenience, and report back to the Assembly.

Agenda Item 10 – Secretary General Selection Process

The President in his introduction of the agenda item informed that in an effort to speed up the process of identifying and appointing a Secretary-General for the SIDS DOCK, within its mandate as the Governance arm of the Organization, and further in accordance with its draft rules of procedure regarding the establishing of committees, the Executive Council at its first meeting established a Committee for the selection of a Secretary-General. He added that the Executive Council appointed Dr. Kenrick Leslie (Belize) as Chair, and His Excellency Mr. Ronald Jean Jumeau (Seychelles), Mr. Ellsworth Dacon (Saint Vincent and the Grenadines) and Mr. Sione Foliaki (Samoa) as members of the Committee.

The Assembly considered the recommendations of the Committee for the Selection of a Secretary-General of SIDS DOCK as approved by the second meeting of the Executive Council.

Mauritius and Antigua and Barbuda requested a copy of document A/2/9. The President requested the Interim Secretariat to recirculate the document, noting that the document was circulated prior along with the Agenda. He added that all the documents will be re-circulated and will also be uploaded on the website.

The item was put aside until copies were distributed and delegations had time to read it.

Mauritius commented that it was unclear whether the application for the position of Secretary-General was open to the whole international community or restricted to the SIDS DOCK membership. He requested clarity on the matter.

Mauritius further commented on the first paragraph. Mauritius supports the principle of encouraging women candidates for this position. He wondered if there could be inclusion of a proposal for a system of rotation to give every region a fair chance in acting as SG of the Organization.

The President thanked Mauritius and indicated that applications were only to members of SIDS DOCK. He encouraged gender balance and equitable geographic representation. He asked the Interim Secretariat to provide more clarification.
The Interim Secretariat indicated that based on the Statute, the position was open only to Member States of the SIDS DOCK. With regard to regional and gender opportunities, Mauritius comments would be captured.

With no further objections, the Assembly approved the process for the selection of the SIDS DOCK Secretary-General as contained in document A/2/L.3, and decided to replace document A/2/L.3 as orally amended with document A/2/9 Rev.1.

The Assembly further adopted by acclamation Decision A/2/DC/3/Rev.1 as orally amended on this Agenda Item.

Member States were encouraged to nominate suitable candidates for the post of Secretary-General of the SIDS DOCK. The Interim Secretariat would circulate shortly notes announcing the vacancy.

**Agenda Item 11 – Organization and arrangements for the third session of the Assembly**

(a) *Designation of the date*

The President proposed that the date for the third session of the Assembly be scheduled on the margins of the seventy-second session of the General Debate of the United Nations General Assembly (UNGA) in New York in September 2017. The Assembly agreed.

(b) *Designation of the members of the Bureau*

States Parties were requested to forward their desire to serve on the Bureau of the third session of the Assembly to the Interim Secretariat, as soon as possible and no later than 1 July 2017, in order to facilitate a smooth transition in September 2017. In keeping with the principle of equitable regional rotation of the post of the Presidency among the three sub-regions the President of the third session of the SIDS DOCK Assembly should come from the AIMS sub-region.

The Assembly agreed that interested States Parties would communicate to the Interim Secretariat no later than 1 July 2017, their desire to serve on the Bureau of the third session of the Assembly, and that the President of the third session would be from the AIMS sub-region.

**Agenda Item 12 – Other Matters**

(a) *Island Women Open Network (IWON) Award*

The President invited Her Excellency Rhonda King the Permanent Representative of Saint Vincent and the Grenadines to the United Nations, in her capacity as Chair of the IWON to take the floor to present this year’s award.

Ms. Christine Duncan Neves, founder of IWON, and Ms. Duncan Neves’ late father, former Jamaica
Ambassador King expressed gratitude to the Assembly for appointing her as first IWON Chair, which she saw as a privilege and honour to serve the women of SIDS. She recognized

Ambassador, whose standout legacy was his advocacy for women’s rights. Ambassador King further recognized last year’s and first IWON awardee Mrs. Marguerite St John-Sebastian for her continued stellar service to SIDS.

Ambassador King presented this year’s IWON award to H.E. Dr. Vince Henderson of the Commonwealth of Dominica as recognition of his outstanding efforts. She added that H.E. Dr. Henderson has dedicated his life for island energy for island life. He was recognized for his passion for service to his country and his people. The award is recognition for H.E. Dr. Vince Henderson’s continued stance for rights of women in SIDS.

On behalf of the Assembly, the President of the Assembly congratulated Ambassador Henderson on this illustrious Award.

Agenda Item 13 – Closure of the session

The President thanked the Assembly for making the session a tremendous success, and implored the Assembly to stay committed and dedicated to securing a better, more climate resilient economy for citizens of SIDS. He wished members of the Assembly every success with their objectives for this UN General Debate and impressed on them the importance of fulfilling our obligations to SIDS citizenry for a better, more resilient, safe, productive and sustainable environment.

He further urged the members of AOSIS who had neither ratified nor acceded to the Statute to do so. He called for all to join forces to position SIDS to work as one to secure a better and brighter future for Peoples of SIDS.

The second session of the Assembly of SIDS DOCK was then adjourned.
United Nations Decade of Sustainable Energy For All (2014-2024)

Second Session of the Assembly of SIDS DOCK
UN Headquarters, ECOSOC Chamber
New York, New York
24 September 2016
Agenda Item: 2a

AGENDA

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2. Organization of work
   a. Adoption of the agenda
   b. Election of President of the Assembly
   c. Election of Vice-Presidents
   d. Appointment of a Credentials Committee
   e. Participation of observers
   f. Adoption of the report of the first session of the Assembly


4. Report of the Credentials Committee

5. Report on the activities of the Executive Council

6. Election of the members of the Executive Council
   a. Election of three members for the term 2017-2019
   b. Election to fill one outstanding vacancy for the term 2016-2018

7. Rules of Procedure of the Assembly and of the Executive Council

8. Work Programme and Budget for 2016-2021

9. Host Country Agreement

10. Secretary-General Selection Process

11. Organization and arrangements for the third session of the Assembly
    a. Designation of the date
    b. Designation of the members of the Bureau

12. Other Matters
    a. Island Women Open Network (IWON) Award

13. Closure of the session
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<td>Antigua and Barbuda</td>
<td>H.E. Mr. Walton Webson</td>
<td>Permanent Mission to the United Nations</td>
<td>Ambassador Permanent Representative</td>
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<td>H.E. Mr. Conrad Hunte</td>
<td>Permanent Mission to the United Nations</td>
<td>Ambassador</td>
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<td>Bahamas</td>
<td>Ms. Tishka Fraser-Francis</td>
<td>Permanent Mission to the United Nations</td>
<td>Deputy Permanent Representative</td>
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<td>Ms. Deandra Cartwright</td>
<td>Ministry of Foreign Affairs</td>
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<td>Belize</td>
<td>Hon. Wilfred Elrington</td>
<td>Ministry of Foreign Affairs</td>
<td>Minister</td>
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<td>Mr. Lawrence Sylvester</td>
<td>Ministry of Foreign Affairs</td>
<td>Chief Executive Officer</td>
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<td>Mrs. Olga Kantun-Coleman</td>
<td>Ministry of Foreign Affairs</td>
<td>Director of International Affairs</td>
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<td>Mrs. Tasha Young-Cain</td>
<td>Permanent Mission to the United Nations</td>
<td>First Secretary</td>
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<td>Dominica</td>
<td>Hon. Francine Baron</td>
<td>Ministry of Foreign Affairs</td>
<td>Minister</td>
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<td>H.E. Mr. Vince Henderson</td>
<td>Embassy to the USA</td>
<td>Ambassador</td>
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<td>Mrs. Loreen Bannis Roberts</td>
<td>Permanent Mission to the United Nations</td>
<td>Ambassador Permanent Representative</td>
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<td>Mr. Julien LeBlanc</td>
<td>Permanent Mission to the United Nations</td>
<td>Advisor</td>
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<td>Grenada</td>
<td>H.E. Dr. E. Angus Friday</td>
<td>Embassy to the USA</td>
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<td>Mauritius</td>
<td>H.E. Mr. Jagdish Koonjul</td>
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<td>Ambassador Permanent Representative</td>
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<td></td>
<td>Mr. Rishy Bukoree</td>
<td>Permanent Mission to the United Nations</td>
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<tr>
<td>Saint Vincent &amp; the Grenadines</td>
<td>Hon. Ralph Gonsalves</td>
<td>Prime Minister Office</td>
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<td>H.E. Ms. I. Rhonda King</td>
<td>Permanent Mission to the United Nations</td>
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<td>Ms. Isis Gonsalves</td>
<td>Permanent Mission to the United Nations/AOSIS Fellow</td>
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<td>Samoa</td>
<td>Mrs. Miriama Betham-Malielegaoi</td>
<td>Permanent Mission to the United Nations</td>
<td>Counsellor/Deputy Permanent Representative</td>
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<tr>
<td>Seychelles</td>
<td>H.E. Mr. Ronald Jumeau</td>
<td>Division for Climate Change and Small Island Developing States Issues</td>
<td>Ambassador</td>
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<td>Tuvalu</td>
<td>Hon. Enele Sosene Sopoaga</td>
<td>Prime Minister Office</td>
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<td>H.E. Mr. Aunese M. Simati</td>
<td>Permanent Mission to the United Nations</td>
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<td>Mr. Fakavae Taomia</td>
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<td>H.E. Dr. Ian Fry</td>
<td>Climate Change and Environment</td>
<td>Ambassador</td>
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Second Session of the Assembly of SIDS DOCK  
UN Headquarters, ECOSOC Chamber  
New York, New York  
24 September 2016  
Agenda Item: 2e

List of Observers to the second session of the Assembly

**SIDSOCK Signatories**

1. Dominican Republic  
2. Palau

**AOSIS Members Non-Signatories**

1. Maldives  
2. Suriname

**UN Member States: Non-AOSIS Members**

1. Austria

**Others**

1. Acciona Energy North America  
2. ARE Day  
3. Caribbean Community (CARICOM)  
4. Caribbean Community Climate Change Centre (5Cs)  
5. Enovid LLP  
6. European Union (EU)  
7. GS Consulting  
8. Ludvig Energy  
9. Secretariat of the Pacific Regional Environment Programme (SPREP)  
10. United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States (UNOHRLLS)
Second Session of the Assembly of SIDS DOCK
UN Headquarters, ECOSOC Chamber
New York, New York
24 September 2016
Agenda Item: 3

Report of the Depositary of the Statute Establishing the Small Island Developing States Dock (SIDS DOCK)

1. The instrument establishing the Small Island Developing States DOCK, (SIDS DOCK Statute) was opened for signature at the Third International Conference on Small Island States in Apia, Samoa from 1st to 5th September 2014. It remained open for signature at the Permanent Mission of Belize to the United Nations in New York acting on behalf of the Government of Belize as Depositary of the Statute until its entry into force.

2. The SIDS DOCK entered into force on 27th September 2015 being the thirtieth day after the date of deposit of the ninth instrument of ratification.

3. Accordingly, on 29th September 2015, Belize submitted the SIDS DOCK Statute to the United Nations Treaty Section in New York for registration pursuant to Article 102 of the Charter of the United Nations. A certificate confirming registration as of 1 February 2016 was issued on 3 June 2016 and is attached hereto as Annex 1.

4. The SIDS DOCK Statute remains open for ratification or accession at the Permanent Mission of Belize to the United Nations in New York. The Statute currently has 20 signatories and a total of 15 state parties. A table of the status of the Statute is attached hereto as Annex 2.
ANNEX 1

Certificate of registration
The Secretary-General of the United Nations

hereby certifies that the following international agreement has been registered with the Secretariat, in accordance with Article 102 of the Charter of the United Nations:

No. 53471. Multilateral

Statute establishing the Small Island Developing States Dock (SIDS DOCK). New York, 9 July 2014

Registration with the Secretariat of the United Nations: Belize, 1 February 2016

Done at New York on 3 June 2016

For the Secretary-General

No. 66672

Certificate d'enregistrement
Le Secrétaire général de l'Organisation des Nations Unies

certifie par la présente que l'accord international indiqué ci-après a été enregistré au Secrétariat, conformément à l'Article 102 de la Charte des Nations Unies :

No. 53471. Multilatéral

Statut portant établissement de la Station d'accueil de l'initiative des petits États insulaires en développement (SIDS DOCK). New York, 9 juillet 2014

Enregistrement auprès du Secrétariat des Nations Unies : Belize, 1er février 2016

Fait à New York le 3 juin 2016

Pour le Secrétaire général
ANNEX 2

Statute of the Establishment of Small Island Developing States Dock (SIDS DOCK)

Entry into force: 27 September 2015, in accordance with Article XIX
Registration: United Nations 1 February 2016
Status: Signatories 20; Parties 15
Text: Permanent Mission of Belize to the United Nations
Note: The Instrument was opened for signature on 1 September 2014

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Report of the Credentials Committee

1. In accordance with Rule 25 of the draft Rules of Procedure of the Assembly, the Assembly appointed a Credentials Committee consisting of the following four members:
   - Bahamas - Mrs. Tishka Fraser Francis
   - Saint Vincent and the Grenadines - Ms. Marsena Ballantyne
   - Seychelles - Ms. Wendy Guilian Isnard
   - Tuvalu - Mrs. Sunema Simati

2. The Credentials Committee met on Friday, 23 September 2016 and elected Mrs. Tishka Fraser Francis of the Commonwealth of the Bahamas as Chairperson.

3. The Committee examined the credentials submitted to the Interim Secretariat in accordance with Rule 24 of the Rules of Procedure of the Assembly in respect of the representatives attending the second session of the Assembly. The Credentials Committee had before it the information provided by the Interim Secretariat on the status of the credentials received as at that date.

4. The Committee determined that, as of 24 September 2016, the Members listed below had submitted credentials in the form required by Rule 24 of the Rules of Procedure of the Assembly. Those delegations that did not submit credentials but are represented by the competent authority were deemed to conform to the requirement.
The Committee recommends to the Assembly that the following Members are entitled to participate in its second session:

1. Bahamas
2. Belize
3. Dominica
4. Grenada
5. Palau
6. St. Vincent and the Grenadines
7. Samoa
8. Seychelles
9. Tuvalu

5. The Credentials Committee noted that a number of delegations attending the second session of the Assembly had not submitted any credentials. The Committee recalled the importance of submitting credentials in accordance with the Rules of Procedure of the Assembly and called on delegations to conform to this requirement at forthcoming sessions of the Assembly.

6. The Committee authorised the Chair to update its report orally when presenting it to the Assembly so as to reflect any additional credentials received by the Interim Secretariat subsequent to the meeting of the Credentials Committee.
Report on the Activities of the Executive Council

INTRODUCTION

1. This report is submitted pursuant to Article VIII, paragraph 2, of the SIDS DOCK Statute. It provides an account of the progress made in the development of the Work Programme and Budget and preparation of the pertinent operational documents and arrangements. It also provides information on the human and financial resources of the Organisation.

2. The SIDS DOCK Executive Council is responsible for overall policy and direction and for providing oversight and advice for the development of the institution. The Executive Council delegates responsibility for day-to-day operations to the Secretary-General and committees. States Parties of the SIDS DOCK, who have either ratified or acceded, will be invited to nominate members for the Executive Committee. Nominations shall be submitted through the State Party’s United Nations Permanent Mission or other relevant Government Authority, where applicable (for Countries not having UN Permanent Missions).

3. Election and membership on the Executive Council shall reflect a range of professional expertise with individuals having multiple years of experience, and must have gender balance and equitable regional representation with no fewer than one (1) member from each regional group as established by UN-DESA (AIMS, Caribbean and Pacific). In addition, no two members may be nationals of the same State.

4. The election of members of the Executive Council took place during the inaugural session of the Assembly of SIDS DOCK, held at the Wider Caribbean Pavilion in Paris, France, in the margin of the UNFCCC COP 21, on 10 December 2015. Terms of Members of the Council will begin on
1 January and expire on 31 December. The following is a list of members elected and term limits:

**2015-2016 (One-year Term)**
- Mr. Fitzroy James (Grenada)
- Mr. Sylvester Clauzel (Saint Lucia)
- Mr. Ellsworth Dacon (Saint Vincent and the Grenadines)

**2015 – 2017 (Two-year Term)**
- Ms. Rhianna M. Neely-Murphy, Ph. D (Bahamas, Commonwealth of)
- His Excellency Dr. Vince Henderson (Dominica, Commonwealth of)
- His Excellency Mr. Ronny Jumeau (Seychelles, Republic of the)

**2015 – 2018 (Three-year Term)**
- Dr. Kenrick Leslie (Belize)
- Mr. Sione Foliaki (Samoa, Independent State of)
- Vacant

5. The Executive Council held two meetings:
   (a) Thursday 16 June 2016, held at the Permanent Mission of Barbados to the United Nations in New York, United States of America. [Document EC/1/SR/1]

   (b) Monday, August 2016, remotely, via tele-conference (GoToMeeting). [Document EC/2/SR/1]

**II FIRST MEETING OF THE SIDS DOCK EXECUTIVE COUNCIL**

6. In accordance with Article VII, paragraph 3, of the Statute of the SIDS DOCK, the Executive Council at its first meeting on 16 June 2016, elected by acclamation, His Excellency Dr. Vince Henderson (Dominica) as Chair of the Executive Council for a period of one year, and His Excellency Mr. Ronald Jean Jumeau (Seychelles), as one of the Vice-Chairs of the Executive Council. Noting that there was a need to still fill one of the two Vice-Chair posts, and that the vacancy should be filled by the Pacific Group, the Chair nominated in abstentia Mr. Sione Foliaki, as the candidate since Samoa is the only Pacific Country on the Executive Board. All members of the Bureau will serve for a period of one year.

7. At its first meeting, the Council held discussion and general agreement on the following, which will be discussed during the second session of the Executive Council:
   (a) Draft Provisional Rules of Procedure of the Assembly and of the Council (Document EC/1/2). It was agreed that the Interim Secretariat will compile and disseminate a revised version.

   (b) Host Country Agreement (Document EC/1/3). It was agreed that the Interim Secretariat will continue discussions on the terms with the Host Country to determine the target date of operation and to identify possible challenges related to that target.
(c) Presentation of Proposed SIDS DOCK Energy Fund, presented by Ms. Elise N. Zoli of Goodwin Procter LLP. It was agreed for Grenada, Seychelles and Tonga as pilot countries, and Seychelles, Grenada, along with the Secretariat of the Pacific Community (SPC), in coordination with the Interim Secretariat, to oversee and report back to the Executive Council its findings and results.

(d) Discussion and General Agreement on the programme of work of SIDS DOCK (Document EC/1/4). It was agreed that the Interim Secretariat identify what additional resources are necessary, besides the contributions, to become fully operational; note in the budget, levels of remuneration of the officers to determine how the levels correspond with the United Nations; identify the benefits and obligations for registering in a particular country and opening a bank account for the SIDS DOCK.

(e) Committee for the selection of the Secretary-General (Document EC/1/5). Belize was elected by acclamation to serve as Chair of the Committee for the selection of the Secretary-General. Seychelles, St. Vincent and the Grenadines and Samoa, were elected as members of the committee. The Committee is to review the draft document EC/1/4, and is to submit its findings to the Executive Council at its second session. The Committee, in collaboration with the Interim Secretary to determine the budgetary requirements for the whole process of selection, and the salary and level of office of the Secretary-General.

(f) Other matters discussed at the meeting under Any Other Business included:

(i) Request from the Chair to develop a public outreach document to promote the work of SIDS DOCK and to recognise the contribution of SIDS DOCK founding donors and supporters, among other things.

(ii) SIDS DOCK Trademark – efforts to be made to have the mark registered in light of the fact that there exists a “SIDS DOCK Trust Fund” not authorised by the organisation.

(iii) Law Firm Squire Patton Boggs has been providing pro bono legal services to the SIDS DOCK and the Interim Secretariat. The Firm was officially appointed pro bono Attorney for the SIDS DOCK. The Firm was requested to informally consult with the World Bank and to provide some guidance on the best way forward on the unresolved matter with the World Bank. The Law Firm was also requested to advice on the Trademarking of SIDS DOCK and the matter of tax filing and non-profit status.

(iv) Update on the UNIDO-supported SIDS Centres for Renewable Energy and Energy Efficiency. The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) held its first board meeting on the 11 July 2015 in Barbados. It is expected to become fully operationalised by August 2016. The Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE) is expected to open in the first week of August 2016, following the signing of an addendum to the Memorandum of Understanding among the parties, around the ending of June 2016.

(v) Update on the SIDS DOCK Island Women Open Network (SIDS DOCK IWON). The network had a soft launch in Apia, Samoa, in September 2014, where St. Vincent and the Grenadines was nominated to serve as the Interim Chair for the SIDS DOCK IWON. In 2015, at the ratification ceremony on 30 September 2015, on the margins of the 70th United Nations (UN) General Assembly, in New York, to celebrate the legal recognition of entry into force of the SIDS DOCK Treaty, the IWON is now positioned as a central platform in the new UN Intergovernmental Organisation of Small Island Developing States. In January 2016, in Grenada, the IWON held its first meeting in the Caribbean.

(g) The Executive Council agreed that the date for the second meeting of the Executive Council should be either on 15 or 16 August 2016.
III  SECOND MEETING OF THE SIDS DOCK EXECUTIVE COUNCIL

8. In recognition of excellent work as Rapporteur of the first meeting of the Executive Council Bahamas was nominated to serve in said capacity for the second meeting, on Monday, 15 August 2016.

9. Outstanding Issues. The Council discussed the following issues outstanding from the first meeting and agreed to amend consensus text and forward revised documents to the second session of the Assembly for its consideration and adoption:
   (a) Draft Provisional Rules of Procedure of the Assembly and of the Council (Document EC/1/2). Up to the date of the second meeting of the Council, the Interim Secretariat had not received any comments or amendments from the membership. It was agreed to amend the areas of the text where there was consensus at the first meeting. the revised draft Provisional Rules of Procedure of the Assembly and the Executive Council will be forwarded to the Assembly as document EC/2/DC/1.

   (b) Host Country Agreement (Document EC/1/3). The Council was assured that the Government of Belize will host the SIDS DOCK Secretariat. Belize was requested to formally communicate its confirmation to host the Secretariat, and was notified during discussions with the Interim Secretariat that if it failed to formally communicate its desire to host the SIDS DOCK Secretariat, the Organization would be forced to consider reopening the search for a new Host Country. The Executive Council noting that Belize was recently struck by a devastating Hurricane decided to grant the Government of Belize some more time to formally advise the Interim Secretariat. Ad Interim, the Executive Council decided to continue to review the draft Host Country Agreement, as contained in document EC/1/3.

   (c) Discussion and General Agreement on the programme of work of SIDS DOCK (Document EC/2/3). Adjustments to the budget recommended from the first meeting were made and the Interim Secretariat was requested to extend the work programme from three years to five years. The Executive Council approved the revised draft budget of the SIDS DOCK 2016 – 2021 (EC/2/3) and decided to submit it via decision EC/2/DC/2 to the Assembly for its consideration and adoption. It was agreed that the Organisation will advise the World Bank and the Government of Japan of its readiness to access the USD 1.1 million of funds earmarked for start-up of SIDS DOCK. It was also agreed that the Interim Secretariat will establish an account in the name of the SIDS DOCK as an interim measure in preparation of the receipt of the funds from the World Bank. It was agreed that the Interim Secretariat through its pro bono Law Firm to provide a paper on the options available to the Organization regarding the opening of a United States of America bank account, the obtaining of 501C, tax exemptions, etc., for the consideration of the Executive Council.

   (d) Update from the Chair of the Committee for the selection of the Secretary-General (Document EC/1/5). Following consultations by the Committee, the Executive Council approved the draft criteria and process for the selection of the Secretary-General of the SIDS DOCK (EC/1/5) with the recommendation to revise said document by inserting all relevant deadlines, thereafter, the amended document would become document EC/2/4, and submitted via decision EC/2/DC/3 to the Assembly for its consideration and adoption.

10. Other matters discussed at the meeting under Any Other Business included:
(a) The IWON, sought approval through the Interim Chair, of its Report to the Executive Council including activities update; IWON Quick Facts; Terms of Reference of the SIDS DOCK IWON Committee; Terms of Reference of the SIDS DOCK IWON Technical Sub-Committee; and SIDS DOCK IWON Proposed members of its Committee and Technical Sub-Committee. The Executive Council took note of the “Report of the SIDS DOCK IWON” and its Annexes (EC/2/5), and agreed to approve the memberships of the IWON Committee and Sub-Committee as contained in Annex IV of EC/2/5. The Executive Council decided to convey this information to the General Assembly for its consideration and approval as part of the Executive Council’s Report to the General Assembly.

(b) Forthcoming Elections of members to the Executive Council – The terms for Grenada, St. Lucia and Saint Vincent and the Grenadines expires on 31 December 2016, and election to fill these vacancies will be held during the Second session of the General Assembly of SIDS DOCK. There will also be another election to elect one person for the outstanding seat from last year’s election for the term 2015-2018. The Interim Secretariat will be circulating the announcements to the entire SIDS DOCK membership and members whose terms were expiring were urged to communicate to the Interim Secretariat through their respective authorities their desire to be re-elected.

(c) SIDS and the matter of Loss and Damage [Risk Insurance Proposal] - The Interim Secretariat informed that it has begun internal discussions and worked with SPREP and IOC (Mauritius) to formulate a proposal and concept paper that would be submitted to GCF for Loss and Damage on how to assist SIDS in addressing matters as they relate to “Loss and Damage”, and in particular climate change risk management, as there is a real need for some sort of risk insurance mechanism. Dominica indicated that they would be very interested in helping to champion such an endeavour, as it had itself embarked along this same path, following its last devastating disaster, and have already done quite a lot of research on the matter. The Executive Council agreed that this is vastly overdue and approved the Interim Secretariats proposal to move forward with this initiate.

(d) The Executive Council agreed to convene the third meeting of the Executive Council during the week of 28 November 2016. The Executive Council noted that the third meeting would be convened within the term of the current officials and therefore agreed that for the third meeting the designation of officials was not applicable.

IV NEXT STEPS FOR THE COUNCIL

11. Finalising Host Country Agreement.

12. Selection of Secretary-General.


14. Beginning preparations of establishing staff and staff rules.
Second Session of the Assembly of SIDS DOCK
UN Headquarters, ECOSOC Chamber
New York, New York
24 September 2016
Agenda Item: 7

Decision on Rules of Procedure for the Assembly
and the Executive Council of the SIDS DOCK

The Assembly,

Recalling that at its first session, with decision A/1/DC/1, it adopted provisional Rules of Procedure of the Assembly and of the Executive Council;

Recalling further its mandate to the Executive Council to review the provisional Rules of Procedure of the Assembly and of the Executive Council and to recommend to the Assembly at its second session draft Rules of Procedure for the Assembly and the Executive Council for its consideration and adoption;

Noting that the Council at its first meeting approved the draft Rules of Procedure of the Assembly and deferred further consideration of the draft Rules of Procedure of the Executive Council to its second meeting;

Noting further that the Council at its second meeting approved the amended draft Rules of Procedure of the Executive Council, and through decision EC/2/DC/1, decided to submit the draft Rules of Procedure of the Assembly and the revised Rules of Procedure of the Executive Council, contained in document EC/2/2, to the second session of the Assembly for its consideration and adoption;

Having considered the Draft Rules of Procedure of the Assembly and the revised Draft Rules of Procedure of the Executive Council submitted to the Assembly by the Interim Secretariat pursuant to Executive Council decision EC/2/DC/1 and contained in document A/2/L.1;

RULES OF PROCEDURE OF THE ASSEMBLY 
AND THE EXECUTIVE COUNCIL
These rules may be referred to as the “Assembly Rules.”

I. SESSIONS

A. Regular Session

Rule 1  Frequency of sessions

The Assembly shall meet at least annually at the call of the President of the Assembly (“President”), and/or the Chairman of the Executive Council (“Chairman”) The session shall be convened upon sixty days written notice on a date set by the President and/or the Chairman.

Rule 2  Notification of sessions

The Secretary-General of SIDS DOCK (the “Secretary-General”), on behalf and under the authority of the Chairman and/or the President shall notify all Members of the Assembly at least sixty days in advance of each regular session, of the opening date, place and expected duration thereof.

B. Special Session

Rule 3  Summoning by the Assembly

Special sessions of the Assembly shall be convened when decided by the Chairman and/or the President or as otherwise provided for in these Assembly Rules.

Rule 4  Summoning at the request of the President and/or Chairman

Special sessions of the Assembly shall be convened as soon as practicable but not later than sixty days after the receipt by the Secretary General of a request for such a session from the President and/or the Chairman unless specified otherwise in the request.

Rule 5  Summoning at the request of Members

Any member of the Assembly may request that the President convene a special session of the Assembly. The President shall immediately inform the other members of the Assembly of the request, communicate to all members the estimated costs and relevant administrative and logistical considerations in relation to the hosting of a special session and inquire whether they concur with it. If within thirty days of the date of the communication one third of the members concur with the request, a special session of the Assembly shall be convened by the President not later than sixty days after the receipt of such concurrence.
Rule 6  \textit{Notification of special sessions}

The Secretary-General, on behalf and under the authority of the Chairman and/or the President, shall notify all members of the Assembly at least sixty days in advance of each special session, of the opening date, place and expected duration thereof.

C. General

Rule 7 \textit{Place of sessions}

Sessions of the Assembly may take place at the seat of the SIDS DOCK, or at any other location decided by the Assembly, the President and/or the Chairman in accordance with the Statute.

Rule 8 \textit{Written procedure}

The Assembly may act by means of proxy letter, e-mail or such other method of communication in which the participation of each member of the Assembly may be facilitated and the votes of each member of the Assembly may be recorded, in accordance with the provisions of the Statute concerning quorum and majorities as well as other relevant provisions of these Assembly Rules.

II. AGENDA

A. Regular Session

Rule 9 \textit{Agenda for Regular and Special Sessions}

The Secretary-General shall draft a provisional agenda for each regular and special session of the Assembly and submit it for the approval of the Executive Council and the President. The President shall distribute the agenda for each meeting to all members of the Assembly not later than thirty days in advance of a regular session, or as soon as practicable in advance of a special session. Members of the Assembly may request that additional items be included in the agenda.

B. General

Rule 10 \textit{Explanatory memoranda}

Each item proposed for inclusion in the agenda should be accompanied by such supporting documents as necessary to support the Assembly’s consideration of the issue.
Rule 11  *Circulation of supporting documents*

Draft reports, decisions, programmes, and budgets of the SIDS DOCK and other documents relating to the provisional agenda of a session shall be sent by the Secretary-General to each member of the Assembly no later than thirty days in advance of a regular session, or as soon as practicable in advance of a special session. All supporting documents shall at the same time be made available on the SIDS DOCK website, with the exception of those documents that are decided to be confidential by the Assembly or the Executive Council based on the criteria in Rule 63. The latter may only be made available on the password-secured area of the SIDS DOCK website.

III. REPRESENTATION OF MEMBERS AND PARTICIPATION OF OBSERVERS

Rule 12  *Composition of delegations*

Each member of the SIDS DOCK shall be represented at the Assembly by one Representative, who shall be the Head of the State or Government or the Minister for Foreign Affairs of such member or his or her designee. Such Representative may be accompanied by any such advisers he or she may reasonably require. The designated Representatives and their advisors shall constitute the member's delegation to the Assembly. In the event a Representative is incapacitated or unable to attend a meeting, he or she may designate an alternate for such meeting.

Rule 13  *Participation of Observers*

Signatories, and other entities to whom Observer status may be granted by the Assembly under Article VI, Sections 8 and 9, of the Statute, should request appropriate authorization from the President, who shall place such request for observer status on the agenda of the Assembly for its consideration.

IV. CREDENTIALS

Rule 14  *Submission of credentials*

The credentials of each representative and the names of the persons constituting the member's delegation should be submitted to the Secretariat for approval not less than seven days in advance of the session which the delegation will attend. The credentials shall be issued either by the Head of the State or Government or by the Minister for Foreign Affairs. Credentials when accepted shall remain in effect so long as the holder remains a member of the delegation.

Rule 15  *Provisional admission to a session*

Pending a decision upon their credentials, representatives shall be entitled to participate provisionally in the session. Any representative to whose admission a member has made
objection shall be seated provisionally with the same rights as other representatives until the Credentials Committee has reported and the Assembly has given its decision.

V. PRESIDENT, VICE-PRESIDENTS, RAPPORTEUR, AND OTHER OFFICIALS

Rule 16  Election of President and Vice-Presidents

Unless the Assembly decides otherwise, the Assembly shall elect a President and two Vice-Presidents, having due regard to equitable geographical rotation of these offices among the three regional groupings as pursuant to Annex A to these Rules.

Rule 17  Term of office

The Assembly shall annually designate a Representative who shall serve as a President and two Representatives to serve as Vice-Presidents and shall also nominate Representatives to stand for election to such offices at the beginning of the next session of the Assembly. For the purpose of a smooth transition and continuity of work, the designated President and/or Vice-Presidents shall, to the extent practicable, work in collaboration with the nominated President and/or Vice-Presidents to facilitate the preparation of the next regular meeting of the Assembly. Nominations for the President and Vice Presidents may be made by Representatives either in advance of a meeting or from the floor or may be recommended by the Executive Council.

Rule 18  Acting President

If the President is absent during a meeting or any part thereof, or whenever he or she deems that for the proper fulfillment of the responsibilities of the office of President he or she should not preside over the Assembly during the consideration of a particular question, he or she shall designate one of the Vice-Presidents to take his or her place, who, while acting as President, shall have the same powers and duties as the President.

Rule 19  Rapporteur and other officials

At the beginning of each Assembly session, the President shall propose a member of the Assembly to act as Rapporteur. The President shall also appoint other officials, having due regard to equitable geographical representation and gender balance. With the assistance of the Secretariat, the Rapporteur will be responsible for the recording and transcription of the proceedings of the meeting, the preparation, review and approval of the minutes, and such other related duties and responsibilities as may be assigned by the President.

Rule 20  Vacancies

A vacancy in the office of any official shall be filled in the same manner in which the original holder of that office or position was appointed or selected. Individuals selected or appointed to fill vacant positions shall hold such positions for the unexpired term of their predecessor.
VI. EXECUTIVE COUNCIL AND THE SECRETARIAT

Rule 21  *Representation of the Executive Council*

The Executive Council shall have all powers provided by Article VII of the Statute. In the event of a conflict between the provisions of these Rules and those of the Statute, the provisions of the Statute shall prevail. The Executive Council shall be represented at the Assembly by its Chair or by such person or persons serving at the Executive Council that are appointed by him or her.

Rule 22  *Role of the Secretary-General*

The Secretary-General and Secretariat shall have all powers prescribed by Article VIII of the Statute. In the event of a conflict between the provisions of these Rules and those of the Statute, the provisions of the Statute shall prevail. The Secretary-General shall participate without the right to vote at all sessions of the Assembly and of its committees and other subsidiary organs, or he or she may designate a member of the Secretariat to represent him or her at any such sessions. The Secretary-General or his or her representative may make oral or written statements to such sessions. The Secretary-General shall be responsible for all the necessary arrangements for the sessions of the Assembly, its committees and other subsidiary organs.

Rule 23  *Duties of the Secretariat in Connection with Assembly Meetings*

The Secretariat shall receive, translate (when appropriate), print and distribute documents, reports and resolutions of the Assembly, its committees and other subsidiary organs; have the custody and proper preservation of the documents in the archives of the SIDS DOCK; the publication of reports of the sessions of the Assembly; the distribution of all documents of the Assembly to the members of the SIDS DOCK; and the performance of all other work which the Assembly, its committees or other subsidiary organs may require.

VII. SUBSIDIARY ORGANS OF THE ASSEMBLY

Rule 24  *Establishment of subsidiary organs*

The Assembly may, in accordance with Article VI, paragraph 3, of the Statute, establish such committees or other subsidiary organs as it deems necessary for the performance of its functions. In establishing such organs, the Assembly shall also agree on their authorities’ rules of procedure, membership, number of members, tenure and deliverables. When determining the membership, the Assembly shall take into account equitable geographic distribution and gender balance. Subsidiary organs shall be reviewed annually by the Assembly to determine whether they should be continued or their authorities modified. Membership in subsidiary organs created by the Assembly may include members and Signatories of the Statute.
Rule 25  **Officials**

Subsidiary organs may have such officers as the Assembly designates, each of whom shall be elected by the Assembly annually. Each subsidiary organ of the Assembly may elect officials other than the Chair and Vice-Chair. These officials shall be elected on the basis of equitable geographical representation, experience, personal competence and gender balance. Chairs of subsidiary bodies shall serve for one year terms, renewable one time.

Rule 26  **Dates of meetings**

Subsidiary organs shall meet only as often as may be required for the fulfillment of their functions. Meetings of the Assembly, the Executive Council or other subsidiary organs should be taken into account when setting the dates of meetings.

Rule 27  **Notification and provisional agenda**

The Chairman, in collaboration with the Secretariat, shall prepare the provisional agenda for meetings of the subsidiary organs. The Secretary General, on behalf of the Chair of a subsidiary organ shall provide notification as far in advance as possible prior to the commencement of any meeting of the subsidiary organ, and shall endeavor to provide the provisional agenda and all supporting documents to all members of the subsidiary organ at least fifteen days in advance of the meeting.

**VIII. CONDUCT OF BUSINESS AT SESSIONS OF THE ASSEMBLY**

Rule 28  **Public and closed sessions of the Assembly**

(a) Sessions of the Assembly and all subsidiary organs shall be held in public unless the Assembly, the President and/or the Chairman determine otherwise. Where it is determined that that substantial parts of sessions are to be closed, the Secretariat must provide at least seven days’ notice to members and observers. This cannot preempt the right of the Assembly to declare parts of a session closed during the course of a session.

(b) Subject to any decision of the Assembly, the Secretary-General shall make appropriate arrangements for the admission of representatives of the press and of other information agencies to public sessions of the Assembly.

Rule 29  **Functions of the President during Assembly sessions**

In addition to exercising the powers which are conferred upon him or her by these Assembly Rules, the President shall declare the opening and closing of each session of the Assembly, shall direct its discussions, ensure observance of these Assembly Rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order and, subject to these Assembly Rules, shall have control of the proceedings of the Assembly and
over the maintenance of order at its sessions. The President may propose to the Assembly the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. He or she may propose the suspension or adjournment of the session or the adjournment of the debate on the item under discussion. The President, in the exercise of his or her functions, shall remain under the authority of the Assembly.

Rule 30  
**Speeches**

No representative may address the Assembly without having previously obtained the permission of the President. Subject to Rule 32 of these Assembly Rules, the President shall call upon speakers in the order they signify their desire to speak. The President may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

Rule 31  
**Precedence**

The President may accord precedence to the Chair of the Executive Council and to the Chair or other officer of a committee or any other subsidiary organ of the Assembly, for the purpose of explaining a report or recommendations submitted to the Assembly. He or she may also accord precedence to the Secretary-General or his or her representative.

Rule 32  
**Points of order**

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with these Assembly Rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the Presidents' ruling shall stand unless overruled by a majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Rule 33  
**Time-limit on speeches and remarks**

The Assembly may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. When debate is limited and a representative has spoken his or her allotted time, the President shall call him or her to order without delay.

Rule 34  
**Closing of list of speakers and right of reply**

During the course of a debate, the President may announce a list of speakers and, with the consent of the Assembly, declare the list closed. He or she may, however, accord the right of reply to any representative if a speech delivered after the list has been closed makes this desirable.
Rule 35  
*Adjournment of debate*

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. Permission to speak on the motion shall be accorded only to two representatives in favour of and to two opposing the adjournment, after which the motion shall be immediately decided. The President may limit the time to be allowed to speakers under this Rule.

Rule 36  
*Closure of debate*

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his or her wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be immediately decided. If the Assembly is in favour of the closure, the President shall declare the closure of the debate. The President may limit the time to be allowed to speakers under this Rule.

Rule 37  
*Suspension or adjournment of the session*

A representative may at any time move the suspension or the adjournment of the session. The President may limit the time to be allowed to the speaker moving the suspension or adjournment of the session. No discussion on such motions shall be permitted and they shall be immediately put to the vote.

Rule 38  
*Order of procedural motions*

Subject to Rule 32 of these Rules, the motions listed here under shall have precedence in the following order over all other proposals or motions before the session:
   a) To suspend the session;
   b) To adjourn the session;
   c) To adjourn the debate on the item under discussion; and
   d) To close the debate on the item under discussion.

Rule 39  
*Decisions on competence*

Subject to Rule 39 of these Rules, any motion calling for a decision on the competence of the Assembly to adopt a proposal submitted to it shall be decided upon before a decision is taken on the proposal in question.

Rule 40  
*Proposals and amendments*

Proposals and amendments shall normally be submitted in writing to the Secretariat which shall circulate copies to all delegations. Following the distribution of copies, delegations shall be given reasonable time before proposals are discussed or considered for decision
Rule 41  Withdrawal of proposals or motions

Any proposal or motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that it has not been amended by decision of the Assembly. A proposal or a motion thus withdrawn may be reintroduced by any representative.

Rule 42  Reconsideration of proposals or amendments

When a proposal or amendment has been adopted or rejected, it shall not be reconsidered at the same session unless the Assembly so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing reconsideration, after which the motion shall be immediately put to the vote.

IX.  VOTING

Rule 43  Voting

Voting in the Assembly shall be consistent with Article VI, Section 2 of the Statute.

Rule 44  Methods of voting

The normal method of voting shall be by show of hands. Any representative may request a roll-call, which shall then be taken in the English alphabetical order of the names of the members of the SIDS DOCK. The name of each member shall be called in all roll-calls, and its representative shall reply "yes", "no" or "abstention". The result of the vote shall be inserted in the record of the session.

Rule 45  Conduct during voting

After the President has announced the commencement of a vote, the voting shall not be interrupted until the result has been announced, except on a point of order in connection with the actual conduct of the voting.

Rule 46  Explanation of vote

Representatives may make brief statements consisting solely of explanations of a vote, before the voting has commenced or after the voting has been completed. Similarly, explanatory statements of position may be made in connection with a decision taken without a vote. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer of a proposal or of an amendment to explain his or her vote on his or her own proposal or amendment.
Rule 47   

Divison of proposals and amendments

A representative may move that parts of a proposal or of an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be first voted upon. Permission to speak on the motion for division shall be accorded only to two representatives in favour and two representatives against. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

Rule 48   

Voting on amendments

(a) When an amendment to a proposal is moved, the amendment shall be voted first. When two or more amendments are moved to a proposal, the Assembly shall first vote on the amendment deemed by the President to be furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

(b) A motion shall be considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 49   

Voting on proposals

If two or more proposals relate to the same question, the Assembly shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Assembly may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 50   

Equally divided votes

If a vote is equally divided in voting other than elections, the President will give additional time within the session, for reconsideration of the issue before the proposal is once again put to vote. In case the vote is still equally divided, the proposal voted upon shall be considered as not adopted.

X.  ELECTIONS

A.  Elections of Officials

Rule 51   

Secret ballot

All elections shall be held by secret ballot, unless there is acclamation.
Rule 52  *Elections to fill one elective place*

When only one elective place is to be filled and no candidate obtains in the first ballot a majority required, a second ballot shall be taken, which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot. If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.

Rule 53  *Elections to fill two or more elective places*

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining the majority required is less than the number of elective places to be filled, there shall be no more than two ballots in respect of each elective place remaining to be filled. If in the first ballot for an unfilled elective place no candidate obtains the majority required, a second ballot shall be taken, which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot for that elective place. If in the second ballot for that elective place the votes are equally divided, the President shall decide between the candidates by drawing lots.

Rule 54  *Appointment of the Secretary-General*

Designation of the Secretary-General shall be consistent with Article VI, Section 7 of the Statute. When voting is necessary, it shall be conducted by secret ballot in accordance with Rule 53.

B.  *Elections of Executive Council Members*

Rule 55  *Annual Election*

In accordance with Article VII, Section 1 of the Statute, at the first Assembly, the Assembly shall elect up to nine (9) Assembly Representatives to serve as members of the Executive Council. As provided by the Statute, One third of the members of the first Council shall be elected to serve for one (1) year, one third for two (2) years and one third for three (3) years. Thereafter, the Assembly shall each year elect members to the Executive Council to fill expiring terms and to serve for a term of three years.

For purposes of this provision, members of the SIDS DOCK are those that have deposited an instrument of ratification or accession with the Depositary, according to Articles XVII, Section 2 and Article XVIII, Section 2 of the Statute, at least 30 days prior to the Assembly in which the election will take place. In accordance with the Statute,
Rule 56  **Nominations**

In accordance with Article VII Section 1 of the Statute nominations for election to the Executive Council must be submitted in writing by member states of SIDS DOCK with due consideration being given to equitable regional distribution and gender representation.

For purposes of this provision, members of the SIDS DOCK are those that have deposited an instrument of ratification or accession with the Depositary, according to Articles XVII, Section 2 and Article XVIII, Section 2 of the Statute, at least 30 days prior to the Assembly in which the election will take place. In accordance with the Statute,

Rule 57  **Distribution of seats**

To ensure equitable geographical distribution and effectiveness of its work, the Executive Council should insofar as practicable, provide for representation of:

a) Group A – AIMS;

b) Group B – Caribbean; and

c) Group C – Pacific,

as such groups are defined in Annex A. Each group may nominate up to two alternates, and shall present alternates alongside candidates to the Assembly.

Rule 58  **Composition**

The members of the Executive Council, no two of whom shall be nationals of the same State, shall be elected on the basis of broad geographical representation, personal qualifications and experience and shall serve for a period of three years. Pursuant to Article VII, Section 1 of the Statute, no member of the Executive Council may serve for more than two consecutive Terms.

Rule 59  **Functions**

Pursuant to Article VII, Section 2 of the Statute, the Executive Council shall bear responsibility for the overall direction, operation, and functioning of the SIDS DOCK and its Secretariat, including its activities, work programmes, and projects, and shall discharge its responsibilities in a fair, equitable and transparent manner as fiduciaries. It shall perform such other duties as may be assigned to it under the Rules of Procedure of the Executive Council.

XI. DOCUMENTATION

Rule 60  **Reports**

a. Reports of sessions of the Assembly shall contain the text of all recommendations and decisions of the Assembly adopted at that session. The report shall be prepared by the
Secretariat in close cooperation with the Rapporteur who will provide the report to the President and the Vice-Presidents no later than thirty days following adjournment of the Assembly session. The Secretariat shall, immediately upon approval of the Rapporteur and President, make such reports available to all members of the SIDS DOCK. Reports of Assembly sessions shall not be official until approved by the Assembly.

b. Reports of meetings of subsidiary organs of the Assembly and their recommendations shall be issued by the Secretariat, unless the Assembly decides otherwise.

Rule 61  Official records

A set of official records shall be maintained by the Secretariat, containing the text of all recommendations and decisions of the Assembly, recommendations of subsidiary organs to plenary sessions of the Assembly, as well as a complete set of all Assembly documents.

Rule 62  Publication of Assembly Documents

As soon as possible, and under terms and subject to exceptions as may be approved by the Assembly or the Executive Council and consistent with the rights of individuals to privacy, the property rights of persons in trade secrets and confidential commercial or financial information, and the need of the Assembly to promote frank internal deliberations, the Secretariat shall make publicly available all documents and records related to and used in support of the activities and decisions of the Assembly. Such documents shall normally be posted on the SIDS DOCK website and shall include, at a minimum and subject to the provisions above, the final reports of each Assembly meeting, a record of all Assembly decisions, and all documents supporting the work of the Assembly and its subsidiary organs.
These rules may be referred to as the “Council Rules.”

I. MEETINGS

Rule 1 Frequency of meetings

The Executive Council shall convene twice a year at regular sessions and shall convene in special sessions as often as the Chair determines appropriate. The Executive Council shall determine at each meeting the time and place of its next regular meeting. The Executive Council shall meet as often as may be required between regular meetings for the fulfillment of its powers and functions. The Executive Council may be convened on the authority of the Chair of the Executive Council (the “Chair”), who shall convene a meeting of the Executive Council at the request of the Assembly, or at the request of three members of the Executive Council.

Rule 2 Notification of meetings

No advance notice of the calling of a meeting shall be required when the date and time have been decided by the Executive Council at an earlier meeting. For all other in-person meetings the Secretary-General, in coordination with the Chair, shall provide reasonable notice of the meeting to the members of the Executive Council, and in any case not less than thirty days’ notice, informing the members of the date, place, and expected duration of the meeting, as well as of the provisional agenda and any administrative, financial and logistical considerations for consideration by members.

Rule 3 Place of in-person meetings

Meetings may be held in any location as agreed upon by the Chair and the Secretary-General.

Rule 4 Meetings other than in-person

The Executive Council may act by means of proxy letter, teleconference, video-conference, and other similar means of communication in which the participation of each member of the Executive Council may be facilitated and the votes of each member of the Executive Council may be recorded.

II. REPRESENTATION OF MEMBERS

Rule 5 Representatives

Members of the Executive Council shall be the persons elected by the Assembly, in accordance with Article VII, Section 1 of the Statute.
Rule 6  Submission of credentials

The credentials of representatives on the Executive Council shall be submitted to the Secretary-General before the first meeting of the Executive Council, for evaluation and acceptance by the Secretary-General. The credentials shall be issued by the competent authority of the member state government authorizing the representative to perform on behalf of the member the functions indicated in the Statute. The acceptance of credentials shall remain valid for the term for which that member was elected unless withdrawn or replaced by new credentials.

Rule 7  Provisional acceptance of credentials

Pending acceptance of the credentials of a representative of a member of the Executive Council in accordance with Rule 6 of these Council Rules, such representative shall be seated provisionally with the same rights as other representatives.

III.  CHAIR, VICE-CHAIRS, RAPPORTEUR, AND OTHER OFFICERS

Rule 8  Election of Chair and Vice-Chair

In accordance with Article VII, Section 3 of the Statute, the Executive Council shall elect at its first meeting and annually thereafter, by majority vote of the Executive Council members, a Chair and two Vice-Chairs, having due regard to equitable geographical representation and gender balance.

Rule 9  General powers and duties of the Chair

The Executive Council Chair shall preside at all meetings of the Executive Council. If the Chair is absent during a meeting or any part thereof, or whenever he or she deems that for the proper fulfillment of the responsibilities of the office of Chair he or she should not preside over the Executive Council during the consideration of a particular question, one of the Vice-Chairs shall take his or her place, and shall have the same powers and duties as the Chair. The Chair and the Vice-Chairs may at all times participate in the discussions of the Executive Council as representatives and may also vote in that capacity. The Chair will maintain close communications among the members of the Executive Council between meetings, and will work closely with the Secretary-General as necessary to ensure the Executive Council's awareness of the day-to-day business of the SIDS DOCK.

Rule 10  Rapporteur and other officials

At the beginning of each Executive Council meeting, the Chair shall propose to a member of the Executive Council to act as Rapporteur. The Chair may also appoint other officials, having due regard to equitable geographical representation and gender balance. With the assistance of the Secretariat, the Rapporteur will be responsible for the recording and transcription of the proceedings of the meeting, the preparation, review and approval of the minutes, and such other related duties and responsibilities as may be assigned by the Chair.
Rule 11  Vacancies

A vacancy in the office of any officer shall be filled in the same manner in which the original holder of that office or position was appointed or selected. Individuals selected or appointed to fill vacant positions shall hold such positions for the unexpired term of their predecessor.

Rule 12  Representation of the Executive Council at the Assembly

The Chair or such person or persons serving at the Executive Council that are appointed by him or her shall represent the Executive Council at the Assembly.

IV. SECRETARY-GENERAL

Rule 13  Role of the Secretary-General

The Secretary-General or a representative designated by him or her may participate, without the right to vote, in all meetings of the Executive Council and its subsidiary organs, or he or she may designate a member of the Secretariat to represent him or her at any such sessions.

Rule 14  Duties of the Secretariat in Connection with Executive Council

The Secretariat shall provide all necessary support to the Executive Council in the performance of its functions. In particular it shall receive, reproduce and distribute documents of the Executive Council and its subsidiary organs; prepare and circulate reports of meetings, decisions adopted by the Executive Council and any other documentation required; maintain custody of documents of the Executive Council in the archives of the Agency; and generally perform all other work, which the Executive Council and its subsidiary organs may require.

V. SUBSIDIARY ORGANS OF THE COUNCIL

Rule 15  Establishment of subsidiary organs

The Executive Council may, in accordance with Article VII, Section 4 of the Statute, establish such committees or other subsidiary organs as it deems necessary for the performance of its functions. In establishing such organs, the Executive Council shall also agree on their terms of reference, membership, number of members, tenure, and deliverables. When determining the membership, the Executive Council shall take into account fair and equitable geographic distribution and gender balance. Subsidiary organs should be periodically reviewed by the Executive Council to determine whether they should be continued or their terms of reference modified.
Rule 16  Participation

Membership and participation in subsidiary organs or committees created by the Executive Council is limited to members of the SIDS DOCK. Committee members shall be appointed at each first Executive Council meeting following the Assembly’s election of a new Executive Council, unless otherwise agreed by the Executive Council.

Rule 17  Officers

Subsidiary organs or committees may elect such officers as are determined to be necessary in the discretion of the Executive Council.

Rule 18  Meetings

Subsidiary organs shall only meet as often as may be required for the fulfillment of their functions. Meetings of the Assembly, the Executive Council or other subsidiary organs should be taken into account when setting the dates of meetings. Procedures for meetings of subsidiary organs or committees shall be those set forth for the Executive Council in Rules 2 through 4 of these Council Rules.

VI. CONDUCT OF BUSINESS AT MEETINGS OF THE EXECUTIVE COUNCIL

Rule 19  Open and closed meetings of the Executive Council

In the Chair’s discretion, the Executive Council may conduct its business in opened sessions. Where the Chair determines that substantial parts of sessions are to be opened, the Secretariat must provide at least seven days’ notice to members and Observers. This cannot preempt the right of the Executive Council to call for opened sessions during the course of a meeting.

Rule 20  Functions of the Chair during Executive Council meetings

The Chair shall declare the opening and closing of each meeting of the Executive Council, direct the discussions, ensure observance of these Council Rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order and, subject to these Council Rules, have control of the proceedings of the Executive Council and over the maintenance of order at its meetings. The Chair may propose to the Executive Council the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. He or she may also propose the suspension or adjournment of the meeting or the adjournment of the debate on the item under discussion. The Chair shall call upon speakers in the order in
which they signify their desire to speak. The Chair may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

Rule 21  **Points of order**

During the course of debate, a representative may rise to a point of order and the point of order shall be immediately decided by the Chair in accordance with these Council Rules. A representative may appeal against the ruling of the Chair. The appeal shall be immediately put to the vote and the Chair’s ruling shall stand unless overruled. A representative rising to a point of order shall not speak on the substance of the matter under discussion.

Rule 22  **Time-limit on speeches and remarks**

The amount of time to be allowed to each speaker and the number of times each representative may speak on any question may at any time be limited by the Chair. When debate is so limited and a representative has spoken his or her allotted time, the Chair shall call him or her to order without delay.

Rule 23  **Adjournment of the debate**

During the debate on any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favour of and two against the motion, after which it shall be immediately voted upon. If the Executive Council is in favour of the adjournment, the Chair shall declare the adjournment of the debate. The Chair may limit the time to be allowed to speakers under this Rule.

Rule 24  **Closure of the debate**

A representative may at any time move the closure of the debate on the item under discussion whether or not any other representative has signified his or her wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be immediately put to the vote. If the Executive Council is in favour of the closure, the Chair shall declare the closure of the debate. The Chair may limit the time to be allowed to speakers under this Rule.

Rule 25  **Suspension or adjournment of meetings**

During the debate on any matter, a representative may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be immediately voted upon.

Rule 26  **Order of procedural motions**

Subject to Rule 21 of these Council Rules, the following motions shall have precedence in the following order over all proposals or motions before the meeting:
a) To suspend the meeting;
b) To adjourn the meeting;
c) To adjourn the debate on the item under discussion;
d) To postpone until a later fixed date a decision on the substance of any proposal; and
e) For the closure of the debate on the item under discussion.

Rule 27  Decision on competence

Subject to Rule 26 of these Council Rules, any motion calling for a decision on the competence of the Executive Council to adopt a proposal submitted to it shall be decided upon before a decision is taken on the proposal in question.

Rule 28  Proposals and amendments

Proposals and amendments shall normally be introduced in writing and handed to the Secretary-General who shall circulate copies to all the representatives. As a general rule, no proposal shall be discussed or put to a vote unless it has been circulated to all the representatives not later than the day preceding the meeting. The Chair may, however, permit the discussion and consideration of amendments or of motions as to procedure even though such amendments or motions have not been circulated or have only been circulated the same day.

Rule 29  Withdrawal of proposals

A proposal may be withdrawn by its proposer at any time before voting on it has commenced, provided that it has not been amended by decision of the Executive Council. A proposal which has thus been withdrawn may be reintroduced by any representative.

Rule 30  Financial implications

Before a proposal is voted upon, any representative to the Executive Council may request that the Secretary-General provide in writing information on the programme budget implications of that proposal.

VII.  VOTING

Rule 31  Voting and quorum

Voting in the Executive Council shall be by simple majority of members present and voting. Two thirds of the members of the Executive Council shall constitute a quorum for decision making.
Rule 32  **Methods of voting**

(a) Voting on all matters other than elections shall as a rule be by show of hands. Voting in elections shall be conducted by secret ballot.

(b) Whenever a roll-call vote has been requested, it shall be taken in the English alphabetical order of the names of the members of the Executive Council. Each representative shall reply affirmatively or negatively. The vote of each member of the Executive Council participating in a roll-call vote shall be inserted in the record.

Rule 33  **Conduct during voting**

After the voting has begun, no representative shall interrupt the voting except on a point of order in connection with the conduct of the voting.

Rule 34  **Explanation of vote**

Representatives may explain their votes, either before or after the voting, except when the vote is taken by secret ballot. The Chair may limit the time for such explanations. The Chair shall not permit the proposer of a proposal or of an amendment to explain his or her vote on his or her own proposal or amendment.

Rule 35  **Division of proposals and amendments**

A representative may move that parts of a proposal or an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried out, those parts of the proposal or amendment that are subsequently approved shall be put to the vote as a whole. If all the operative parts of the proposal or amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

Rule 36  **Voting on amendments**

(a) When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Executive Council shall first vote on the amendment deemed by the Chair to be the furthest removed in substance from the original proposal, and then on the amendment next furthest removed there from, and so on, until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

(b) A motion shall be considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.
Rule 37  **Voting on proposals**

If two or more proposals relate to the same subject, the Executive Council shall, unless it decides otherwise, vote on the proposals in the order in which they were submitted. The Executive Council may, after each vote on a proposal, decide whether to vote on the next proposal.

VIII. **REPORTS**

Rule 38  **Reports of meetings**

Reports of meetings of the Executive Council shall be prepared by the Secretary-General in close cooperation with the Rapporteur who will provide the report to the Chair and Vice-Chairs no later than fifteen days following adjournment of the Executive Council meeting. The Secretary-General shall, immediately upon approval of the Rapporteur and Chair, make such reports available to all members of SIDS DOCK. Reports of the Executive Council meeting shall not be official until approved by the Executive Council.

Rule 39  **Reports of meetings of subsidiary organs**

Reports of meetings of subsidiary organs of the Executive Council shall be made available to all members of SIDS DOCK upon issuance by those subsidiary organs.

Rule 40  **Publication of Executive Council Documents**

As soon as possible, and under terms and subject to exceptions as may be approved by the Assembly or the Executive Council and consistent with the rights of individuals to privacy, the property rights of persons in trade secrets and confidential commercial or financial information, and the need of the Assembly to promote frank internal deliberations, the Secretariat shall make publically available all documents and records related to and used in support of the activities and decisions of the Executive Council. Such documents shall normally be posted on the SIDS DOCK website and shall include, at a minimum and subject to the provisions above, the final reports of each Executive Council meeting, a record of all Executive Council decisions, and all documents supporting the work of the Executive Council and its subsidiary organs.
ANNEX A

Regional Groupings

GROUP A – AIMS (9)

<table>
<thead>
<tr>
<th>Cabo Verde</th>
<th>Maldives</th>
<th>Seychelles</th>
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Group B - Caribbean (16)

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<th>Antigua and Barbuda</th>
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<th>St. Lucia</th>
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<td>Guyana</td>
<td>Suriname</td>
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Group C – Pacific (14)

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<th>Cook Islands</th>
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Second Session of the Assembly of SIDS DOCK
UN Headquarters, ECOSOC Chamber
New York, New York
24 September 2016
Agenda Item: 8

Decision of the Work Programme and Budget for 2016 - 2021

The Assembly,

Affirming its urgency to have the SIDS DOCK Organization and in particular its Secretariat established and fully functional to begin responding effectively to the needs of the SIDS Community, in accordance with the purposes and principles of the SIDS DOCK Statute,

Acknowledging SIDS DOCK’s crucial role in assisting small island developing states in strengthening their abilities to advance the widespread and increased adoption and use of renewable energy;

Recalling Article X of the Statute on budget of the SIDS DOCK,

Having considered the work programme and budget for 2016 - 2021 as proposed in EC/2/3,

Noting that the establishment of the SIDS DOCK Secretariat in Belize is imminent, and that the Host Country Agreement is under consideration,

Taking into account the views expressed by the Members during the consideration of this item,

1. Decides to adopt the work programme and budget of the organization as contained in EC/2/3 as document A/2/7, comprising:

   - Expenditures for staffing/personnel, operational, miscellaneous costs and management fees and contingency amount to approximately US$6,856,261;
   - Tiers of funding, including proposals on new sources of funding and long-term expected income.
2. *Urges* the Council and the Interim Secretariat:

- to further clarify and set priorities for the 2016-2021 work programme, including the estimated costs for sub-programmes and activities;

- to prepare a strategic framework for 2016 -2021 that clearly defines vision, strategic direction, objectives, and activities for consideration at the third session of the Assembly;

- to begin development of a results-orientated 2016-2021 work programme and budget,

- to work together to seek innovative options for future funding opportunities for the Organization, in accordance with the provisions of Article X of the Statute, and to report on the progress made at the third session of the Assembly;
Second Session of the Assembly of SIDS DOCK
UN Headquarters, ECOSOC Chamber
New York, New York
24 September 2016
Agenda Item: 8

Work Programme and Budget for 2016 – 2021
## SIDS DOCK Secretariat Staffing & Operational Budget (2016-2021)

### STAFF

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<thead>
<tr>
<th>Position</th>
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<th>Allowance</th>
<th>Compensation</th>
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<td>150,000</td>
<td>45,000</td>
<td>195,000</td>
<td>1-Sep</td>
</tr>
<tr>
<td>Director of Finance</td>
<td>90,000</td>
<td>27,000</td>
<td>117,000</td>
<td>1-Sep</td>
</tr>
<tr>
<td>Director of Comm. &amp; Tech</td>
<td>90,000</td>
<td>27,000</td>
<td>117,000</td>
<td>1-Sep</td>
</tr>
<tr>
<td>Director Diplomatic Liaison</td>
<td>80,000</td>
<td>24,000</td>
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<tr>
<td>Director SIDS DOCK ISWB</td>
<td>60,000</td>
<td>18,000</td>
<td>78,000</td>
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</tr>
<tr>
<td>Projects Manager</td>
<td>75,000</td>
<td>22,500</td>
<td>97,500</td>
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</tr>
<tr>
<td>Office Manager</td>
<td>60,000</td>
<td>18,000</td>
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<td>18,000</td>
<td>78,000</td>
<td>1-Sep</td>
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<tr>
<td>Intern - Caribbean</td>
<td>10,000</td>
<td></td>
<td>10,000</td>
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<tr>
<td>Intern - Indian Ocean &amp; Africa</td>
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<td>Indian Ocean &amp; Africa Regional Program Associate</td>
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<td>18,000</td>
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**Total Compensation:** 875,000

| Positions | 5 | 14 | 14 | 14 | 14 |

### OPERATIONAL COSTS

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<td>Rent, Utilities and Communications</td>
<td>30,000</td>
<td>30,000</td>
<td>44,000</td>
<td>46,200</td>
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<td>Marketing, Printing, Participation in Events</td>
<td>20,000</td>
<td>30,000</td>
<td>40,000</td>
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<td>54,000</td>
<td>51,500</td>
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<td>Travel</td>
<td>36,000</td>
<td>48,000</td>
<td>48,000</td>
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<td>20,000</td>
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<td>Audits &amp; Legal Fees</td>
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<td>24,000</td>
<td>24,000</td>
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**Total Subtotal Operating Costs:** 163,000

### OTHER/MISCELLANEOUS COSTS

<table>
<thead>
<tr>
<th>Item</th>
<th>2016-2017</th>
<th>2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Cost - SIDS DOCK Projects Funding Mechanism</td>
<td>250,000</td>
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</table>

**Total Subtotal Estimated Expenditure:** 503,400

### MANAGEMENT FEES & CONTINGENCY

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<tr>
<th>Item</th>
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<th>2017-2018</th>
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<tbody>
<tr>
<td>Office Management Fees as a % of subtotal (8%)</td>
<td>46,672</td>
<td>46,672</td>
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<tr>
<td>Contingency Allowance as a % of subtotal (10%)</td>
<td>58,340</td>
<td>144,650</td>
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**Subtotal Management Fees & Contingency:** 105,012

**Total Estimated Expenditure:** 688,412

### ESTIMATED INCOME

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<th>Amount</th>
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<tbody>
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<td>5.1 Host Country</td>
<td>300,000</td>
</tr>
<tr>
<td>5.2 ESMA/P SIDS DOCK Support Program (Japan)</td>
<td>366,666</td>
</tr>
<tr>
<td>5.3 Austria</td>
<td>50,000</td>
</tr>
<tr>
<td>5.4 Denmark</td>
<td>50,000</td>
</tr>
<tr>
<td>5.5 Japan</td>
<td>50,000</td>
</tr>
<tr>
<td>5.6 Spain</td>
<td>50,000</td>
</tr>
<tr>
<td>5.7 Sweden</td>
<td>50,000</td>
</tr>
<tr>
<td>5.8 UNIDO/CN/NO</td>
<td>60,000</td>
</tr>
<tr>
<td>5.9 Canada</td>
<td>50,000</td>
</tr>
<tr>
<td>5.10 Climate Works</td>
<td>50,000</td>
</tr>
<tr>
<td>5.11 European Union</td>
<td>50,000</td>
</tr>
<tr>
<td>5.12 Green Climate Fund (GCF)</td>
<td>50,000</td>
</tr>
<tr>
<td>5.13 Italy</td>
<td>50,000</td>
</tr>
<tr>
<td>5.14 Kazakhstan</td>
<td>50,000</td>
</tr>
<tr>
<td>5.15 Norway</td>
<td>50,000</td>
</tr>
<tr>
<td>5.16 Rockefeller Foundation</td>
<td>50,000</td>
</tr>
<tr>
<td>5.17 United Arab Emirates (UAE)</td>
<td>50,000</td>
</tr>
<tr>
<td>5.18 Project Management Fees</td>
<td>750,000</td>
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</table>

**Total Estimated Income:** 1,776,666

### TIERS OF FUNDING

- **Tier 1**: Fixed Income
- **Tier 2**: Most Likely Income from Sovereigns
- **Tier 3**: Likely Income from new sources
- **Tier 4**: Long-term expected income

**NB:** SEE EXPLANATORY NOTES TO THE BUDGET
ANNEX

EXPLANATORY NOTES: ACTIVITY AND BUDGET PROJECTIONS FOR THE SIDS DOCK SECRETARIAT

INTRODUCTION

Our income of $7,749,998\(^1\), is estimated to come from at least four targeted sources, including fixed income of $300,000 from the Host Country over five years, and $1.1 million in grant funding from the Government of Japan under the World Bank Energy Management Program (ESMAP) managed SIDS DOCK Support Program, over three years. Other sources include sovereign partners, philanthropic organisations, development partners and other grant making institutions. Secretariat income-generating activities include management fees and carbon trading in the longer-term. Consequently, the Secretariat has drafted a Resource Mobilisation Plan to accomplish the work planned over the period.

Expenditures for staffing/personnel, operational, miscellaneous costs and management fees and contingency amount to approximately $6,856,261. SIDS DOCK works extends across three regions, impacting over 30 countries, and oftentimes, the work extends beyond the community. The Secretariat provides essential administrative and logistic support for the Assembly, Executive Council, and National and Regional Coordinators, both in the Policy Level and in the Operational Level, and different Technical Working Groups of the SIDS DOCK, in order to facilitate the achievement of their objectives and specific tasks in close collaboration between the energy and other sectors, and its development partners. The SIDS DOCK Secretariat serves as a hub for information sharing for the various levels of the SIDS DOCK.

1. STAFF/PERSOONNEL

<table>
<thead>
<tr>
<th>Position &amp; Responsibilities</th>
<th>Computation</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary-General: Has both internal and external facing responsibilities, ranging from Strategy and Multi-Year Planning and Implementation to directing day-to-day project and activity; responsible for administration (information)</td>
<td>Year 1: $16,250 per month per calendar year over 8 months</td>
<td>130,000</td>
<td>195,000</td>
<td>195,000</td>
<td>195,000</td>
<td>204,750</td>
<td>919,750</td>
</tr>
<tr>
<td>Year 2: $16,250 per month per calendar year over one year</td>
<td>Year 3: $16,250 per month per calendar year over one year</td>
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\(^{111}\) All dollar figures quoted in United States dollars
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<thead>
<tr>
<th>Position &amp; Responsibilities</th>
<th>Computation</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total</th>
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</thead>
</table>
| technology, reporting, facilities), and human capital (HR/recruiting, mentoring, career progression) | Year 4: $16,250 per month per calendar year over one year  
Year 5: $17,062 per month per calendar year over one year | | | | | | |
| **Director of Finance**: A hands-on and participative manager, who will lead and develop an internal team to support the following areas: finance, business planning and budgeting, human resources, and administration | Year 1: $9,750 per month per calendar year over 8 months  
Year 2: $9,750 per month per calendar year over one year  
Year 3: $9,750 per month per calendar year over one year  
Year 4: $9,750 per month per calendar year over one year  
Year 5: $10,238 per month per calendar year over one year | 78,000 | 117,000 | 117,000 | 117,000 | 122,850 | **551,850** |
| **Director Information, Communication and Technology (ICT)**: Responsible for the overall planning, organizing, and execution of all ICT functions. This includes all manner of systems and operations to meet staff, stakeholder and customer requirements as well as the support and maintenance of existing applications and development of new technical solutions | Year 1: $9,750 per month per calendar year over 8 months  
Year 2: $9,750 per month per calendar year over one year  
Year 3: $9,750 per month per calendar year over one year  
Year 4: $9,750 per month per calendar year over one year  
Year 5: $10,238 per month per calendar year over one year | 78,000 | 117,000 | 117,000 | 117,000 | 122,850 | **551,850** |
| **Director Diplomatic Liaison**: Responsible for advising the Assembly, the Executive Council, and the Secretary-General on matters of international diplomatic protocol; interfaces with the AOSIS Permanent and | Year 1: $8,667 per month per calendar year over 8 months  
Year 2: $8,667 per month per calendar year over one year  
Year 3: $8,667 per month per calendar year over one year | 69,400 | 104,000 | 104,000 | 104,000 | 109,200 | **490,600** |
<table>
<thead>
<tr>
<th>Position &amp; Responsibilities</th>
<th>Computation</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td><strong>Observer Missions to the United Nations and with the liaison offices of the specialized agencies and related organizations stationed in New York</strong></td>
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<tr>
<td></td>
<td>Year 4: $8,667 per month per calendar year over one year</td>
<td>0</td>
<td>78,000</td>
<td>78,000</td>
<td>78,000</td>
<td>81,900</td>
<td>315,900</td>
</tr>
<tr>
<td></td>
<td>Year 5: $9,100 per month per calendar year over one year</td>
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</tr>
<tr>
<td><strong>Director SIDS DOCK Island Women Open Network (IWON):</strong></td>
<td>Coordinates the work program of the IWON through the C Creee and PCREEE; facilitates the process of needs assessment at the national and regional levels and translate these into concrete network activities; creates and oversees the implementation of a strategic approach to fundraising and communications that includes external and internal communications media, social media and “branding” of SIDS DOCK with stakeholders and the general public; and, grant solicitations, major gifts, philanthropic donations, and in-kind resources</td>
<td>Year 1: $0</td>
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<td></td>
<td></td>
<td>315,900</td>
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<tr>
<td></td>
<td>Year 2: $6,500 per month per calendar year over one year</td>
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<td></td>
<td>Year 3: $6,500 per month per calendar year over one year</td>
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<td></td>
<td>Year 4: $6,500 per month per calendar year over one year</td>
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<td></td>
<td>Year 5: $6,825 per month per calendar year over one year</td>
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</tr>
<tr>
<td><strong>Projects Manager:</strong></td>
<td>Manages the day-to-day operations required to increase the quality and quantity of projects being readied for preparation, financing and implementation; establish, maintain and improve the quality of shared and readily accessible information regarding projects in preparation and developments impacting small island low carbon project financing; develop project</td>
<td>Year 1: $8,125 per month per calendar year over 8 months</td>
<td>65,000</td>
<td>97,500</td>
<td>97,500</td>
<td>97,500</td>
<td>459,875</td>
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<td>Year 2: $8,125 per month per calendar year over one year</td>
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<td>Year 3: $8,125 per month per calendar year over one year</td>
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<td>Year 4: $8,125 per month per calendar year over one year</td>
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<td>Year 5: $8,531 per month per calendar year over one year</td>
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<tr>
<td>Position &amp; Responsibilities</td>
<td>Computation</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
<td>Total</td>
</tr>
<tr>
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<tr>
<td><strong>implementation partnerships with the public and private sectors</strong></td>
<td>year over one year</td>
<td>0</td>
<td>78,000</td>
<td>78,000</td>
<td>78,000</td>
<td>81,900</td>
<td><strong>315,900</strong></td>
</tr>
<tr>
<td><strong>Office Manager:</strong> Assist the Secretary-General in day-to-day operations of SIDS DOCK; coordinate and review the submissions of time, travel and expense reports, maintain proper filing system of documentation of activity both paper and electronic.</td>
<td>Year 1: $0</td>
<td>Year 2: $6,500 per month per calendar year over one year</td>
<td>Year 3: $6,500 per month per calendar year over one year</td>
<td>Year 4: $6,500 per month per calendar year over one year</td>
<td>Year 5: $6,825 per month per calendar year over one year</td>
<td>0</td>
<td>78,000</td>
</tr>
<tr>
<td><strong>Program Associate:</strong> Assist Regional Program Associates in planning and implementing the activities of SIDS DOCK; provide strategic and planning support for meetings, workshops, conferences, and events related to SIDS DOCK activities; monitor correspondence, communications, and project and program activities, grant processes and reporting, and participate in the development of processes to measure, learn from, and improve impact; input and maintain data in database</td>
<td>Year 1: $0</td>
<td>Year 2: $6,500 per month per calendar year over one year</td>
<td>Year 3: $6,500 per month per calendar year over one year</td>
<td>Year 4: $6,500 per month per calendar year over one year</td>
<td>Year 5: $6,825 per month per calendar year over one year</td>
<td>0</td>
<td>78,000</td>
</tr>
<tr>
<td><strong>Intern – Caribbean:</strong> Hands-on position responsible for assisting across multiple program areas including event coordination, development, communications, and administration; provides</td>
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<td>Year 2: $833 per month per calendar year over one year</td>
<td>Year 3: $833 per month per calendar year over one year</td>
<td>Year 2: $833 per month per calendar year over one year</td>
<td>Year 3: $833 per month per calendar year over one year</td>
<td>10,000</td>
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<tr>
<td>Position &amp; Responsibilities</td>
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<td>Year 4</td>
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<td>and collecting data;</td>
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<td>provides experience and</td>
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<td><strong>Year 1:</strong> $0</td>
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<td>10,000</td>
<td>10,500</td>
<td>40,500</td>
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<tr>
<td><strong>Year 2:</strong> $833 per month</td>
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<td>per calendar year over one year</td>
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<td><strong>Year 3:</strong> $833 per month</td>
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<td><strong>Year 4:</strong> $833 per month</td>
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<td><strong>Year 5:</strong> $875 per month</td>
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<td>per calendar year over one year</td>
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<td><strong>Intern – Pacific:</strong></td>
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<td>across multiple program</td>
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<tr>
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<td>1,128,500</td>
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<td>1,184,925</td>
<td>4,990,825</td>
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**Total Staff/Personnel**

NB: Allowance and Benefits are included in staff/personnel salaries above, and broken down below:

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<tr>
<th>Positions Calculated</th>
<th>Computation</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Secretary-General, Director of Finance, Director Infor., Comm &amp; Tech, Director Diplomatic Liaison, Director SIDS DOCK IWON, Projects Manager, Office Manager, Program Associate 3 Regional Program Associates</td>
<td>Allowance and benefits for full-time staff calculated at 30% of total salaries; allowances and benefits in line with the approved, negotiated rate offered by the Secretariat</td>
<td>235,500</td>
<td>235,500</td>
<td>235,500</td>
<td>235,500</td>
<td>247,275</td>
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### 2. OPERATIONAL COSTS

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<th>Year 4</th>
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<th>Total</th>
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<tbody>
<tr>
<td><strong>Rent, Utilities and Communications:</strong> Host Country to provide office space, utilities, telecommunication system, office furniture, equipment and supplies, courier service</td>
<td>Includes rent, utilities, janitorial supplies, repair / maintenance; assumes cost sharing with host organizations and higher second year costs for furniture and fixtures… rent payment phases in beginning in Year 3; rent increase of 1.5% in Year 4 and Year 5</td>
<td>30,000</td>
<td>30,000</td>
<td>44,000</td>
<td>46,200</td>
<td>48,510</td>
<td>198,710</td>
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<tr>
<td><strong>Marketing, Printing, Participation in Events:</strong> Host Country to participate in resource mobilization to support expansion of SIDS DOCK and to promote green energy development</td>
<td>Assumes 1/3 cost sharing with others; includes development and printing of marketing collateral (brochures, reports, etc.)</td>
<td>20,000</td>
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<td>40,000</td>
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<td><strong>SIDS DOCK Portal:</strong> SIDS DOCK maintains 5 sites: sidsdock.org; sea.sidsdock.org;</td>
<td>Year 1 cost include redesign and launch of refreshed sidsdock.org; create</td>
<td>35,000</td>
<td>54,000</td>
<td>51,500</td>
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<tr>
<td>esd.sidsdock.org; iwon.sidsdock.org; smallislandkids.sidsdock.org</td>
<td>maintenance and support for one meeting per year on each site; Years 2 includes refresh for 2 sites; maintenance and support for 2-3 meetings per year; Year 3 includes site refresh and redesign for 2 sites; Years 4 and 5 includes maintenance and support for 2-3 meeting per year</td>
<td>36,000</td>
<td>48,000</td>
<td>48,000</td>
<td>48,000</td>
<td>48,000</td>
<td>228,000</td>
</tr>
<tr>
<td>Travel: The staff is expected to travel across SIDS, to visit project sites, attend meetings and trainings/conferences, meet with county and development partners. All travel is budgeted for roundtrip, advance-purchase economy class airfare based on quotes received from approved agencies. Standard per diem (lodging and meals and incidental expenses) is estimated based on the Secretariat’s rates. Travel will be administered in accordance with the Secretariat’s travel regulations and any additional limitations. A modest amount for related ground transportation (airport transfers, taxis, parking, etc.) is also included</td>
<td>Travel to related events – assumes airfare, transportation and hotel for 3 people in Year 1, 5 people in Year 3, and 6 people in Years 4 and 5; assumes cost sharing with stakeholders and utilizing &quot;two for one&quot; travel opportunities 50% of the time</td>
<td>36,000</td>
<td>48,000</td>
<td>48,000</td>
<td>48,000</td>
<td>48,000</td>
<td>228,000</td>
</tr>
<tr>
<td>Executive Council Meetings: The Executive Council has responsibility for the overall direction, operation, and functioning of the SIDS DOCK and its Secretariat, including its activities, work programmes and projects.</td>
<td>Calculations based on nine (9) Assembly Representatives to serve as members of the Executive Council; meetings convened twice a year at regular sessions; includes airfare, transportation and hotel; meeting</td>
<td>8,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>56,000</td>
</tr>
<tr>
<td>Item</td>
<td>Computation</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
<td>Total</td>
</tr>
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<tr>
<td>Assembly Meetings:</td>
<td>Calculations based on one annual meeting; assumes NYC meetings with NYC based representatives; assumes 15 members in Year 1; assumes increase in member states to 20 in Year 2; assumes 25 member states in Year 3; 30 member states by Years 4 to 5; meeting logistics; documentation preparation and dissemination</td>
<td>10,000</td>
<td>20,000</td>
<td>50,000</td>
<td>70,000</td>
<td>70,000</td>
<td>220,000</td>
</tr>
<tr>
<td>Audit and Legal Fees:</td>
<td>Includes audit fees for first audit in Year 1 – assumes annual audits based on competitive cost for preparation of annual financial statements. Annual legal fees include cost to prepare and file legal documents and advice and legal representation</td>
<td>24,000</td>
<td>24,000</td>
<td>24,000</td>
<td>24,000</td>
<td>24,000</td>
<td>120,000</td>
</tr>
</tbody>
</table>

3. **OTHER/MISCELLANEOUS COSTS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Computation</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Cost - SIDS DOCK Projects Funding Mechanism - Cost of Mauritius Fund and the SIDS DOCK National Financing Mechanism Investment</td>
<td>One time only cost in Year 2… high estimate… excludes costs that may be recoverable from investors</td>
<td>250,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>250,000</td>
</tr>
</tbody>
</table>
Corporation - will be a completely separate, Mauritius-based fund, making commercial investments

4. MANAGEMENT FEES & CONTINGENCY

<table>
<thead>
<tr>
<th>Item</th>
<th>Computation</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Management Fees: Part of the Host Country responsibilities</td>
<td>Assumes 8% office management fee charged by the CCCCC; assumes Secretariat will be housed in own offices by Year 2; calculated as a percentage of expenditure subtotal (Items 1,2,3)</td>
<td>46,672</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>46,672</td>
</tr>
<tr>
<td>Contingency Allowance: Allocated for unscheduled events, technical and personnel changes. If there is a saving in the contingency allowance, then this amount can be used for execution of extra items of work</td>
<td>Assumes an annual contingency of 10% with lower cost in Year 1; calculated as a percentage of expenditure subtotal (Items 1,2,3)</td>
<td>58,340</td>
<td>134,650</td>
<td>139,800</td>
<td>140,370</td>
<td>145,894</td>
<td>619,054</td>
</tr>
</tbody>
</table>

TOTAL ESTIMATED EXPENDITURE | 688,412 | 1,481,150 | 1,537,800 | 1,544,070 | 1,604,829 | 6,856,261 |

5. ESTIMATED INCOME

<table>
<thead>
<tr>
<th>Source</th>
<th>Note</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1- Fixed Income</td>
<td>Part of the Host Country commitment of USD 300,000 per annum; USD 1.1 million grant over three years, in startup funding to the SIDS DOCK Secretariat from Japan under the World Bank Energy Sector Management Programme (ESMAP) managed</td>
<td>666,666</td>
<td>666,666</td>
<td>666,666</td>
<td>300,000</td>
<td>300,000</td>
<td>2,599,998</td>
</tr>
<tr>
<td>TIER</td>
<td>DESCRIPTION</td>
<td>PARTNERS</td>
<td>YEARS 1</td>
<td>YEARS 2</td>
<td>YEARS 3</td>
<td>YEARS 4</td>
<td>YEARS 5</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>TIER 2 – Most likely income from Sovereigns</td>
<td>Austria, Denmark, Japan, Spain, Sweden, UNIDO are existing SIDS DOCK partners; assumption they are most likely to continue support; assumes increase in Years 4 and 5</td>
<td></td>
<td>310,000</td>
<td>310,000</td>
<td>310,000</td>
<td>560,000</td>
<td>560,000</td>
</tr>
<tr>
<td>TIER 3 – Likely income from new sources</td>
<td>Canada, Climate Works, European Union, Green Climate Fund (GCF), Italy, Kazakhstan, Norway, Rockefeller Foundation, United Arab Emirates (UAE) – new potential partners to be targeted who have similar organisational goals; assumes increase in Years 4 and 5</td>
<td></td>
<td>135,000</td>
<td>135,000</td>
<td>135,000</td>
<td>180,000</td>
<td>180,000</td>
</tr>
<tr>
<td>TIER 4 – Project Management Fees and Carbon Trading - Given the task at hand SIDS DOCK is envisioned to generate Secretariat activities reaching between USD $22 million and $33 million in five years or less</td>
<td>Starting in Year 1, assumes project management fees will be based on percentage of, e.g., project design, development, construction, architecture, staff time, finder’s fee, etc.); fees based on standard international project management fees; Carbon trading estimates to be determined</td>
<td></td>
<td>750,000</td>
<td>750,000</td>
<td>1,500,000</td>
<td>1,500,000</td>
<td>4,500,000</td>
</tr>
</tbody>
</table>

TOTAL ESTIMATED INCOME | 1,376,666 | 1,426,666 | 1,426,666 | 1,760,000 | 7,749,998 |
Second Session of the Assembly of SIDS DOCK
UN Headquarters, ECOSOC Chamber
New York, New York
24 September 2016
Agenda Item: 9

Report of the Interim Secretariat on the Host Country Agreement

On the directive of the first meeting of the Executive Council, the Interim Secretariat was requested to consult with the Government of Belize on matters as they relate to the hosting of the SIDS DOCK Secretariat.

On 7 July 2016, Dr. Kenrick Leslie and Dr. Albert Binger, serving as the Interim Secretariat, met with Minister Frank Mena, Minister of Energy of Belize. The Minister, on Behalf of the Government of Belize, assured the Interim Secretariat of the country’s commitment to hosting the SIDS DOCK Secretariat. It was agreed that further consultations will be held to finalize the draft text of the Host Country Agreement. Unfortunately, due to the impacts of Hurricane Earl, the process has been delayed.

The Interim Secretariat will continue its conversation with the Government of Belize through Minister Mena regarding the support to SIDS DOCK Secretariat prior to the convening of the next Executive Council meeting in November 2016.
Second Session of the Assembly of SIDS DOCK  
UN Headquarters, ECOSOC Chamber  
New York, New York  
24 September 2016  
Agenda Item: 10

Decision on the Criteria and Process for the Selection of the Secretary-General of the SIDS DOCK

The Assembly,

noting that pursuant to Article VI paragraph 7 of the Statute of the Small Island Developing States DOCK (SIDS DOCK) the Secretary-General shall be appointed by the Assembly;

noting further that the Secretary-General shall be appointed by the Assembly upon the recommendation of the Executive Council;

convincing that the designation of the Secretary-General is eminent to ensure an effective and early start of the SIDS DOCK’s activities;

desiring to facilitate the identification of suitable candidates for the position of Secretary-General;

emphasizing that the procedure to identify such candidates shall be fair and transparent and shall be guided by the best interests of SIDS DOCK and by the respect for the dignity of the candidates;

noting the Executive Council’s draft Criteria and Process for the Selection of a Secretary-General EC/2/DC/3; and

referring to all relevant Articles of the Statute of SIDS DOCK;

I. decides to adopt the Criteria and Process for the Selection of a Secretary-General as contained in document A/2/9 Rev.1;
II. decides further to appoint a Secretary-General at the earliest opportunity and not later than the third session of the Assembly;

III. invites States Parties and Signatory States (Signatories) to encourage suitable candidates to put forward their applications for the post of Secretary-General of the SIDS DOCK no later than Tuesday, 15 November 2016, based on the criteria as laid down in Annex I to the present decision,

IV. mandate the Interim Secretariat, as a matter of high priority, to prepare and disseminate the announcement for the post of Secretary-General of the SIDS DOCK, along with the attached Annexes to the States Parties and Signatory States of SIDS DOCK, and widely

V. approves the Executive Council’s Committee for the selection of the Secretary-General, and mandates that Committee:

   i. to collect and analyse the nominations in a transparent manner, and to submit its synopsis with a recommended candidate to the Assembly for its consideration and decision; and

   ii. to recommend the suitable candidate basis on the criteria as laid down in Annex I and the procedure as laid down in Annex II of the present decision.
Criteria and Process for the Selection of a Secretary-General

Annex I

The candidate for the post of Secretary-General of the SIDS DOCK must be a national of a State Party to the SIDS DOCK or a national of a Signatory State to the SIDS DOCK Statute.

SIDS DOCK shall aim to achieve fair representation of women and men for all positions. While preserving the overarching principle of selection on merit, the nomination of women for the post of Secretary-General shall be encouraged.

I. Qualifications of Candidates

Candidates for the post of the Secretary-General shall be assessed on the basis of the following criteria:

• A strong background, experience and network in national and international climate change and renewable energy policies and working experience with respect to policy advice, capacity building, and technology transfer in the area of renewable energy and energy efficiency;

• Proven leadership qualities and senior-level administrative experience to manage an efficient high diverse Secretariat;

• Capacity to build up a ethnic diverse team recruited from many different countries and to build the necessary team spirit; ability to play a role as mediator;
• Strong ability to work effectively with other organisations and the business community in order to achieve maximum synergy;

• A firm and strong commitment to the work and objectives of SIDS DOCK;

• Excellent communication and representation skills to represent SIDS DOCK to the public and secure the active support of the international community;

• Excellent command of English, the working language of SIDS DOCK; command of additional languages will be considered as an advantage;

• Moral authority to model the independent role required by Article VIII, paragraph 4 of the Statute.

II. Term of office

1. The Secretary-General shall be appointed for a four-year term, renewable for one further term of the same duration, but not thereafter. There shall be no expectation of automaticity in the reappointment, which shall be confirmed by decision of the Executive Council, who shall be guided by the principle of rotation of this position among the three regions of the SIDS DOCK.

2. In the event of a vacancy in the post of the Secretary-General, the Chair of the Executive Council shall initiate, as soon as possible, a process for appointing a new Secretary-General, in keeping with the procedures set out herein, and may establish expedited deadlines as necessary in consultation with Members.
Annex II

Rules of Procedure Regarding the Work of the “Secretary-General Selection Committee”, the Nominations of Candidates and the Appointment of the Secretary-General

The Executive Council for SIDS DOCK, at its first session: adopts for the work of the “Secretary-General Selection Committee”, the nominations of candidates and the procedure of appointment of the Secretary-General the following specifying rules, which shall apply in addition to the rules of procedure of the Executive Council:

Article I: Work of the Secretary-General Selection Committee

1. In order to ensure that nominations are collected, analysed and outlined in the synopsis in a transparent manner, the Chair of the Secretary-General Selection Committee, to be elected by the Executive Council for the duration of the Committee in accordance with rule 18 paragraph 4 of the rules of procedure of the Executive Council, shall ensure a close cooperation and coordination of the work of the Secretary-General Selection Committee.

2. The Committee shall ensure efficient and continuous contact and communication between its members by all appropriate means in order to closely cooperate and coordinate its work. Notwithstanding the rules of procedure of the Commission, the Committee shall not need to convene physically as a general rule but only if this is appropriate for the performance of its functions.

3. The Committee, after a thorough review of all the applications based on pre-agreed criteria, shall rank candidates and arrange interviews with the top three candidates.

4. The Committee by secret ballot shall indicate its choice of the most suitable candidate. If there is consensus on a suitable candidate, this candidate will be recommended to the Assembly for appointment as Secretary-General through a decision of the Executive Council. If no clear candidate emerges another round of meetings with the top candidates shall be arranged. If no consensus follows this round of meetings, the Committee will defer the selection to the Assembly as contained in Article III.

5. The work of the Committee shall be based on consensus.
Article II: Nominations of Candidates

1. Nominations and supporting documents for a candidate for SIDS DOCK’s Secretary-General shall be sent to the Chair of the Secretary-General Selection Committee in English, in writing and under confidential sealed cover by the nominating State Party or Signatory. In order to ensure receipt of all nominations, they should be sent by registered mail or hand-delivered to the Chair against receipt of delivery.

2. To be eligible for consideration, nominations and supporting documents must be received by the Chair not later than Tuesday, 15 November 2016.

3. Nominations shall contain:
   - a written résumé of the candidate, addressing the criteria laid down in Annex I;
   - a tabular CV (reverse); and
   - a letter of motivation, which should not exceed two pages. Other supporting documents may be submitted additionally.

4. Nominations and documents received shall not be opened before the 16 November 2016. Within two working days after the Wednesday, 15 November 2016, the Chair in the presence of at least one other member of the Committee shall open all nominations and documents received.

5. The Committee shall keep records of all nominations received, of the date they have been received by the Chair and of the reasons for non-validity. Every State Party and Signatory shall have access to these records.

6. Within three working days after 15 November 2016, the Chair shall send a list of valid and non-valid nominations to all States Parties and Signatories.

7. Within four weeks after 15 November 2016, the Chair shall send a consolidated list of the valid nominations together with a synopsis as well as with the full nomination documents to all States Parties and Signatories.

8. Nominations may be withdrawn at any stage by announcement to the Chair by the nominating State Party or Signatory or the candidate her/himself. The Chair shall inform all States Parties and Signatories about the withdrawal.
Article III: Appointment of the Secretary-General by the Assembly

1. The Assembly shall appoint the Secretary-General for SIDS DOCK at the first session of the Assembly after 15 November 2016.

2. The meetings regarding the appointment of the Secretary-General shall be held in private.

3. The Assembly shall appoint the Secretary-General on the recommendation of the Secretary-General Selection Committee through the Executive Council. If the Secretary-General Selection Committee is unable to recommend one suitable candidate, the Assembly shall proceed as follows:

a) Candidates shall be invited to give a brief presentation at this session, which shall be followed by questions of Members of the Assembly for each candidate.

b) At this session of the Assembly the President of the Assembly shall draw by lot the order of presentation.

c) Travel expenses for the purpose of attending the session of the Assembly will be covered by the nominating State Party or Signatory.

d) With respect to the election of the Secretary-General according to Rule 54 of the Rules of Procedure of the Assembly of the SIDS DOCK the overriding aim for the President shall be to reach a decision by consensus. He/She shall take all appropriate efforts therefore.

e) If a vote seems necessary to reach a decision, the following procedure shall apply:

- The Assembly shall vote by secret ballot according to the rules of procedure of the Assembly;
- In case of two or more candidates each Member of the Assembly shall write on his ballot paper the name of only one candidate. The candidate who obtains the lowest number of votes shall be eliminated at each ballot. If two or more candidates simultaneously obtain the lowest number of votes, they shall be eliminated together;
- This procedure shall be repeated until a decision of the Assembly can be taken in accordance with Rule 53 of the Rules of Procedure of the Assembly of the SIDS DOCK