



Australian and New Zealand Banking Group Limited (ANZ)

STAMP  
DUTY  
PAID

HONIARA, SOLOMON ISLANDS

DATE

0 8 0 1 2 1  
D D M M Y Y

PAY SOL 2023 PACIFIC GAMES LTD OR BEARER

THE SUM OF TWO HUNDRED AND FIFTY THOUSAND DOLLARS

SBD250,000.00

ONLY -

NOT  
NEGOTIABLE

PLEASE SIGN ABOVE THIS LINE

PLEASE SIGN ABOVE THIS LINE

No 1531055

SPORTS SOLOMONS  
FUND 5610830

MARTIN RARA

POSTED





## National Hosting Authority Request for Approval

TO: SPM –NHA BOARD CHAIR

FROM: NATIONAL HOSTING AUTHORITY SECRETARIAT

DATE: 7<sup>th</sup> January 2021

SUBJECT: Chairman's Approval for GOC payment

- Request for Approval to pay for \$250,000.00 to GOC
- Attached is ED's minute supporting the claim plus supporting documentations.

ACTION	YES / NO
Request granted	<i>Approved</i>
Request not granted	

Comments:

*Agree as per our discussion.*

Signature: .....





## NATIONAL HOSTING AUTHORITY XVII 2023 PACIFIC GAMES

MINUTE



To :NHA Chair  
From :ED  
Date : 6<sup>th</sup> January 2021

**Subject : GOC Budget – First installment of \$250,000.00**



As per MOU with GOC, we feel that GOC will comply with the FMAAct 2013 and PG2023 Act 2017 Procurement Instructions 2019 and therefore, I am confident to recommend the first installment to be paid into their account as per attached invoice.

In line with the NHA approved budget of \$1.5 million, this is the first installment as per agreement, GOC will do monthly acquittals and would get more funding to implement their programs. GOC will also in the next three months develop 2021 to 2023 budgets.

Approval is hereby sought for the payment of the above mentioned amount to GOC.

Kind Regards

Executive Director



C/-P.O. Box 2443  
Honiara  
Solomon Islands



Phone:  
677 7308800

Facebook page:  
[Sol2023 XVII Pacific Games](#)

**GOCPG2023**



# INVOICE

No.: GOC2020-01

Country Code: SOL

Trading as

**SOL 2023 PACIFIC GAMES COMPANY LIMITED**

C/- P O Box 532, Honiara, Solomon Islands

Location: Room F05, NPF Food Court, Mendana Avenue, Honiara

Contact: +677 24116, email: melsavosa@gmail.com

### Customer

Name NATIONAL HOSTING AUTHORITY  
Address C/- PO Box 2443  
Address Honiara SOLOMON ISLANDS  
Mobile +677 7308800

Date: Jan 6, 2021  
Terms: \_\_\_\_\_  
Contact: Christian Nieng

	Description of Services		TOTAL
	2023 Games Organizing Committee (GOC) Imprest		\$ 250,000.00
		Subtotal	\$ 250,000.00
		GST 0%	
		TOTAL	\$ 250,000.00

Special Note: Bank Account Details:  
Account Name: SOL 2023 Pacific Games Limited  
Account No.: 20046431123013  
Bank: Bred Bank Solomon  
Account Type: Business Cheque Account





## National Hosting Authority Request for Approval

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ACTION	YES / NO
Request granted	
Request not granted	

Comments:

Signature: .....  
NHA Chair

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## MEMORANDUM OF AGREEMENT

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BETWEEN

National Hosting Authority (NHA)

AND

Games Organising Committee (GOC)

*With regards to the delivery of Games Operations related to the 2023 Pacific Games*

## MEMORANDUM OF UNDERSTANDING

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This Memorandum of Understanding (*hereafter* the "MOU") is made on the *date of signing*

BETWEEN

The *National Hosting Authority*  
(*hereafter* the "NHA")  
of the First Part;

AND

*Games Organising Committee*  
(*hereafter*, "GOC"), C/-P. O. Box 532, Honiara  
of the Second Part.

WHEREAS:

- (a) The National Hosting Authority is a statutory body established under the 2023 Pacific Games Act mandated to ensure that the 2023 Pacific Games held in Solomon Islands in 2023 is funded adequately by the Solomon Islands Government;
- (b) The NHA under the PG2023 Act 2017 manages and controls funding for the respective administrative bodies as set up by the Act, the Host Agreement and the Pacific Games Charter. The administrative bodies are outlined in Schedule 1;
- (c) The administrative bodies are obliged under the Act to manage the delivery of the PG2023 in a manner that is compliant with the PG2023 Pacific Games Act 2017 subsidiary legislations outlined in Schedule 2;

- (d) FURTHER ACKNOWLEDGING the PG2023 Act 2017 have been determined pursuant to the Host Agreement and Pacific Games Charter between the Solomon Islands Government, Pacific Games Association and the Pacific Games Council;
- (e) It is acknowledged that the Host Agreement, dictates the independence of the GOC from Government, but such independence shall not be construed as rights to implement policies and procedures/processes that are contrary to the Pacific Games 2023 Act (2017).
- (f) All GOC Preparations and funding needs are built around delivery of the 2023 Pacific Games pursuant to the Host Agreement, Pacific Games Council Charter (2019), and the Pacific Games 2023 Act (2017).
- (g) GOC acknowledges all the requirements for management of public funds and the government's reporting requirements as provided for under schedule 3.

**IT IS HEREBY AGREED THAT;**

**1.0 ACKNOWLEDGMENT**

- 1.1 The GOC, acknowledges that the NHA has been mandated to manage all public funds designated to fund the delivery of the games and the funds shall be managed under the regulations provided in Schedule 2.
- 1.2 The GOC acknowledges that NHA is the responsibly authority that is accountable to report to the Minister and Parliament on how the PG2023 related funds are spent and therefore GOC agrees to comply with the guidelines set out in Schedule 3.

**2.0 PROCESSES OF PAYMENTS AND AQUITAL**

- 2.1 GOC acknowledges that as required for the Minister to report to Parliament, GOC shall comply with the requirements provided under schedule 3 and provide relevant information using agreed to templates for purposes of securing budget to fund its operations and report on monitoring and

evaluation of the GOC activities funded by SIG. The frequency of budget/forecast submission will be agreed by both parties. At a minimum the GOC will provide an updated quarterly forecast, which will provide a revised/updated cost at completion, highlight variances, and provide a revised cash flow with a variance tracking to the previous submission. The format of this submission and process to be agreed by both parties prior to April 01 2021.

- 2.2 NHA board approved an initial GOC budget of \$1.5 million to implement GOC programs as per attachment attached as **Schedule 4**. An amount of <sup>500</sup>\$250,000, shall initially be paid based on GOC procurement plan and GOC shall develop and submit to NHA, a detailed GOC budget for 2021 to 2023. Further amounts shall be issued based on successful acquittals and the amount of \$250,000 shall be increased appropriately based on approved GOC work plans.
- 2.3 GOC shall do monthly acquittals and the quarterly reforecast to release more funding for the games operations as forecasted by GOC on the condition that GOC fully complies with the procurement rules and regulations set out in schedule 2.
- 2.4 GOC acknowledges the need to continually reforecast the cost of operations, and the compliance to provide monthly acquittals and will put in place the systems/processes /policies and personnel to ensure compliance
- 2.6 GOC also acknowledges that they will submit for NHA approval, and will ensure enforcement of such approved key policies and procedures to ensure there is proper documentation and as required separation of authorization for payment and approval of commitments.
- 2.6 IN cases where the NHA is requested to pay expenditures on behalf of GOC, or where payments for GOC commitments are processed directly through the Sport Solomon Fund, then the NHA shall ensure accounting and processing of such are in accordance with all regulations, with due regard to the expediency of the planning of the Games, and such information provided to GOC on regular basis to enable the reporting of such in the monthly acquittal process.

### 3. DISPUTE SETTLEMENT

The parties agree that if there is any dispute between them, they shall, in the first instance, discuss the issues arising in relation to any matter or thing covered by this MOU and resolve the issue to the mutual satisfaction and benefit of both parties.

### 4. EXPEDIENCY

The parties acknowledge that the planning and delivery of the 2023 Pacific Games are a priority for the country. They acknowledge that delays in funding/approvals may impact the successful delivery and execution of the 2023 Pacific Games Hosting plans. To this extend the parties agree to work in the most collaborative fashion to ensure that delays related to funding /approvals are avoided, and that on an ongoing basis the parties will agree to modify and adapt such policies and procedures/processes to ensure expediency of Games planning, while still maintaining transparency and accountability,

### D. GOVERNING LAW

This MOU shall be governed by and construed in accordance with the laws of the Solomon Islands government and the Parties submit to the exclusive jurisdiction of the Courts of Solomon Islands.

IN WITNESS WHEREOF the Parties have executed this Memorandum of Understanding (MOU) on the 6<sup>th</sup> day of January 2021.

Signed for and on behalf of NHA

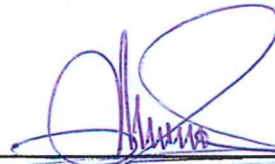
Signing for and on behalf of GOC



Dr Jimmie Rodgers  
SPM/NHA Chair

Date:

6/1/21



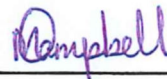
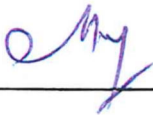
Martin Rara  
Chair GOC

Date:

6/1/21

In the presence of:

In the presence of:



Schedule 1:

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**Name of Administrative Bodies:**

1.0 National Hosting Authority

2.0 Games Organising Committee.

3.0 Facilities Committee

Schedule 2:

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**The PG2023 Act 2017 Subsidiary Rules:**

- 1.0 Pacific Games 2023 Administrative Bodies Management Rules 2019
- 2.0 Pacific Games 2023 Meeting Rules 2019
- 3.0 Pacific Games 2023 Disciplinary Rules 2019
- 4.0 Pacific Games 2023 Procurement Instructions 2019
- 5.0 Pacific Games 2023 Sports Solomon (SPECIAL) Fund Rules 2019

### Schedule 3:

NHA shall provide standard templates that captures key reporting requirements for the administrative bodies to present their budgets in a manner that demonstrates Program Heads (Chair of each Committee develops) demonstrate clear work plans, Implementation schedule, procurement plans and methods or templates that reports progress on bi-annual basis for monitoring and evaluation purpose.

The Heads of the Programs ensures they report on progress by submitting the M&E template.

NHA shall adopt these as the process for developing budgets, implementing plans and reporting on implementation.

All heads of programs ensure that where plan changes and costs changes, the templates has to be revised, updated and get NHA board approval before implementation.

Schedule 4:

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GOC Phase 1 Work Plans



## GAMES ORGANISING COMMITTEE

### XVII 2023 PACIFIC GAMES

#### GOC—Work Plan Phase 1



The following is the workplan for GOC for the period November 1 to April 01 2021. This period is established as the period to establish the Master plan for the GOC through to the end of the 2023 Pacific Games. It is important that the Master plan is in place by April 01 with budgets and overall plans in place for April 01. This would be 27 months prior to the proposed start of the Games in July 2023 and would be considered the minimum amount of time required to put in place the plans to deliver the Games.

#### SUMMARY

The GOC was formally established in October 2020. Directors have been confirmed (12) and the process of establishing TOR's for these committees is now underway and will be shaped by the activities outlined in this Phase 1 Work Plan.

The intention of the GOC is to review and utilize the work that has been generated to date by the NHA under the direction of the lead consultant -Clint Flood, and modify and "retrofit" this work into a Master Work Plan that is fully supported by the GOC Board, NHA and meets the requirements established in the 2023 Pacific Games Act (2017), and the Host Contract. The intention is to deliver two key activities in this work plan—a 2021 Work Plan and budget and a complete plan through to 2023.

The Games Master Plan will be completed by March 01 2021 for review and approval by GOC/NHA Boards to be ready for implementation starting no later than April 01 2021.

It is critical that the GOC begin the recruitment and engagement of its 4 senior managers prior to April 01. These senior managers will begin working with the appropriate directors.

#### ACTIVITIES TO DATE

The GOC has been formed as a non profit entity under the laws of Solomon Islands. It has the legal rights to enter into contracts as a legal entity.

A Board of Directors has been appointed and a preliminary structure has been established. This structure will possibly be altered as a result of the scoping work to be undertaken in Phase 1. Each of the Board of Directors will sign Code of Conduct and agreements with each of them. GOC awaits the passing of policies with respect to sitting fees and compensation levels of Committee Chairs.



The GOC has established a bank account and will implement reporting and controls as outlined in this Interim Work Plan.

A CEO has been engaged and is working full time. Her contract will be finalized by mid November.

Transfer of Knowledge process is in place and ongoing with PGC and Games Consultant.

#### KEY ACTIVITIES OF MASTER PLAN DEVELOPMENT TO BE UNDERTAKEN

##### 1.0 Establishment of Master Baseline Estimate and Schedule

This will involve the following activities

- a. Review of the current NHA developed estimate and supporting documents
- b. Recasting into GOC Work Breakdown Structure
- c. Reformatting myob with NHA-FC to new Work breakdown Structure
- d. Revaluating /recast staffing plan
- e. Confirming Govt Services (see below)
- f. Confirming scope responsibilities of key areas with NHA

A subset of this work will be to produce a 2021 Work Plan and Budget for approval no later than week of December 14 2020.

##### 2. Marketing and Communications

- Establishing Sponsor Strategy
- Establishing Marketing and Communication support
- Establish Mascot Program
- Establish Merchandise Program--

###### Activities

- Undertake general discussions with SICCI to gauge marketplace
- Establish the Rights Agreement with NOCSI
- GOC to create Communications and Marketing department
- SOC2023 Logo and Branding Guidelines need to be finalized
- Determine Naming Rights Strategy
- Develop taxation and legislation requirements and evaluate opportunity to tie into possible stimulus packages
- More specific packages on sponsorship program to be developed
- Ensure that NOCSI/NSF's and Government entities all understand the rule and need to control marks
- Quantification of Needs– much of this has been done– but needs to be formalized for presentation– ie number and timing of flights, total mobile credits.
- Target for Official Sponsorship– it sets the benchmark for all other sponsorships
- Evaluate "Sponsorship Umbrella" prospect
- Ready to launch in Marketplace No Later than March 2021 with packages

Challenge, Celebrate,

- Draft Boilerplate Contracts
- Relaunch Merchandise program
- Establish Website and/or Facebook Page

## 2.0 Financial Setup and Project Control

- Confirmation of Acquittal and Cash Flow Process
- Confirmation of Interim payment process until GOC FC on board
- Confirmation of Project Reporting process
- Establish interim authorization and approval limits within GOC and Board of Commitments/Work Plans
- Confirm GTB and TEC requirements with NHA
- Confirm process longer term on Internal Controls within GOC
- Confirm interim process of HR and payroll with NHA
- Establish process of petty cash control
- Establish Purchase Order/Contract Templates

## 4. Staffing

- a. Confirm with NHA the policies to be followed with respect to staffing compensations
- b. Re look at salary levels and compensation and test against market place.
- c. Re cast Staffing plan
- d. Establish process for next hires (see below)
- e. Confirm TOR's
- f. Establish standard staffing contract (following

## 5. Administration

- a. Agree on Office needs and option of space sharing with NHA for 2021 (and possibly beyond) —this will require a review of staff plan and the key hires for 2021
- b. Agree on process of establishing email (we have purchased 2023 Domains )
- c. Agree on Server setup and IT support
- d. Agree on vehicle needs for GOC
- e. Review Insurance needs with NHA and see if covered through umbrella policies
- f. Confirm computer needs and process of procurement
- g. Establish key policies for GOC (in conjunction with NHA)
- h. Establish Letterheads/Business Cards/Emails
- i. Establish contract templates/Purchase Orders
- j. Establish master contact list

## 6. Key Operational Areas

- a. Review and confirm sport schedule and venue plan—and agree on Games date change process

Challenge, Celebrate,

- b. Review the Village Planning process undertaken to date. The plan for village upgrades MUST be reinitiated with Govt of Australia within the next 60 days
- c. Review current Broadcast Plan – and Approve the Broadcast scoping exercise to be undertaken – this is critical so as to lock in Telco needs and to fix key requirements so that when Sponsorship is discussed we can confidently talk about Broadcast plan.
- d. Review the Catering Plan that was developed
- e. Establish Hotel Engagement plan—and determine process for selection of Host Hotel (likely linked to sponsorship discussion)
- f. Confirm Sports Delivery Model
- g. Hold workshop with NSF's to present Sports Delivery Model and contract process (note a model and draft contract are available for discussion)
- h. Review the Government Services Presentations and Scope developed—and confirm with NHA the delivery model and costing model
- i. Undertake review of the Facilities plans developed to date with view to look at key overlay areas and other support areas that may be required
- j. Agree with the NHA on Games dates based on assessment of construction plan no later than March 01 2021.

#### 7. Board

- a. Conduct a workshop with Board to review key areas as setout above.
- b. Confirm Board Tor's /Sign Code of Conducts etc
- c. Confirm bylaws where required

#### Key Staffing Needs-120 Days

- 1.0 Assistant to CEO
- 2.0 Senior Manager Marketing and Communications
- 3.0 Senior Manager Games Delivery
- 4.0 Senior Manager Commercial Services
- 5.0 Senior Manager -Sport
- 6.0 Assistants as required above

#### SCHEDULE TO YEAR END

Week Of

Nov 16 Phase 1 Work Plan and Budget

Sponsorship discussion with NSC/NHA

NHA review of Phase 1 Work Plan

**Challenge, Celebrate,**

Nov Review of current NHA Model

Agreement on Remapping of responsibilities

Approval of Phase 1 Work Plan and Budget

Consultant begins remapping

Nov 23

Assistant to CEO commences (contract)

Finalization of Job Descs for Key Staff

Agreement on process for recruitment of key staff

Place ads for Key Positions

Nov 30 Draft 2021 Budget Presented for NHA review

Dec 07 Presentation to GOC Board on Work Plans and 201 Budget

Presentation to NSF on Sport Delivery Model

Dec 14 Approval of 2021 Budget by NHA

First Interviews for Key positions

Dec 21 Make offers for key positions (exception of Games Delivery Senior Manager) to commence mid-January

#### KEY DELIVERY DOCUMENTS for COMPLETED WORK PLAN

- 1.0 MASTER TERMS OF REFERENCE (Divisional Scopes of Work, Work Package descriptions)
- 2.0 MASTER PROJECT SCHEDULE-
- 3.0 MASTER COST ESTIMATE
- 4.0 MASTER STAFF PLAN
- 5.0 SPONSORSHIP PLAN
- 6.0 PROJECT CONTROL AND REPORTING PLAN
- 7.0 COMMUNICATION PLAN
- 8.0 SPORTS DELIVERY PLAN
- 9.0 HIGH LEVEL OPERATIONAL PLAN

Challenge, Celebrate,

## 10.0 RISK REPORT AND MAP

**BUDGET SUBMISSION**

The following represents the GOC budget requirements through to April 01 2021. It supports and follows the work that is set out above.

**Key Assumptions**

- 1.0 No costs will be charged to the GOC for the Clint Flood's time—these to be covered by NHA
- 2.0 GOC will not enter into any agreement for office space during the next 120 days—either the Seaking offices will be used or NOCSI offices will be used—but no costs of office space will be incurred or allocated to GOC during this period.
- 3.0 GOC will not implement an accounting system during the next 120 days through to April 1. GOC will work with FC of NHA for reporting in the interim
- 4.0 GOC will map its budget to agreed to account codes with NHA and will use the WP concept already established with NHA.
- 5.0 Staffing plans are developed using the compensation approved at the September 2019 NHA meeting and will need to be market tested
- 6.0 The Payroll for GOC will be undertaken by NHA until April 01.
- 7.0 The blanket exemption for duty/taxes will be extended to GOC.
- 8.0 The NHA insurance policy will extend to cover GOC activities for this interim period (although insurance will be required to cover the proposed vehicle purchase)
- 9.0 If established in SeaKing offices—ICTU would establish a shared drive to support GOC needs for short term an Google drive/email can be used to support storage and email hosting in interim. A domain called GOC2023.com has been secured and email will be managed through GMAIL in interim.
- 10.0 No costs of internet have been budgeted in this interim period—if in SeaKing office the costs of internet covered by NHA , if in NOCSI offices- NOCSI will absorb costs in interim.
- 11.0 No furniture has been costed in interim as will utilize existing resources in SeaKing or NoCSI offices.
- 12.0 An initial order of 100 uniforms will be placed. This will support staff/committee and NSF (2 people)
- 13.0 GOC in conjunction with NHA shall develop contract templates for services and Staffing
- 14.0 A vehicle purchase as specified by CEO contract will be made through a competitive process. A new vehicle has been costed, but options to consider a used vehicle will be considered.
- 15.0 A second vehicle to support the GOC and the Chair will be leased for 4 months –but will be expected to be purchased after the approval of the 2021 Budget. If there is an opportunity to purchase a used vehicle at a reasonable cost this will also be considered.
- 16.0 The intention is to use Clint Flood and then contract Jack Smith to undertake some key operational reviews . It is proposed that we seek an exemption to tender process to secure this specialist service
- 17.0 A contract will be let to Shane Ormsby to undertake Phase 2 of the Broadcast and Telco plan. This will need to be done by late January in order to vend into a Sponsorship ask. It is proposed that we seek an exemption to tender process to secure this specialist service

Challenge, Celebrate,

- 18.0 Two contracts will be let to finalize branding guidelines and to support the sponsorship plan development.
- 19.0 A competitive process will be undertaken for all staffing positions—with exception of Assistant to CEO. Given the urgency of this position, this position will not be sourced initially through a competitive process. The assignment will be done on a temporary contract basis, for a four month maximum position, which then evaluation of the position will be taken and determination if the job should be advertised with incumbent being considered for the position.
- 20.0 IN lieu of clear policies to be adopted by GOC- allowances for mobile phone, Sitting Fees, Chairman Fees and expenses and CEO Hosting allowances have been allowed for but are subject to standardization of policies with NHA.
- 21.0 Funds for Rights agreement with GOC would come from NHA budgets.
- 22.0 GOC will NOT be required to fund any requests from NSF for Athlete/Sport Development—these will be dealt with by HP program /and or MHA/NSC.
- 23.0 No allowance other than Hosting Allowance has been made for the Chair of CEO. This will be subject to an overall policy put in place by NHA.
- 24.0 IN lieu of printing Purchase orders in the interim , GOC will utilize NHA purchase orders and the accounting of such to the right accounts will be done by FC of NHA working in conjunction with GOC CEO. Signing authority for commitments and payments will be CEO/GOC Chair.

### Reporting

- 1.0 GOC proposes the following process until the Project reporting and control plan is formalized/
  - 1.1 GOC will provide a monthly acquittal of expenditures to NHA-this will be done within 7 working days of month end.
  - 1.2 With the acquittal will come a revised cash flow reflecting a plus or minus from previous month.
  - 1.3 NHA will deposit funds for the 2020 Period into the GOC Bank account in order for GOC to operate (less agreed to costs that NHA shall pay on behalf of GOC—ie payroll) within 5 days of this approval.
  - 1.4 If NHA pays any bills/services on behalf of GOC—it will provide that accounting and adjustments of cash flow will be reflected. (ie Payroll)
  - 1.5 The first acquittal will be week of Dec 14 with funding for Jan/February required to be deposited by Dec 30.

Challenge, Celebrate,

## BUDGET SUMMARY

	2020	2021	TOTAL
COMMERICAL SERVICES	SBD 52,175	SBD 50,025	SBD 102,200
MARKETING AND COMMUNICATIONS	SBD 0	SBD 185,000	SBD 185,000
SPORT OPERATIONS	SBD 18,000	SBD 18,000	SBD 36,000
OPERATIONS	SBD 95,750	SBD 135,750	SBD 231,500
EXECUTIVE-BOARD	SBD 26,125	SBD 78,375	SBD 104,500
SALARIES	SBD 119,258	SBD 226,907	SBD 346,165
SALARY ON COSTS	SBD 0	SBD 87,500	SBD 87,500
CAPITAL VEHICLE	SBD 350,000	SBD 0	SBD 350,000
CAPITAL COMPUTERS	SBD 11,520	SBD 46,080	SBD 57,600
	SBD 673,000	SBD 828,000	SBD 1,500,000



November 2020 to April 1 2021 GOC Budget

WORK PACKAGE		Item	Desc	Item 1	Desc1	Item 2	Desc2	Item3	Desc3	Item4	Desc4	Subtotal	TOTAL
		<b>PRINTING</b>											
			Collateral Development Allowance	\$25,000	allowance	1		1		1		SBD 25,000	SBD 25,000
		6-6100-02	Style Guide Development (includes Merchandising Guideline)	\$25,000	Allowance	1		1		1		\$25,000	SBD 25,000
		<b>SPONSORSHIP</b>											
		6-6400-03	Sponsorship Str	\$30,000	Allowance	1		1		1		\$30,000	SBD 30,000
		<b>Sport Delivery</b>											
SPORT OPERATIONS	6-3100-07	NSF Meetings Meeting	NSF Meeting	4.00	meeting	60.00	people	150.00	per person	1.00		SBD 36,000	SBD 36,000
		<b>SALARIES</b>											
SALARIES	6-7100-01		Salaries for GOC	-		1		1		1		SBD 346,165	SBD 346,165
ON COSTS-CAPITAL	6-7100-03		ON Costs									SBD 350,000	SBD 350,000
On Costs	6-7100-03		Travel for Games Del	25000	per trip	1		1		1		SBD 25,000	SBD 25,000
			Hotel/Per diem for Games Delivery	25	days	2500	per day	1		1		SBD 62,500	SBD 87,500
		<b>RECRUITMENT</b>											
COMMERCIAL SERVICES	6-7300-01	Advertising	STAFF ADS	2	ad	3000	per	2	days	1		SBD 12,000	SBD 12,000
		<b>STAFF DEVELOPMENT</b>											
COMMERCIAL SERVICES	6-7300-02	Uniforms	100.00	people	175	per	1		1		SBD 17,500	SBD 17,500	
			Christmas Lunch	10,000.00	allowance	1		1		1		SBD 10,000	SBD 10,000
													SBD 1,500,465
													SBD 672,828
													SBD 827,637
													SBD 673,000
													SBD 828,000

2020	2021
	SBD 25,000
	SBD 25,000
	SBD 30,000
	SBD 36,000
	SBD 18,000
	SBD 18,000
	SBD 119,258
	SBD 226,907
	SBD 350,000
	SBD 25,000
	SBD 87,500
	SBD 12,000
	SBD 27,500
	SBD 10,000
	SBD 1,500,465
	SBD 672,828
	SBD 827,637
	SBD 673,000
	SBD 828,000

	2020	2021	TOTAL
COMMERCIAL SERVICES	SBD 52,175	SBD 50,025	SBD 102,200
MARKETING AND COMMUNICATIONS	SBD 0	SBD 185,000	SBD 185,000
SPORT OPERATIONS	SBD 18,000	SBD 18,000	SBD 36,000

November 2020 to April 1 2021 GOC Budget

WORK PAKAGE

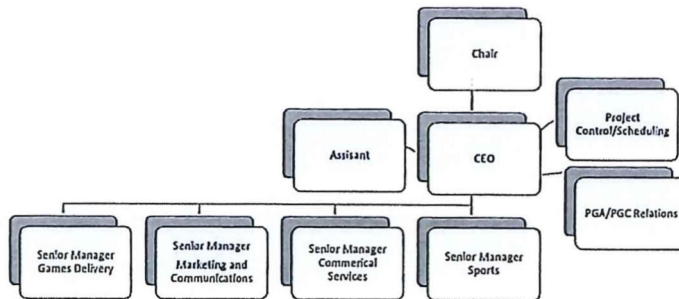
Item	Desc	Item 1	Desc1	Item 2	Desc2	Item3	Desc3	Item4	Desc4	Subtotal	TOTAL
PRINTING											

2020      2021

OPERATIONS	SBD 95,750	SBD 135,750	SBD 231,500
EXECUTIVE-BOARD	SBD 26,125	SBD 78,375	SBD 104,500
SALARIES	SBD 119,258	SBD 226,907	SBD 346,165
SALARY ON COSTS	SBD 0	SBD 87,500	SBD 87,500
CAPITAL VEHICILE	SBD 350,000	SBD 0	SBD 350,000
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	SBD 673,000	SBD 828,000	SBD 1,500,000

2023 Pacific Games - Solomon Islands  
 GOC - Management  
 Nov 2020-April 01

Level	Position	Qty	Start		End		Total Person		Gratuity %	Passage	Total Salary	Gratuity SBD	All Benefits	COLA	Total	Month Avg	
			Month	Start Year	Month	End Year	Salary	Mths									
3	CEO	1	10.5	2020	3	2021		142,000	5	12%	2,083	59,167	7,100	11,242	-	79,592	15,918
5	PA to CEO	1	12	2020	3	2021		100,000	4	12%	1,458	29,167	3,500	5,542	-	39,667	11,333
3	Senior Manager Commercial Services	1	1.5	2021	3	2021		160,000	2	12%	625	20,000	2,400	3,800	-	26,825	17,883
3	Senior Manager Communications and Marketing	1	1.5	2021	3	2021		160,000	3	12%	1,042	33,333	4,000	6,333	-	44,708	17,883
3	SENIOR Manager- Games Delivery	1	2.5	2021	3	2021		672,000	2	12%	625	84,000	10,080	15,960	-	110,665	73,777
3	Sport Senior Manager	1	1.5	2021	3	2021		160,000	3	12%	1,042	33,333	4,000	6,333	-	44,708	17,883
									17							346,165	
									9							119,258	





Australian and New Zealand Banking Group Limited (ANZ)

STAMP  
DUTY  
PAID

HONIARA, SOLOMON ISLANDS

DATE

1 5 0 1 2 1  
D D M M Y Y

PAY SOL2023 PACIFIC GAMES LTD OR BEARER

THE SUM OF TWO HUNDRED AND FIFTY THOUSAND DOLLARS

SBD 250,000.00

ONLY -

SPORTS SOLOMONS  
FUND 5670830

PLEASE SIGN ABOVE THIS LINE

NOT  
NEGOTIABLE

PLEASE SIGN ABOVE THIS LINE

NO 1531068

FRANCIS MANIYEU

20/01/2021

POSTED





# Games Organizing Committee

# INVOICE

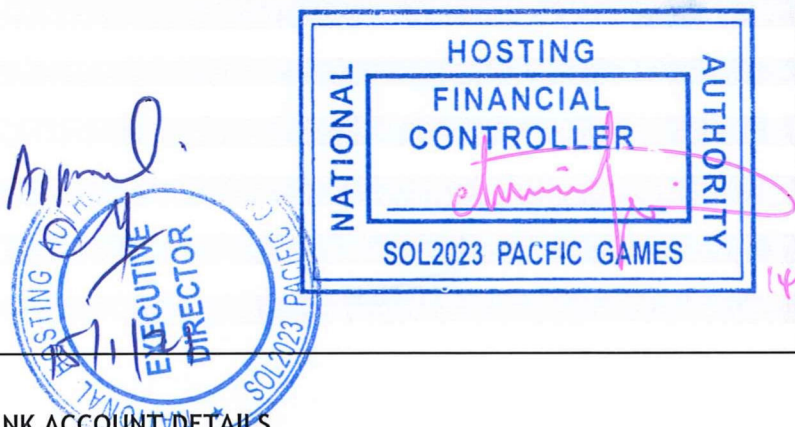
Trading as:  
**SOL 2023 PACIFIC GAMES COMPANY LIMITED**  
 C/- P O Box 532, Honiara, Solomon Islands  
 Location: Room F05, NPF Food Court, Mendana Avenue, Honiara  
 Contact: +677 7414057, email: sm.akao@gmail.com

DATE: 1/8/2021  
 INVOICE #: GOC/SI/01/2021

### TO

Christian Nieng  
 Executive Director  
 National Hosting Authority  
 c/o PO Box 2443  
 Honiara, SOLOMON ISLANDS  
 +677 7308800

DESCRIPTION	TAXED	AMOUNT
Games Organizing Committee Special Imprest #1		250,000.00



Subtotal 250,000.00  
 GST   
 TOTAL \$ 250,000.00

**BANK ACCOUNT DETAILS**

ACCOUNT NAME:	SOL2023 Pacific Games Limited
ACCOUNT NUMBER:	20046431123013
BANK:	Bred Bank Solomon
ACCOUNT TYPE:	Business Cheque Account

**MAKE CHECKS PAYABLE TO: SOL2023 PACIFIC GAMES LIMITED**

*As per MoU, such invoice in the future must be accompanied by payment plan showing how this \$200k will be used so that NHTA can monitor and ensure GOC spend according to plan. No further payment will be cleared without payment plan being attached to GOC invoice. CA 18/1/21*

## Pauline Tovua

---

**From:** Christian Nieng  
**Sent:** Wednesday, 13 January 2021 4:56 PM  
**To:** Debbie Sifoni  
**Cc:** Pauline Tovua  
**Subject:** FW: GOC Second Payment  
**Attachments:** GOC INVOICE 01.01.21.pdf; ATT00001.txt

FC,

We have paid \$250,000 to GOC and we have to raise the next \$250,000 so the first imprest payment to GOC is \$500,000.00.

Grateful if you can Ensure this is payment is raised to GOC this asap.

Regards

-----Original Message-----

**From:** RARA MARTIN [mailto:mrara1975@gmail.com]  
**Sent:** Wednesday, 13 January 2021 4:51 PM  
**To:** Christian Nieng <CNieng@sol2023.com.sb>  
**Subject:** Re: GOC Second Payment

Dear ED

See attach

Regards

Martin



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## MEMORANDUM OF AGREEMENT

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BETWEEN

National Hosting Authority (NHA)

AND

Games Organising Committee (GOC)

*With regards to the delivery of Games Operations related to the 2023 Pacific Games*

## MEMORANDUM OF UNDERSTANDING

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This Memorandum of Understanding (*hereafter* the “MOU”) is made on the *date of signing*

BETWEEN

The *National Hosting Authority*  
(*hereafter* the “NHA”)  
of the First Part;

AND

*Games Organising Committee*  
(*hereafter*, “GOC”), C/-P. O. Box 532, Honiara  
of the Second Part.

WHEREAS:

- (a) The National Hosting Authority is a statutory body established under the 2023 Pacific Games Act mandated to ensure that the 2023 Pacific Games held in Solomon Islands in 2023 is funded adequately by the Solomon Islands Government;
- (b) The NHA under the PG2023 Act 2017 manages and controls funding for the respective administrative bodies as set up by the Act, the Host Agreement and the Pacific Games Charter. The administrative bodies are outlined in Schedule 1;
- (c) The administrative bodies are obliged under the Act to manage the delivery of the PG2023 in a manner that is compliant with the PG2023 Pacific Games Act 2017 subsidiary legislations outlined in Schedule 2;

- (d) FURTHER ACKNOWLEDGING the PG2023 Act 2017 have been determined pursuant to the Host Agreement and Pacific Games Charter between the Solomon Islands Government, Pacific Games Association and the Pacific Games Council;
- (e) It is acknowledged that the Host Agreement, dictates the independence of the GOC from Government, but such independence shall not be construed as rights to implement policies and procedures/processes that are contrary to the Pacific Games 2023 Act (2017).
- (f) All GOC Preparations and funding needs are built around delivery of the 2023 Pacific Games pursuant to the Host Agreement, Pacific Games Council Charter (2019), and the Pacific Games 2023 Act (2017).
- (g) GOC acknowledges all the requirements for management of public funds and the government's reporting requirements as provided for under schedule 3.

**IT IS HEREBY AGREED THAT;**

**1.0 ACKNOWLEDGMENT**

- 1.1 The GOC, acknowledges that the NHA has been mandated to manage all public funds designated to fund the delivery of the games and the funds shall be managed under the regulations provided in Schedule 2.
- 1.2 The GOC acknowledges that NHA is the responsibly authority that is accountable to report to the Minister and Parliament on how the PG2023 related funds are spent and therefore GOC agrees to comply with the guidelines set out in Schedule 3.

**2.0 PROCESSES OF PAYMENTS AND AQUITAL**

- 2.1 GOC acknowledges that as required for the Minister to report to Parliament, GOC shall comply with the requirements provided under schedule 3 and provide relevant information using agreed to templates for purposes of securing budget to fund its operations and report on monitoring and

evaluation of the GOC activities funded by SIG. The frequency of budget/forecast submission will be agreed by both parties. At a minimum the GOC will provide an updated quarterly forecast, which will provide a revised/updated cost at completion, highlight variances, and provide a revised cash flow with a variance tracking to the previous submission. The format of this submission and process to be agreed by both parties prior to April 01 2021.

- 2.2 NHA board approved an initial GOC budget of \$1.5 million to implement GOC programs as per attachment attached as **Schedule 4**. An amount of ~~\$250,000~~<sup>500</sup>, shall initially be paid based on GOC procurement plan and GOC shall develop and submit to NHA, a detailed GOC budget for 2021 to 2023. Further amounts shall be issued based on successful acquittals and the amount of \$250,000 shall be increased appropriately based on approved GOC work plans.
- 2.3 GOC shall do monthly acquittals and the quarterly reforecast to release more funding for the games operations as forecasted by GOC on the condition that GOC fully complies with the procurement rules and regulations set out in schedule 2.
- 2.4 GOC acknowledges the need to continually reforecast the cost of operations, and the compliance to provide monthly acquittals and will put in place the systems/processes /policies and personnel to ensure compliance
- 2.6 GOC also acknowledges that they will submit for NHA approval, and will ensure enforcement of such approved key policies and procedures to ensure there is proper documentation and as required separation of authorization for payment and approval of commitments.
- 2.6 IN cases where the NHA is requested to pay expenditures on behalf of GOC, or where payments for GOC commitments are processed directly through the Sport Solomon Fund, then the NHA shall ensure accounting and processing of such are in accordance with all regulations, with due regard to the expediency of the planning of the Games, and such information provided to GOC on regular basis to enable the reporting of such in the monthly acquittal process.

**3. DISPUTE SETTLEMENT**

The parties agree that if there is any dispute between them, they shall, in the first instance, discuss the issues arising in relation to any matter or thing covered by this MOU and resolve the issue to the mutual satisfaction and benefit of both parties.

**4. EXPEDIENCY**

The parties acknowledge that the planning and delivery of the 2023 Pacific Games are a priority for the country. They acknowledge that delays in funding/approvals may impact the successful delivery and execution of the 2023 Pacific Games Hosting plans. To this extend the parties agree to work in the most collaborative fashion to ensure that delays related to funding /approvals are avoided, and that on an ongoing basis the parties will agree to modify and adapt such policies and procedures/processes to ensure expediency of Games planning, while still maintaining transparency and accountability,

**D. GOVERNING LAW**

This MOU shall be governed by and construed in accordance with the laws of the Solomon Islands government and the Parties submit to the exclusive jurisdiction of the Courts of Solomon Islands.

IN WITNESS WHEREOF the Parties have executed this Memorandum of Understanding (MOU) on the 6<sup>th</sup> day of January 2021.

Signed for and on behalf of NHA

Signing for and on behalf of GOC



Dr. Jimmie Rodgers  
SPM/NHA Chair

Date: 6/1/21

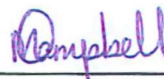
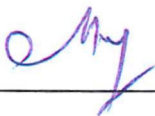


Martin Rara  
Chair GOC

Date: 6/1/21

In the presence of:

In the presence of:



Schedule 1:

---

Name of Administrative Bodies:

1.0 National Hosting Authority

2.0 Games Organising Committee.

3.0 Facilities Committee

Schedule 2:

The PG2023 Act 2017 Subsidiary Rules:

- 1.0 Pacific Games 2023 Administrative Bodies Management Rules 2019
- 2.0 Pacific Games 2023 Meeting Rules 2019
- 3.0 Pacific Games 2023 Disciplinary Rules 2019
- 4.0 Pacific Games 2023 Procurement Instructions 2019
- 5.0 Pacific Games 2023 Sports Solomon (SPECIAL) Fund Rules 2019

### Schedule 3:

NHA shall provide standard templates that captures key reporting requirements for the administrative bodies to present their budgets in a manner that demonstrates Program Heads (Chair of each Committee develops) demonstrate clear work plans, Implementation schedule, procurement plans and methods or templates that reports progress on bi-annual basis for monitoring and evaluation purpose.

The Heads of the Programs ensures they report on progress by submitting the M&E template.

- NHA shall adopt these as the process for developing budgets, implementing plans and reporting on implementation.

All heads of programs ensure that where plan changes and costs changes, the templates has to be revised, updated and get NHA board approval before implementation.

Schedule 4:

GOC Phase 1 Work Plans

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## GAMES ORGANISING COMMITTEE

### XVII 2023 PACIFIC GAMES

#### GOC—Work Plan Phase 1



The following is the workplan for GOC for the period November 1 to April 01 2021. This period is established as the period to establish the Master plan for the GOC through to the end of the 2023 Pacific Games. It is important that the Master plan is in place by April 01 with budgets and overall plans in place for April 01. This would be 27 months prior to the proposed start of the Games in July 2023 and would be considered the minimum amount of time required to put in place the plans to deliver the Games.

#### SUMMARY

The GOC was formally established in October 2020. Directors have been confirmed (12) and the process of establishing TOR's for these committees is now underway and will be shaped by the activities outlined in this Phase 1 Work Plan.

The intention of the GOC is to review and utilize the work that has been generated to date by the NHA under the direction of the lead consultant -Clint Flood, and modify and "retrofit" this work into a Master Work Plan that is fully supported by the GOC Board, NHA and meets the requirements established in the 2023 Pacific Games Act (2017), and the Host Contract. The intention is to deliver two key activities in this work plan—a 2021 Work Plan and budget and a complete plan through to 2023.

The Games Master Plan will be completed by March 01 2021 for review and approval by GOC/NHA Boards to be ready for implementation starting no later than April 01 2021.

It is critical that the GOC begin the recruitment and engagement of its 4 senior managers prior to April 01. These senior managers will begin working with the appropriate directors.

#### ACTIVITIES TO DATE

The GOC has been formed as a non profit entity under the laws of Solomon Islands. It has the legal rights to enter into contracts as a legal entity.

A Board of Directors has been appointed and a preliminary structure has been established. This structure will possibly be altered as a result of the scoping work to be undertaken in Phase 1. Each of the Board of Directors will sign Code of Conduct and agreements with each of them. GOC awaits the passing of policies with respect to sitting fees and compensation levels of Committee Chairs.

Facebook page:

Sol2023 XVII Pacific  
Games

The GOC has established a bank account and will implement reporting and controls as outlined in this Interim Work Plan.

A CEO has been engaged and is working full time. Her contract will be finalized by mid November.

Transfer of Knowledge process is in place and ongoing with PGC and Games Consultant.

#### KEY ACTIVITIES OF MASTER PLAN DEVELOPMENT TO BE UNDERTAKEN

##### 1.0 Establishment of Master Baseline Estimate and Schedule

This will involve the following activities

- a. Review of the current NHA developed estimate and supporting documents
- b. Recasting into GOC Work Breakdown Structure
- c. Reformatting myob with NHA-FC to new Work breakdown Structure
- d. Revaluating /recast staffing plan
- e. Confirming Govt Services (see below)
- f. Confirming scope responsibilities of key areas with NHA

A subset of this work will be to produce a 2021 Work Plan and Budget for approval no later than week of December 14 2020.

##### 2. Marketing and Communications

- Establishing Sponsor Strategy
- Establishing Marketing and Communication support
- Establish Mascot Program
- Establish Merchandise Program--

###### Activities

- Undertake general discussions with SICCI to gauge marketplace
- Establish the Rights Agreement with NOCSI
- GOC to create Communications and Marketing department
- SOC2023 Logo and Branding Guidelines need to be finalized
- Determine Naming Rights Strategy
- Develop taxation and legislation requirements and evaluate opportunity to tie into possible stimulus packages
- More specific packages on sponsorship program to be developed
- Ensure that NOCSI/NSF's and Government entities all understand the rule and need to control marks
- Quantification of Needs– much of this has been done– but needs to be formalized for presentation– ie number and timing of flights, total mobile credits.
- Target for Official Sponsorship– it sets the benchmark for all other sponsorships
- Evaluate "Sponsorship Umbrella" prospect
- Ready to launch in Marketplace No Later than March 2021 with packages

Challenge, Celebrate,

- Draft Boilerplate Contracts
- Relaunch Merchandise program
- Establish Website and/or Facebook Page

## 2.0 Financial Setup and Project Control

- Confirmation of Acquittal and Cash Flow Process
- Confirmation of Interim payment process until GOC FC on board
- Confirmation of Project Reporting process
- Establish interim authorization and approval limits within GOC and Board of Commitments/Work Plans
- Confirm GTB and TEC requirements with NHA
- Confirm process longer term on Internal Controls within GOC
- Confirm interim process of HR and payroll with NHA
- Establish process of petty cash control
- Establish Purchase Order/Contract Templates

## 4. Staffing

- a. Confirm with NHA the policies to be followed with respect to staffing compensations
- b. Relook at salary levels and compensation and test against market place.
- c. Re cast Staffing plan
- d. Establish process for next hires (see below)
- e. Confirm TOR's
- f. Establish standard staffing contract (following

## 5. Administration

- a. Agree on Office needs and option of space sharing with NHA for 2021 (and possibly beyond) —this will require a review of staff plan and the key hires for 2021
- b. Agree on process of establishing email (we have purchased 2023 Domains )
- c. Agree on Server setup and IT support
- d. Agree on vehicle needs for GOC
- e. Review Insurance needs with NHA and see if covered through umbrella policies
- f. Confirm computer needs and process of procurement
- g. Establish key policies for GOC (in conjunction with NHA)
- h. Establish Letterheads/Business Cards/Emails
- i. Establish contract templates/Purchase Orders
- j. Establish master contact list

## 6. Key Operational Areas

- a. Review and confirm sport schedule and venue plan—and agree on Games date change process

Challenge, Celebrate,

- b. Review the Village Planning process undertaken to date. The plan for village upgrades MUST be reinitiated with Govt of Australia within the next 60 days
- c. Review current Broadcast Plan – and Approve the Broadcast scoping exercise to be undertaken – this is critical so as to lock in Telco needs and to fix key requirements so that when Sponsorship is discussed we can confidently talk about Broadcast plan.
- d. Review the Catering Plan that was developed
- e. Establish Hotel Engagement plan—and determine process for selection of Host Hotel (likely linked to sponsorship discussion)
- f. Confirm Sports Delivery Model
- g. Hold workshop with NSF's to present Sports Delivery Model and contract process (note a model and draft contract are available for discussion)
- h. Review the Government Services Presentations and Scope developed—and confirm with NHA the delivery model and costing model
- i. Undertake review of the Facilities plans developed to date with view to look at key overlay areas and other support areas that may be required
- j. Agree with the NHA on Games dates based on assessment of construction plan no later than March 01 2021.

#### 7. Board

- a. Conduct a workshop with Board to review key areas as setout above.
- b. Confirm Board Tor's /Sign Code of Conducts etc
- c. Confirm bylaws where required

#### Key Staffing Needs-120 Days

- 1.0 Assistant to CEO
- 2.0 Senior Manager Marketing and Communications
- 3.0 Senior Manager Games Delivery
- 4.0 Senior Manager Commercial Services
- 5.0 Senior Manager -Sport
- 6.0 Assistants as required above

#### SCHEDULE TO YEAR END

Week Of

Nov 16 Phase 1 Work Plan and Budget

Sponsorship discussion with NSC/NHA

NHA review of Phase 1 Work Plan

Challenge, Celebrate,

Nov Review of current NHA Model  
 Agreement on Remapping of responsibilities  
 Approval of Phase 1 Work Plan and Budget  
 Consultant begins remapping

Nov 23

Assistant to CEO commences (contract)  
 Finalization of Job Descs for Key Staff  
 Agreement on process for recruitment of key staff  
 Place ads for Key Positions

Nov 30 Draft 2021 Budget Presented for NHA review

Dec 07 Presentation to GOC Board on Work Plans and 201 Budget  
 Presentation to NSF on Sport Delivery Model

Dec 14 Approval of 2021 Budget by NHA  
 First Interviews for Key positions

Dec 21 Make offers for key positions (exception of Games Delivery Senior Manager) to commence mid-January

#### KEY DELIVERY DOCUMENTS for COMPLETED WORK PLAN

- 1.0 MASTER TERMS OF REFERENCE (Divisional Scopes of Work, Work Package descriptions)
- 2.0 MASTER PROJECT SCHEDULE-
- 3.0 MASTER COST ESTIMATE
- 4.0 MASTER STAFF PLAN
- 5.0 SPONSORSHIP PLAN
- 6.0 PROJECT CONTROL AND REPORTING PLAN
- 7.0 COMMUNICATION PLAN
- 8.0 SPORTS DELIVERY PLAN
- 9.0 HIGH LEVEL OPERATIONAL PLAN

**Challenge, Celebrate,**

## 10.0 RISK REPORT AND MAP

### BUDGET SUBMISSION

The following represents the GOC budget requirements through to April 01 2021. It supports and follows the work that is setout above.

#### Key Assumptions

- 1.0 No costs will be charged to the GOC for the Clint Flood's time—these to be covered by NHA
  - 2.0 GOC will not enter into any agreement for office space during the next 120 days—either the Seaking offices will be used or NOCSI offices will be used—but no costs of office space will be incurred or allocated to GOC during this period.
  - 3.0 GOC will not implement an accounting system during the next 120 days through to April 1. GOC will work with FC of NHA for reporting in the interim
  - 4.0 GOC will map its budget to agreed to account codes with NHA and will use the WP concept already established with NHA.
  - 5.0 Staffing plans are developed using the compensation approved at the September 2019 NHA meeting and will need to be market tested
  - 6.0 The Payroll for GOC will be undertaken by NHA until April 01.
  - 7.0 The blanket exemption for duty/taxes will be extended to GOC.
  - 8.0 The NHA insurance policy will extend to cover GOC activities for this interim period (although insurance will be required to cover the proposed vehicle purchase)
  - 9.0 If established in SeaKing offices—ICTU would establish a shared drive to support GOC needs for short term an Google drive/email can be used to support storage and email hosting in interim. A domain called GOC2023.com has been secured and email will be managed through GMAIL in interim.
  - 10.0 No costs of internet have been budgeted in this interim period—if in SeaKing office the costs of internet covered by NHA , if in NOCSI offices- NOCSI will absorb costs in interim.
  - 11.0 No furniture has been costed in interim as will utilize existing resources in SeaKing or NoCSI offices.
  - 12.0 An initial order of 100 uniforms will be placed. This will support staff/committee and NSF (2 people)
  - 13.0 GOC in conjunction with NHA shall develop contract templates for services and Staffing
  - 14.0 A vehicle purchase as specified by CEO contract will be made through a competitive process. A new vehicle has been costed, but options to consider a used vehicle will be considered.
  - 15.0 A second vehicle to support the GOC and the Chair will be leased for 4 months –but will be expected to be purchased after the approval of the 2021 Budget. If there is an opportunity to purchase a used vehicle at a reasonable cost this will also be considered.
  - 16.0 The intention is to use Clint Flood and then contract Jack Smith to undertake some key operational reviews . It is proposed that we seek an exemption to tender process to secure this specialist service
  - 17.0 A contract will be let to Shane Ormsby to undertake Phase 2 of the Broadcast and Telco plan. This will need to be done by late January in order to vend into a Sponsorship ask. It is proposed that we seek an exemption to tender process to secure this specialist service
- Challenge, Celebrate,

- 18.0 Two contracts will be let to finalize branding guidelines and to support the sponsorship plan development.
- 19.0 A competitive process will be undertaken for all staffing positions—with exception of Assistant to CEO. Given the urgency of this position, this position will not be sourced initially through a competitive process. The assignment will be done on a temporary contract basis, for a four month maximum position, which then evaluation of the position will be taken and determination if the job should be advertised with incumbent being considered for the position.
- 20.0 IN lieu of clear policies to be adopted by GOC- allowances for mobile phone, Sitting Fees, Chairman Fees and expenses and CEO Hosting allowances have been allowed for but are subject to standardization of policies with NHA.
- 21.0 Funds for Rights agreement with GOC would come from NHA budgets.
- 22.0 GOC will NOT be required to fund any requests from NSF for Athlete/Sport Development—these will be dealt with by HP program /and or MHA/NSC.
- 23.0 No allowance other than Hosting Allowance has been made for the Chair of CEO. This will be subject to an overall policy put in place by NHA.
- 24.0 IN lieu of printing Purchase orders in the interim , GOC will utilize NHA purchase orders and the accounting of such to the right accounts will be done by FC of NHA working in conjunction with GOC CEO. Signing authority for commitments and payments will be CEO/GOC Chair.

## Reporting

- 1.0 GOC proposes the following process until the Project reporting and control plan is formalized/
  - 1.1 GOC will provide a monthly acquittal of expenditures to NHA-this will be done within 7 working days of month end.
  - 1.2 With the acquittal will come a revised cash flow reflecting a plus or minus from previous month.
  - 1.3 NHA will deposit funds for the 2020 Period into the GOC Bank account in order for GOC to operate (less agreed to costs that NHA shall pay on behalf of GOC—ie payroll) within 5 days of this approval.
  - 1.4 If NHA pays any bills/services on behalf of GOC—it will provide that accounting and adjustments of cash flow will be reflected. (ie Payroll)
  - 1.5 The first acquittal will be week of Dec 14 with funding for Jan/February required to be deposited by Dec 30.

## BUDGET SUMMARY

	2020	2021 TOTAL	
COMMERICAL SERVICES	SBD 52,175	SBD 50,025	SBD 102,200
MARKETING AND COMMUNICATIONS	SBD 0	SBD 185,000	SBD 185,000
SPORT OPERATIONS	SBD 18,000	SBD 18,000	SBD 36,000
OPERATIONS	SBD 95,750	SBD 135,750	SBD 231,500
EXECUTIVE-BOARD	SBD 26,125	SBD 78,375	SBD 104,500
SALARIES	SBD 119,258	SBD 226,907	SBD 346,165
SALARY ON COSTS	SBD 0	SBD 87,500	SBD 87,500
CAPITAL VEHICILE	SBD 350,000	SBD 0	SBD 350,000
CAPITAL COMPUTERS	SBD 11,520	SBD 46,080	SBD 57,600
	SBD 673,000	SBD 828,000	SBD 1,500,000



November 2020 to April 1 2021 GOC Budget

WORK PACKAGE	Item	Desc	Item 1	Desc1	Item 2	Desc2	Item3	Desc3	Item4	Desc4	Subtotal	TOTAL
	PRINTING											
		Collateral Development Allowance	\$25,000	allowance	1		1		1		SBD 25,000	SBD 25,000
		Style Guide Development (includes Merchandising Guideline)	\$25,000	Allowance	1		1		1		\$25,000	SBD 25,000
	6-6100-02											
		SPONSORSHIP										
	6-6400-03	Sponsorship Str	\$30,000	Allowance	1		1		1		\$30,000	SBD 30,000
		Sport Delivery										
SPORT OPERATIONS	6-3100-07	NSF Meetings Meeting	4.00	meeting	60.00	people	150.00	per person	1.00		SBD 36,000	SBD 36,000
		SALARIES										
SALARIES	6-7100-01	Salaries for GOC	-		1		1		1		SBD 346,165	SBD 346,165
		ON Costs										
ON COSTS-CAPITAL	6-7100-03	Vehicle For CEO									SBD 350,000	SBD 350,000
On Costs	6-7100-03	Travel for Games Del	25000	per trip	1	trip	1		1		SBD 25,000	SBD 25,000
		Hotel/Per diem for Games Delivery	25	days	2500	per day	1		1		SBD 62,500	SBD 87,500
		RECRUITMENT										
COMMERICAL SERVICES	6-7300-01	Advertising	2	ad	3000	per	2	days	1		SBD 12,000	SBD 12,000
		STAFF DEVELOPMENT										
COMMERCIAL SERVICES	6-7300-02	Uniforms	100.00	people	175	per	1		1		SBD 17,500	SBD 17,500
		Christmas Lunch	10,000.00	allowance	1		1		1		SBD 10,000	SBD 27,500
											SBD 1,500,465	SBD 1,500,465
											Round to	SBD 1,500,000

2020 2021

SBD 25,000

SBD 25,000

SBD 30,000

SBD 18,000 SBD 18,000

SBD 119,258 SBD 226,907

SBD 350,000

SBD 87,500

SBD 12,000

SBD 27,500

SBD 672,828 SBD 827,637

SBD 673,000 SBD 828,000

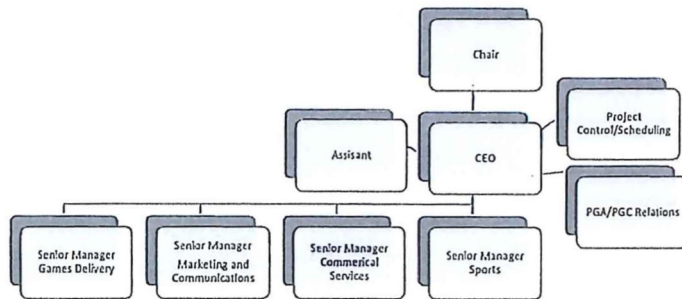
2020 2021 TOTAL

COMMERICAL SERVICES  
MARKETING AND COMMUNICATIONS  
SPORT OPERATIONS

SBD 52,175 SBD 50,025 SBD 102,200  
SBD 0 SBD 185,000 SBD 185,000  
SBD 18,000 SBD 18,000 SBD 36,000

2023 Pacific Games - Solomon Islands  
 GOC - Management  
 Nov 2020-April 01

Level	Position	Qty	Start Month	Start Year	End Month	End Year	Salary	Total Person Mths	Gratuity %	Passage	Total Salary	Gratuity SBD	All Benefits	COLA	Total	Month Avg
3	CEO	1	10.5	2020	3	2021	142,000	5	12%	2,083	59,167	7,100	11,242	-	79,592	15,918
5	PA to CEO	1	12	2020	3	2021	100,000	4	12%	1,458	29,167	3,500	5,542	-	39,667	11,333
3	Senior Manager Commercial Services	1	1.5	2021	3	2021	160,000	2	12%	625	20,000	2,400	3,800	-	26,825	17,883
3	Senior Manager Communications and Marketing	1	1.5	2021	3	2021	160,000	3	12%	1,042	33,333	4,000	6,333	-	44,708	17,883
3	SENIOR Manager- Games Delivery	1	2.5	2021	3	2021	672,000	2	12%	625	84,000	10,080	15,960	-	110,665	73,777
3	Sport Senior Manager	1	1.5	2021	3	2021	160,000	3	12%	1,042	33,333	4,000	6,333	-	44,708	17,883
								17							To March 31	346,165
								9							TO Dec 31	119,258



November 2020 to April 1 2021 GOC Budget

WORK PACKAGE

Item	Desc	Item 1	Desc1	Item 2	Desc2	Item3	Desc3	Item4	Desc4	Subtotal	TOTAL
PRINTING											

OPERATIONS  
 EXECUTIVE-BOARD  
 SALARIES  
 SALARY ON COSTS  
 CAPITAL VEHCILE  
 CAPITAL COMPUTERS

	2020	2021	
OPERATIONS	SBD 95,750	SBD 135,750	SBD 231,500
EXECUTIVE-BOARD	SBD 26,125	SBD 78,375	SBD 104,500
SALARIES	SBD 119,258	SBD 226,907	SBD 346,165
SALARY ON COSTS	SBD 0	SBD 87,500	SBD 87,500
CAPITAL VEHCILE	SBD 350,000	SBD 0	SBD 350,000
CAPITAL COMPUTERS	SBD 11,520	SBD 46,080	SBD 57,600
	SBD 673,000	SBD 828,000	SBD 1,500,000