



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 ADRIAN TUHANUKU OR BEARER

THE SUM OF SIXTY NINE THOUSAND THREE HUNDRED AND
THIRTY THREE DOLLARS ³⁴/₁₀₀

SBD69,333.34

NOT
NEGOTIABLE

My

SPORTS SOLOMONS
FUND 5670830

[Signature]
PLEASE SIGN ABOVE THIS LINE

PLEASE SIGN ABOVE THIS LINE

No 1531066

[Signature]

15/1/21

POSTED

Minute of Meeting – ED & Adrian Tuhonuku

Background

Adrian was engaged by PGA to as an interim Secretariat to carry out specific tasks. He assisted in getting the GOC set up under an MOU he signed with PGA to provide professional services.

PGA's intention then was for NHA to pay imprest to PGA and PGA settles all the costs associated with setup of GOC which was \$350,000.00. NHA secretariat advised GOC that the MOU they signed with Adrian was for Adrian to be paid the \$350,000 as part of his service, which became clearer that this was not the original intention of PGA, but no details were ever provided to NHA so it was very difficult to make decisions on how to resolve this matter. NHA's advise to PGA was then for them to provide contract, which they maintained the contract sum at \$350K for the 8 months Adrian served.

NHA is stringent in managing public funds and upheld its decision that Adrian's service was equivalent to that of ED and so the salary would have to be \$250,000.00 per annum which implies he only served for 8 months so he should be paid for just 8/12th of the annual salary.

It is clear though that PGA failed to manage Adrian's contract correctly and it put Adrian in an awkward position as a NHA board member.

In a meeting with Adrian this morning, with an aim of resolving the matter, Adrian expressed understanding on issues This is an outcome of a meeting with Adrian and ED in an attempt to find some common grounds to resolve Adrian's issue.

Observations

- 1.0 Adrian felt that he had done what he was initially tasked to do and he admitted that he did not negotiate the \$350,000 package with PGA, but it was an amount PGA had on the MOU that he signed without having to worry about the pay package. This MOU however binds PGA and Adrian where NHA only comes in because of the GOC set up budget and NHA is having to deal with a poorly designed PGA engagement contract for services.
- 2.0 Under GOC budget that GOC requested NHA to pay a lump sum that was going to include set up of GOC but PGA never provided details contrary to FMAAct requirements of transparency and accountability. NHA therefore never made any payments to GOC until this week when PGA and NHA signed an MOU and clarified obligations of both parties.
- 3.0 NHA was receiving pressure for settlement of claims by Adrian but according to NHA, Adrian had to provide further details. NHA therefore paid \$80,000.00 subject to provision of further reports and details.
- 4.0 Adrian provided further reports and put in a claim of \$190,000.00. Apparently PGA claimed that NHA had done what he was tasked to do so as Adrian. The challenge NHA has is PGA's claim is the amount of \$350K is the value of the job which PGA itself never managed and appraised giving NHA a huge challenge of querying the true value of the services delivered by Adrian.



National Hosting Authority Request for Approval

TO: SPM –NHA BOARD CHAIR/PSF

FROM: NATIONAL HOSTING AUTHORITY SECRETARIAT

DATE: 15th JANUARY 2021

SUBJECT: ADRAN TUHANUKU – FINAL PAYMENT

Request for Approval to pay Adrian Tuhanuku - \$86,666.67

ACTION	YES / NO
Request granted	Approved
Request not granted	

Comments:

This is the final settlement for Mr
Tuhanuku's contract. There is no
further cost after this. There is no

Signature:



From: Christian Nieng <CNieng@sol2023.com.sb>

Sent: Wednesday, 13 January 2021 7:08 pm

To: Dr. Jimmie Rodgers <jroddgers@pmc.gov.sb>; Jimmie Rodgers <drjimmier@gmail.com>

Subject: Minute of Meeting - Adrian Tuhanuku

Chair,

Adrian kept texting me and so I called him to the office and discussed with him.

Attached is the outcome of my meeting with him.

We arrived at \$86,666.67 as the balance of payment still due to him and we close the matter.

For your review before we finalise.

As I have pointed out to Adrian, GOC needs to be transparent with and effectively manage all contracts it sets with clients using this case as a lesson to learn from.

Regards

ED

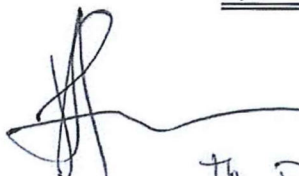
Adrian Tuhanuku - Work Schedule			
Months	Rate	No.of days	Amount
February	1750	20	35000
March	1750	20	35000
April	1750	20	35000
May	1750	20	35000
June	1750	20	35000
July	1750	20	35000
August	1750	20	35000
September	1750	20	35000
TOTAL		160	280000

Notes

1. Agreed with GOC -200 Days maximum - \$350,000.00
2. Actual service offered - 160 days equivalent to \$280,000.00
3. NHA's rate of \$250,000.00 was acceptable.
4. NHA already paid \$60,000.00

5. Balance remaining based on NHA's rate is \$190,000

	250,000.00
	60,000.00
\$	190,000.00


5th Dec 2020

Received final payment
is as per minutes
meeting between myself
and Adrian and as
approved by chair
of the sub-committee



AJ COMPANY

Po Box 14

Honiara

TO WHOM IT MAY CONCERN

We, Jill Lodu and Adrian Tuhanuku, owner and Director of AJ COMPANY agree that our company tin number will be used to facilitate tax requirements against a contract signed by Adrian Tuhanuku (director) with Pacific Games 2023 Games Organizing Committee.

Names:

Jill Lodu (Director)



Date:

14/01/2021

Adrian Tuhanuku (Director)



Date:

14/01/2021

confirmed as per attachment that Adrian
is the owner of the firm -





SR 100

AJT Construction Enterprises
PO Box 1773
Honiara, Guadalcanal

13 May 2016

TIN: 1140996

Dear Sir/Madam,

Notification of Registration

I am writing to confirm registration of the above named with Inland Revenue for the following taxes:

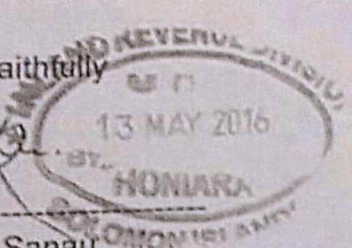
Income Tax
Stamp Duty
Withholding Tax

The following Tax Identifier Number (TIN), 1140996, should be written on all payment forms, returns, correspondence or other dealings with IRD. The same TIN is used for all tax types (e.g. Income Tax, PAYE, Goods Tax etc).

If you have registered for Sales or Goods Tax an officer will be in contact in relation to the issuing of special certificates that you may require for these taxes.

If you are unsure of your obligations or would like any additional information, please contact the Taxpayer Education Team on phone 21493.

Yours faithfully



Gibson Sanau
Compliance Officer



Certificate of Registration of Business Name

(Pursuant to section 15 of the Business Names Act 2014)

I hereby certify that:

Adrian TUHANUKU

is/are carrying on business under the business name of:

AJT CONSTRUCTION ENTERPRISE

in:

Honiara

and have/has been duly registered under number:

BN20151883

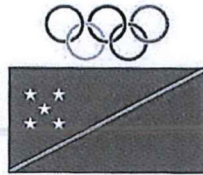
Pursuant to and in accordance with the provisions of the Business Names Act 2014.

Given under my hand at Honiara this 6th day of November 2015.

This business name was removed from the register on 03 May 2019.

Kuriah Pitamama
Registrar of Companies
15 January 2021





National Olympic Committee of Solomon Islands
PO Box 532, 1st Floor, NPF Food Court Building, Mendana Avenue
Honiara, Solomon Islands

Email: nocsi@solomon.com.sb/melsavosa@gmail.com/mrara1975@gmail.com
Phone: (00677) 24116

Interim Secretariat
PG 2023 GOC secretariat
NOCSI/PGA Head office
Honiara

The President and Chair GOC board
PGA
NOCSI Head Office,
PO BOX 532,
Honiara.

23th November 2020

Dear Chairman,

RE: Cover letter for GOC interim office Final report.

I am very thankful to PGA for giving me the opportunity to provide consultancy in assisting PGA to establish the GOC secretariat.

My role included;

- Establishment of GOC secretariat
- Developing and maintaining successful working relationship with key stakeholders
- Study relevant guiding documents for the setup of GOC such as; Host agreement, PG2023 Act, PG2023 Taskforce Reports, NHA Secretariat Operations, policies and procedures, NHA approved Budgets including GOC budget as approved by NHA.
- Supported the alignment of NHA approved GOC structure to GOC thinking ensuring they are aligned to local contexts.
- Preserve Games Organising Stability amidst challenges posed by Federations.
- Develop GOC structure with PGA and offer support needed by PGA in the initial setup of GOC.
- Support PGA with the initial setup of GOC TOR etc.
- Ensure GOC is established as a private entity.
- Assist PGA develop a 40 Gold medal structure for PGA to develop Team Solomons.

As a result of the work I had done for PGA, PGA was placed good position that it is ready to move on and establish the GOC due to the following achievements I delivered;

- i. PGA-GOC Annual Budget 2020. Note my comments on the NHA approved GOC structure in my report. Basically I endorsed it for the consultant to have a knowledge transfer with GOC and strongly recommend that the consultant's views and knowledge is aligned to PGA set up GOC structure that is aligned to Solomon Islands Context.
- ii. SOL2023 pacific games organizing committee structure .We have delivered GOC structure in our views as aligned to Solomon Islands' situation and recommend that NHA approved structure that was developed by consultant to set a template for preparations for the games, that it be aligned to GOC's structure. This has to be done together with GOC when it is set up and ensure GOC gets the maximum benefit from the consultancy services by the games expert to benefit the Solomon Islands 2023 Pacific Games and the people of Solomon Islands.
- iii. Terms and reference of CEO for PGA-GOC secretariat .The term of Reference I had assisted PGA put together is to the best of my knowledge is inline with the NHA approved GOC structure, however, I strongly recommend that the GOC is properly aligned to NHA approved structure through the Games Consultant engaged by NHA.
- iv. PGASI Annual Work plan 2020. I had assisted PGA as part of my role in to ensure that PGA's work plans is developed and operationalized subject to availability of funding.
- v. I had done a lot of other preparatory works that enables GOC to function as a corporate body.
- vi. Building relationships. I had played pivotal role in the strengthening of relationships between PGA's stakeholders. The government, Federations, NSC, NHA, Honiara City Council and many more.

As a result of the assignment I was tasked to do, I am pleased to submit to your office as duly appointed Chairman of PG2023 Games Organizing Committee (PG 2023 GOC) the final report I was commission to develop in my capacity as interim as interim CEO for GOC secretariat from 1st of February 2020 to completion of process employed by PGA to identify suitable candidates for the position of GOC Chief executive officer.

Included in the final report is the following documents that I thank you for ensuring that the reports are approved before putting this report together the they are;

- Terms and reference of CEO for PGA-GOC secretariat .
- PGASI Annual Work plan 2020.
- SOL2023 pacific games organizing committee structure

All the above documents and final report are in compliance with my PGA approved role terms of reference (TOR) and job description (JD) as interim Chief executive officer (CEO) for Games organizing committee (GOC).

The final submission is reference to previous communications, developed documents in respond to requirements and practices in previous pacific games as well as in complying with the Pacific games 2023 Act, host agreement and PGC charter.

Captured in the final report are a result of consultations conducted by GOC interim secretariat under banner of GOC as an autonomous body established as provided for in PG 2023 Act and other empowerment documents with its oversight bodies NHA and PGA.

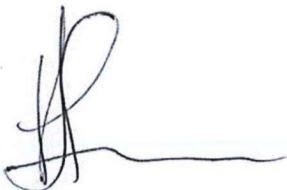
Auditing of the final reports is done with help of specialize partners in areas of legal and administrative alignment with existing documents, accounting, governance requirements.

The documents submit with the understanding that it will be present to NHA board as well as special cabinet select committee for updates and information.

It's been an honor and pleasure serving and working with your board.

For the services I have offered, I have attached herewith is my work schedule showing the number days I worked as per contract. Following my earlier sub-mission to NHA I was paid a portion and promised to be paid more on submission of this full report. I have also agreed with NHA chair to be paid based on NHA rates which I have factored in my claim as per attached.

Thank you

A handwritten signature in black ink, appearing to be 'A. Tuhaku', with a long horizontal flourish extending to the right.

Adrian Tuhaku
INTERIM CEO, GOC

CONTRACT OF ENGAGEMENT

**ASSIGNMENT
FOR SHORT TERM CONTRACT
CONTRACT**

THIS CONTRACT ("Contract") is entered into this 1st day of Feb 2020, by and between the Pacific Games Association (PGA), a body legislated by the Pacific Games Council through its Charter having its principal place of business at the SINPF Building, Point Cruz, Solomon Islands; and Adrian Tuhanuku ("the Contractor"). WHEREAS, the Client wishes to have the Contractor performing the services hereinafter referred to, and;

WHEREAS, the Contractor is willing to perform these services and has the necessary experience and skills, and;

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

- (i) The Contractor shall be engaged to perform the services at the offices of the PGA (Pacific Games Association) for services outlined in Annex A
- (ii) The client agrees to pay such fees and expenses as listed in Annex B.

2. Term

- (i) This Agreement shall be for a period of 6-12 months commencing from the date of this Agreement and shall finish no later than 30 September 2020. The contract can be cancelled at any time with three days notice by either party.
- (ii) Both Parties may, with the concurrence of the President of the PGA mutually agree in writing to extend up to an additional 3 months period of this Agreement to finish no later than 15 November 2020. Further extensions shall be amended by contract variations.

3. Payment

A. Ceiling

- (i) For Services rendered pursuant to Annex A, the Client shall pay the Contractor an amount not to exceed a ceiling of SBD350,000 for the term. This shall represent a pro-rata amount of SBD1,750 per day, to a maximum of 200 days. This amount has been established based on a maximum of 25 working days per month at the rate specified in Annex B.
- (ii) No Solomon Islands GST shall be charged or collected in executing this contract The Client agrees that other costs that it asks the Contractor to bear on behalf of executing this contract shall be reimbursed at cost to the Contractor.
- (iii) The rate shown will be net of tax, and should tax be deducted from such payments, the contractor shall be entitled to claim that tax and be reimbursed for that amount of tax taken off at source.

10. Dispute Resolution

Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Solomon Islands.

13. Termination of Contract

This contract may be terminated by either party within 3 days' notice without reason. Any fees and expenses owing to the Contractor shall be paid in full within 5 days of termination.

ANNEX A

Terms of Reference

[a] Objectives

The main objective of the Contractor is to provide and develop, established relevant inroad documents for the setup of the Games Organising Committee and participation of Team Solomon Islands in the Games in 2023 without the input of any external consultant though they are already in the country on a very lucrative package and budget. The overall tasks are as follows:

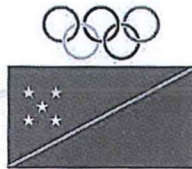
- (i) Develop inroad documents in consultation with key stakeholders;
- (ii) Implement PGA/GOC 2020 Work Plans;
- (iii) And 2020 Annual Budgets;
- (iv) PGA/GOC work plans 2020 – 2023;
- (v) Develop PG/GOC work plans for 2021;
- (vi) Develop GOC CEO TOR;
- (vii) Develop GOC structure;
- (viii) TOR for GOC;
- (ix) Consult with Ministry of Public Service – secondments to GOC;
- (x) Consult with PGC – transfer of knowledge;
- (xi) Liaise with Ministry of Provincial Government on the National Sports Structure alignment;
- (xii) 40 Gold Medal Project.

In the course of carrying out these duties, the contractor shall conduct meetings, record minutes of the meetings and get PGA to pass relevant resolutions as required.

Prepare Reports and updates as required.

Participate in Final Report preparation

Ensure GOC is set up as required.



National Olympic Committee of Solomon Islands
PO Box 532, 1st Floor, NPF Food Court Building, Mendana Avenue
Honiara, Solomon Islands

Email: nocsi@solomon.com.sb/melsavosa@gmail.com/mrara1975@gmail.com
Phone: (00677) 24116

Christian Niegn
Executive Director
National Hosting Authority (NHA)
Honiara
Solomon Islands

Date 26th August 2020.

Dear Executive Director,

Recommendation of Mr. Adrian Tuhonuku as the GOC Interim CEO.

I wish to formally inform your office that Mr. Adrian Tuhonuku was formally engage as the Interim Chief Executive Officer for the Sol2023 Chairperson for the Games Organizing Committee. During his stint with the Pacific Games Association of Solomon Islands, The following are the achievements.

Mr. Tuhonuku was very much obliged to develop that the documents below as was presented to PGA on its May 2020 deliberations and approved without amendments. The Approved documents are as listed below and attach.

- i. GOC certificate of incorporation
- ii. PGASI Annual Work plan 2020
- iii. PGA-GOC Annual Budget 2020
- iv. SOL2023 pacific games organizing committee structure
- v. Terms and reference of CEO for PGA-GOC secretariat
- vi. Initiation of the Knowledge Transfer Dialogue with the Pacific Games Council
- vii. Help in Developing the 40 Gold medal structures and concepts.
- viii. Initiate the relationship between Sports and the Provincial Governments.
- ix. Registration of GOC 2023 as an entity.
- x. Register NOCSI to the Honiara City Council.

Therefore, I have no hesitation to recommend Mr. Tuhonuku to be remunerated for his services rendered to the Organization and towards the Games. He has also assisted with a lot of the task in terms of Capacity Building programs for the National Federations and the others.

I wish to thank members for supporting the GOC leapt off the ground and able to deliver its legal mandated task.

I thank you all

Yours in Sports

Martin Rara
President



XVII 2023 PACIFIC GAMES

SOLOMON ISLANDS PACIFIC GAMES ASSOCIATION (PGA)

PREPARATORY WORKS ON THE SETUP OF GAMES ORGANISING COMMITTEE

REPORT

By Adrian Tuhonuku

Honiara, November 2020

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1. INTRODUCTION

This report was endorsed by the Solomon Islands Games Association (“Host PGA”) at its meeting on the 4th of July 2020. The Host PGA recognizes the need to expediate the establishment of the Pacific Games Organizing Committee (“GOC”), as described in the Pacific Games 2023 Act 2017 (“The Act”). The work of the GOC as envisioned in the Act is facing significant delays – overlaps, duplication, and unclear demarcation of duties have been cited as key factors contributing to such delays.

The purpose of this report is to look at the establishment of the GOC – particularly the structure and how it should relate to the NHC, and vice versa. Firstly, the report will look at the overall governance structure of the 2023 Pacific Games – i.e. the various bodies or committees established by the Act to administer, manage, and deliver the games. Secondly, the report will discuss the functions of the NHA and the GOC as described in the Act and look at whether there are overlaps, duplication or unclear demarcations in the execution of its powers and functions. This section of the report will also draw from semi-structured interviews which were conducted with ten stakeholders to further examine issues highlighted. The report will conclude with clear recommendations on the establishment or setting up of the GOC going forward.

2. GOVERNANCE STRUCTURE

The hosting of the 2023 Pacific Games was awarded to the Solomon Islands by the Pacific Games Council (PGC) General Assembly during its meeting in Port Vila, Vanuatu, on 12th May 2016. The Host Agreement was signed soon after by representatives of the Pacific Games Council, the Solomon Islands Games Association (Host PGA), and the Solomon Islands Government (Host Government).

In accordance with the Pacific Games Council Charter (PGCC) the Solomon Islands Parliament passed the Pacific Games 2023 Act in 2017 (“The Act”) establishing the legal framework for the 2023 Pacific Games. The Act establishes the National Hosting Authority (NHA) - one of its key functions is to ensure that the obligations of the Solomon Islands Pacific Games Association and the Government under the Host Contract are discharged.

Two (standing) sub-committees are also established under the Act, they are the Pacific Games Organizing Committee (GOC) and the Pacific Games Facilities Committee (GFC). The GOC and the GFC play an important role in ensuring the successful delivery of the 2023 Pacific Games in Honiara, Solomon Islands.

3. FUNCTIONS OF THE NHA AND GOC

The NHA, GOC and PGF have specific powers and functions in the management of the Games. This section of the report will focus only on the functions of the NHA and the GOC, given that this is where the likelihood of tensions and disagreements may arise, which will be discussed in detail in 3.3.

3.1 Functions of the NHA

The functions of the NHA are as follows:

- a) To ensure the obligations of the Solomon Islands Pacific Association and the Government under the Host contract is discharged.*
- b) To conduct the financial planning and budgeting for the Games*
- c) To manage and control the Fund*
- d) To maintain bank accounts of the Authority*
- e) To oversee the work of the Organizing Committee*
- f) To oversee the work of the Facilities Committee*

It goes on to state that in performing its functions the NHA must act in accordance with the Pacific Games Charter, the Host Agreement, and the Act.

3.2 Functions of the GOC

The functions of the GOC are as follows:

- a) To plan, prepare for, manage, and conduct the Games*
- b) To ensure the safety and welfare of athletes, officials, employees, volunteers and spectators during the Games and related events.*
- c) To publicize the Games and related events.*
- d) To organize events related to the Games, such as official celebrations.*
- e) To oversee any subcommittees established the by the GOC.*
- f) Any additional functions assigned to the GOC by the Authority.*

It also states that the GOC may establish the sub-committees it requires to enable it to perform its functions effectively.

3.3 The NHA and GOC in operation

3.3.1 The NHA

The only body that has been established and operational is the NHA. The NHA has been the 'face' of the Games up until now, which, given the timeframe left and the ongoing pandemic, may have been done for practical reasons. It may also be because of reputational risks/issues associated with the Host PGA. While it is important that the government must be seen as progressing the Games, there are other important considerations.

The Pacific Games charter states clearly in *Protocol 2 section 2.1* that.

"The Council shall entrust the PGA of the host country with the organisation of the Games. The PGA and its host Government shall establish an Organizing Committee (OC), which shall have legal status via legislative or other statutory instrument. The OC shall work in conjunction with its PGA and shall be jointly and severally responsible with the PGA and host Government for all commitments including financial commitments in regard to the organisation and staging of the Games." (Pacific Games Charter).

The Host Agreement also states in *Part 1 section 2.1.6 (3i)* that.

"The Host PGA will, in consultation with the Pacific Games Council (PGC), constitute a Pacific Games Organizing Committee independent of any Government Department, within 6 months of this Contract (unless otherwise agreed by the PGC) with all necessary legal status and powers, in accordance with the protocols." (highlighted above.)

It seems clear that the Host PGA is the group entrusted with organizing the games through the establishment of an Organizing Committee. The Solomon Islands is in a peculiar situation where the NHA is taking the lead in all matters relating to the

Games. The Act is clear in that the NHA is an administrative body only and acts as an oversight group for the running of the Games.

It is important to note that the Pacific Games Charter, the Host Agreement, and the Act all call for the PGA to establish the GOC. The GOC is essentially the group that will be entrusted in managing and delivering the Games - to date the GOC has not been established.

3.3.2 The GOC

The PGA is responsible for the establishment of the GOC which, from the time it is constituted, reports directly to the NHA and the Pacific Games Council. The work of the GOC is guided by the Host Agreement, as well as the Act, and perhaps the guarantees that the bid team provided when bidding for the Game. The GOC is responsible for establishing functions and services for all aspects of the Games, such as sports planning, venues, accommodation, catering, medical, media services etc., as well as operations during the Games.

The majority of officials and technical persons consulted stated that the formation of the GOC is long overdue, and that its formation would help push the preparations of the Games forward. Only two commented critically on the establishment and operations of the GOC, citing some of the issues within the PGA itself which may 'spillover' to the operations of the GOC. These negative viewpoints are important because of the composition and appointment of the GOC committee.

The Act states that the composition of the GOC will be made of nine (9) members appointed by the *Olympic Committee (PGA)*, one of whom must be appointed on the nomination of the Pacific Games council. The composition of the GOC mirrors protocols established under the Pacific Games charter, *Protocol 2 section 2.2(a)* states that:

"The Organizing Committee shall consist of not less than nine (9) members including a council nominee, and all appointments will be made in full consultation with the Council."

When it comes to the appointment of the GOC it assumes that the Olympic Committee is robust and has the capacity to independently (and without favor) act in the best interest of the Games. It is a known fact that that is not necessarily the case for the Olympic Committee in Solomon Islands. There is politics and clear tensions at the federation level, which could spillover to the GOC. This is a problem, but it can be managed, and maybe that is what the NHA was doing.

The NHA has been, but perhaps unintentionally and for good reasons, taking on the role of the GOC up until today. This may introduce a set of tensions and challenges as the GOC is being established and attempts to manage expectations, deadlines, facilities, among other issues. The NHA needs to ensure that there is smooth transition to the GOC once it is established. From consultations it appears that an issue that may cause problems is finance. Both the NHA and the GOC are body corporates, but only the NHA is empowered under the Act to manage and control funds relating to the Games. This is an important issue and one that should be addressed early, with practical arrangements identified and established going forward.

4. SETTING UP OF THE GAMES ORGANIZING COMMITTEE (GOC)

The process to set up the GOC is in the Act - the steps are as follows.

1. The Olympic Committee appoints nine (9) members, including a council nominee.
2. The Olympic Committee must appoint the members of the Organizing Committee at a special general meeting convened for that purpose with at least 14 days written notice to all members.
3. The Organizing Committee may establish the following subcommittees:
 - a) infrastructure, facilities, and equipment
 - b) accommodation, logistics and support services
 - c) media and communications
 - d) individual sports
 - e) medical care
 - f) ceremonial matters
 - g) related celebration events
 - h) security

4. Once operational the GOC is required to submit a Master Plan for the preparation for and the conduct of the games, and a monthly work plan for the preparation of the Games.

5. Under the Act the GOC is also required to submit a monthly progress report to the Authority and the Pacific Games Council on the preparation for the Games within 5 working days after the end of each month.

In making appointments to the GOC it is important that the Olympic Committee is given the necessary support, and independence, to appoint members. The process outlined for the appointment of GOC members must be complied with. The Olympic Committee must familiarize themselves with the process and ensure that they follow what has been established in the Act. This ensures that the process is fully compliant not just with the Act but also the Pacific Games Charter and the Hosting Agreement.

Once established the GOC will need to appoint members to the sub-committees listed above at the earliest. The Act is silent on how such appointments are to be made, so perhaps the NHA could assist in this regard. Identifying the right people is crucial if the games are to be a success. It is important that consideration is given to those that have the necessary skillsets, and, where possible, explore secondments of key government personals from ministries such as foreign affairs, customs/immigration, and health. While the process is clear what is less clear is the operational aspect of the GOC. Operations will need considerable resources to achieve its objectives – how effective the GOC is will really depend on how much support it receives, as stated earlier all funds related to the Games will be managed by the NHA.

The NHA needs to empower the GOC with the necessary support, not just with funds but also the necessary manpower and office establishment. GOC will need to be able to respond to issues in real time, and, given the timeframe left before the games, they will be pressed for time. Indicative costs have been made (Annex 1 and 2), and serious consideration should be given on how such funds are to be administered to the GOC.

5. SETTING UP OF THE GAMES ORGANIZING COMMITTEE (GOC) ACCOUNTS SECTION

It is acknowledged in various consultation with MOFT that GOC has to establish its compliance team to ensure compliance to PG2023 Act 2017 Procurement Instructions.

GOC Structure be aligned to NHA approved structure ensuring GOC's recommended views that are aligned to local contexts are adequately captured.

GOC to value relationships built with all stakeholders.

GOC is encouraged to fully comply with the requirement and we appropriate specific MOU to be entered with NHA to be able to recognize and respect each other's obligations to the delivery of the Games in compliance with governing authorities.

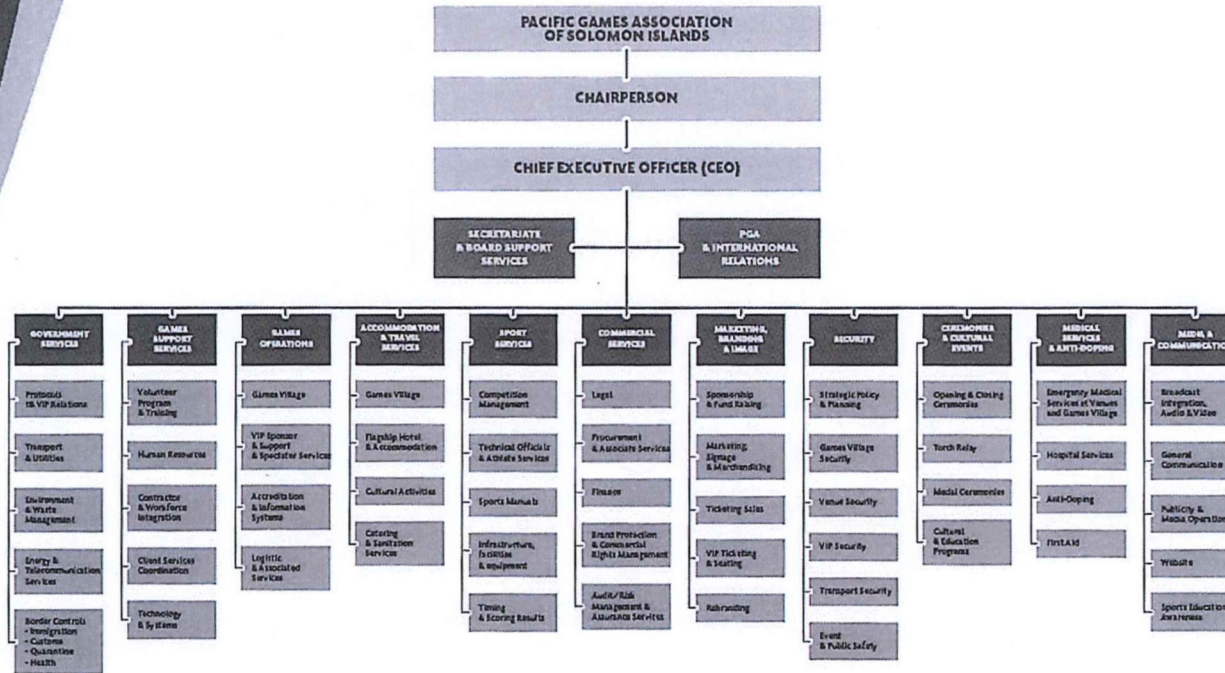
GOC accounts section would link up with NHA's accounting system to ensure NHA is efficient in its monthly reporting to the Minister as required under the PG2023 Act 2017.

6. GOC RELATIONSHIP WITH OVERSIGHT BODIES

By PG2023 Act, Host Agreement and common practice, GOC of Pacific Games report to the Hosting Authority while at the same time it is required to report to PGA. GOC however, is authorized to manage and administer its own 2023 Pacific Games related functions without interference by either PGA or NHA provided that all the activities are approved by SIG and PGA through NHA.

APPENDIX 1: GOC STRUCTURE

SOL2023 PACIFIC GAMES ORGANISING COMMITTEE



APPENDIX 2:GOC DELIVERABLES



1. The Specific Responsibilities expected of the Games Organizing Committee includes

GOC Deliverables

The GOC has a broad mandate and responsibility to the key duties and functions include the planning and execution of the following areas:

- Sports Operations
- Medical Services
- Village Operations
- Venue Operations
- Venue Overlay
- Technology Operations
- Games Services (ie Accreditation/Accommodation/Catering/Security/Transport)
- Venue Look and Signage
- Volunteer Management
- PGA Coordination
- Sponsorship Marketing Sales and Servicing
- Brand Management
- Ticketing Services
- Merchandising
- Ceremonies and Celebrations
- Media Management
- Community Relations and Awareness
- Broadcast
- Support of Country wide Activation

General Duties

- 1.0 Ensure policies and procedures are in place and maintained to govern the Organization in terms of approvals, authorizations, codes of conduct, and HR and Financial activities. Such policies to be consistent across all aspects of NHA activities;
- 2.0 Approve budgets and programs within the agreed to funding and to enable the Management team under the Chief Executive Officer direction to carry out directives of the Committee;
- 3.0 Provide strategic advice and approvals on core programs in a timely manner to support the delivery of the Games in accordance with overall requirements of the Host agreement and PGC Charter, and Pacific Games Act;



- 4.0 Provide leadership in areas of marketing, awareness and promotion of the event and to the greater community;
- 5.0 Provide the leadership required to interface with the Government to ensure open communication and delivery of core services and funding;
- 6.0 Ensure that the Chief Executive Officer and the Management team who are paid staff/contractors will be execute the strategic directions of the GOC and is able to do their job through the provision of good governance and support as required.

Detailed Activities

- 1.0 Appointment of the Chief Executive Officer and ongoing appraisal of his/her performance through the Chairperson;
- 2.0 Review and approve regular Financial reports;
- 3.0 Appoint Auditors and legal team as required;
- 4.0 Receive and review regular status reports;
- 5.0 Approve Expenditures and commitments and work packages within the Delegated Authorizations and Approval Matrix;
- 6.0 Approve and ensure adherence to Human Resources, Financial, Procurement and Standards of Conduct policies and ensure Management team is adhering to such policies;
- 7.0 Through the Chairperson provide ongoing dialogue and update to the PGC and Government Stakeholders and NHA on the progress of the project;
- 8.0 Assist in the marketing and awareness of the organization by identifying business opportunities and generating awareness through attendance at events, promotion through media as per Organizations communication policy;
- 9.0 Through the Chairperson and designated Board representative liaison, expedite Government in its obligations as per the Host City Agreement;
- 10.0 Provide strategic guidance and program approval in key areas including but not limited to:
 - Ceremonies and Cultural Events



- Media and Communication Plan
- Marketing, Branding & Image
- Commercial Services
- Sport Services
- Accommodation and Travel Services
- Games Operations
- Games Support Services
- Security
- Medical Services and Anti-doping
- Government Services
- Sponsorship Plan
- Marketing and Communication Plan
- Opening and Closing Ceremonies Delivery
- Cultural Plan
- Broadcasting Plan
- VIP Support Plan
- Ticketing and Spectator Plan
- Sport Delivery Plan
- Look and Feel Plan
- Operations Plan
- Environmental Plan

2. Composition of the Games Organizing Committee

The PGA has appointed and recommended to NHA the composition of the Games Organizing Committee as follows;

- 1.0 1 Representative from PGC – Andrew Minogue (CEO)
- 2.0 Chairman – Representative from PGA (President)
- 3.0 3 Members – Representatives of Government
- 4.0 8 Members – Representatives from Sport and Public Sector

Seating Allowance

Committee members shall be entitled to seating allowances as recommended to the Minister by NHA.

Term

The Games Organizing Committee is set and expected to be until December, 2023.



Meetings

Meetings will be conducted on a monthly basis and as required basis. It would be expected that as the Games date moves closer that the Committee will need to meet more frequently, particularly in the last year.

Members may be required to additional work on committees as may be required.

APPENDIX 2: GAMES CEO TOR



Terms of Reference for the Chief Executive Officer

Overview:

The 17th Pacific Games will be held in Honiara from 05-23 July, 2023. The Games will showcase the participation of more than 4000 athletes from 24 Pacific Nations in 24 sports and disciplines. 2023 will mark the 45th Anniversary of Solomon Islands Independence, and the Games are sure to feature strongly in Solomon Islands celebrations. 2023 will also mark the 1st occasion on which Solomon Islands will host historic events the Pacific Games on our own shores. The Workforce for the 2023 Pacific Games - Games Organising Committee will play a vital role in planning, developing and delivering a world class sporting event, which will contribute to Solomon Islands reputation as one of the region's truly sporting Nations.

A wonderful opportunity now exists for a talented and dedicated person to make their mark on what will be an historic occasion for this country. The Chief Executive Officer is responsible for the leadership and management of the Pacific Games.

The Chief Executive Officer is a strategist, a relationship builder and will represent SOL2023 Pacific Games Ltd and its stakeholders in the implementation of the Pacific Games Strategic Business Plan. Leadership, organizational awareness, problem solving, networking, project management, communication and service delivery are key competencies for this role.

Position title:	Chief Executive Officer (CEO)
Reporting to:	Chairperson of the 2023 Pacific Games Organizing Committee
Purpose of the Position:	<p>The Chief Executive Officer is the key senior management position requiring the services of an experienced and competent person to facilitate the delivery of projects on tight timelines as set by the 2023 Pacific Games Organising Committee's (PGOC2023) Board of Directors.</p> <p>The Chief Executive Officer is responsible to the PG2023 Board of Directors but reports directly to the Chairperson of the PGOC. Given the institutional arrangements as provided by the Host Agreement, the Chief Executive Officer is also expected to work with the Host Pacific Games Association and Pacific Games Council in the delivery of the Pacific Games.</p> <p>The Chief Executive Officer will facilitate the work schedules of the Program Directors.</p>

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	<p>The Chief Executive Officer will be involved in various decision making processes towards the preparation and completion of all Games facilities and will be involved in the delivery of all service areas prior to, during and post the Pacific Games.</p> <p>To ensure the SOL 2023 Pacific Games maintains all legal requirements of governance and operates with integrity and in a transparent manner to the highest standards of commercial business practices;</p>
Role Commitment:	Full permanent position, located in Honiara, Solomon Islands
Essential Criteria:	<ol style="list-style-type: none"> 1. Tertiary qualification to University/Master's Degree in Business and Administration/Management, Economics, Finance, Sports Administration/Management Degree or similar discipline; 2. Enthusiastic professional who is a strategic thinker and relationship builder; 3. Proven leadership and senior managerial qualities; 4. Highly developed interpersonal and communication skills; 5. Experience in dealing with corporate governance policies and procedures. Extensive knowledge of government processes and demonstrated experience in working with a variety of stakeholders; 6. Ability to work independently and as part of a dedicated team; 7. Ability to set priorities, meet deadline and manage time efficiently; 8. Results driven and can demonstrate a history of meeting targets under extreme pressure and demonstrated capacity to prioritize workloads and deliver against tight timeframes; 9. Ability to set strategic directions and to deliver key outcomes on time and within budget; 10. Hands on team player who is energetic, able to mentor and motivate others, has integrity and is accountable for performance and outcomes; 11. Affinity for Sport and Pacific cultures 12. A current driver's licence.
PERSONAL ATTRIBUTES:	<p>The Chief Executive Officer will possess the following qualities:</p> <p>Demonstrated experience in leadership whereby he/she has the ability to develop and empower people and has the capacity to give direction. Having the ability to deal with difficult situations and</p>

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	<p>having a flexible style that responds positively to individual people and stakeholders is key to the position. Interpersonal skills whereby the Chief Executive Officer can offer the necessary skills to interact effectively with others as well as being able to motivate to achieve is important.</p> <p>Key personal attributes include:</p> <ul style="list-style-type: none"> • A team player • Strong work ethic • Self-motivated • Initiative and drive • Integrity and honesty and hard working • Works very well in a team environment <p>1 Teamwork Contribution to the team reflected in flexibility, working with others, communication and completion of tasks;</p> <p>2 Stakeholder Focus Focus on outcomes for the event and the ability to meet stakeholders needs and requirements;</p> <p>3 Being Motivated Displaying a positive “can do” attitude and demonstrating the ability to complete tasks, following them through from inception to completion;</p> <p>4 Loyalty to the job and event – Initiative and drive Ability to take ownership of the role and an ability to think through consequences of actions, while displaying initiative when appropriate;</p> <p>5 Honesty and Integrity Treating the other colleague, stakeholders and the workplace with respect and integrity.</p>
<p>Key Performance Indicators:</p>	<ul style="list-style-type: none"> • SOL 2023 meets all legal obligations; • Successful management of the growth of SOL 2023; • Quality and timelines of reports to GOC Chairperson & Board of Directors.

Tasks and Responsibilities

Role Specifically:

- Establish strong working relationship with the immediate stakeholders and partner advocates in the Games – the Solomon Islands Government and its agencies, Pacific Games Association of Solomon Islands, Honiara City Council and its agencies and with other organisations with interests in the Games – such as the Solomon Islands Government, Local Councils, Sporting Bodies and the Business Community etc;
- Establish a strong relationship with the Pacific Games Council (PGC), PGASI and the International Sports Federations (ISF) to ensure that the Games are delivered in accordance with the commitments made in the Host City Contract and reflect current best practice as to the organisation of the Games;
- Provide overall strategic leadership to the Committee and set its direction, policies and delivery plans;
- Create an effective, high performing organisation focused on delivering the total Pacific Games programmes;
- Oversee the preparation of plans for staging of the Games in the following areas: Sports, Venues, Technology, Medical, Transport, Environment, Culture and Security;
- Oversee marketing, communications, public relations, and income generation activities;
- Provide a public profile representing the interests of the Organizing Committee/PGASI at national and international level and in the media, as required;
- Overall responsibility for the financial performance of the Organizing Committee including preparation of Annual Business Plans and Annual Budgets;
- Ensure a high standard of financial administration, propriety and regularity;
- Work closely with the Minister of the Games, PG2023 Board of Directors, the Program Directors, and other stakeholders in the Pacific Games;



- Prepare all detailed planning documentation and strategic plans to assist the PG2023 Board of Directors with their decision-making processes and delivery of the Games;
- Facilitate the work schedules of the Program Directors by providing resources and other assistance as required;
- Review and amend, where necessary, the timelines for the final delivery of all Games services and facilities;
- Prepare all necessary financial reports and budgets;
- Exercise control over the budgetary and accounting processes;
- Work with key stakeholders to ensure the final construction and delivery of all Games venues and facilities;
- Assist SIG to ensure that capital investments will be strategically placed to deliver the best possible legacies for the Solomon Islands and its communities.

Roles Generally:

- Establish time lines for all aspects of the Pacific Games in consultation with the relevant Program Directors;
- Work closely with the Program Directors to ensure delivery of the required outcomes designated to their area of responsibility;
- Provide support when required to assist Committees to deliver their tasks;
- Monitor all timelines for all aspects of the Games in consultation with relevant communities;
- Deliver the Pacific Games within the approved budget;
- Work with key line agencies to ensure the final delivery of infrastructure and services to the 24 sports on the Pacific Games Sport Program;
- Ensure financial reporting is compliant with NOCSI Policy & Procedures Manual;

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- Ensure compliance with all applicable laws and regulations of the Solomon Islands;
- Perform any other duties as directed by the Pacific Games Organizing Committee;
- Provide the Pacific Games Organizing Committee and Pacific Games Council with regular reports.

For the Workplace:

- Adhere to 2023 SOL Pacific Games policies and procedures;
- Treat others with respect, display a positive attitude and be an active member of the 2023 SOL Pacific Games team;
- Follow direction provided by the Chairperson, 2023 SOL Pacific Games Organizing Committee.

Acknowledgement:

I, the undersigned, have read, understood and acknowledged my role and responsibilities as described in this "Terms of Reference" document.

Name:
Chief Executive Officer

Name:
GOC Chairperson

Date signed:

Date signed:

Date of Appointment:

This CEO Terms of Reference was approved by the PGASI Board at its meeting on the _____ at the _____

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APPENDIX 3: PGA BUDGET 2020

PGASI/GOC YEARLY BUDGET FOR 2020		
PARTICULARS	INCOME	TOTAL
Projected yearly income	NHA/SIG	\$11,000,000.00
	Other Income	
	Total Yearly Income	\$11,000,000.00

PARTICULARS		Projected Cost
ADMINISTRATION-Goal 1,2 & 5		
Office Rental (inclusive 3 months bond)		\$ 750,000.00
Office Equipments		\$ 310,000.00
- Furniture & Fittings \$ 200,000	\$ 200,000.00	
- Repair & Maintance \$ 20,000	\$ 20,000.00	
- Photocopier & Printing \$ 50,000	\$ 50,000.00	
- Computers (1 desktop) \$14,000	\$ 14,000.00	
- Laptops (2) \$26,000	\$ 26,000.00	
- Camera		
GOC Structure, logo & Others		\$ 100,000.00
TOTAL		\$ 1,160,000.00

PARTICULARS		Projected Cost
TRANSPORTATION -Goal 5		
Vehicle (4)	\$400,000	\$ 1,600,000.00
Maintance		\$ 40,000.00
Registration		
Insurance		
Others		\$ 20,000.00
TOTAL		\$ 1,660,000.00

PARTICULARS		Projected Cost
INSURANCE -Goal 3		
Vehicle		\$ 40,000.00
Health		
Others		\$ 100,000.00
TOTAL		\$ 140,000.00

UTILITIES		Projected Cost
Electricity	\$	36,000.00
Water	\$	6,000.00
Telephone & Internet	\$	36,000.00
Total	\$	78,000.00

HUMAN RESOURCE-Goal 5		Projected Cost
CEO (L-SS3)	\$	312,000.00
Finance (L-12)	\$	182,000.00
Administrator (L-8)	\$	110,058.00
Office Secretary (L-8)	\$	110,058.00
Sport Development manager (L-12)	\$	130,000.00
Director Allowances	\$	1,200,000.00
Subcommittee Chairs Allowance		
Others		
Total	\$	2,044,116.00

STAFF HOUSING RENTAL-Goal 5		Projected Cost
CEO (L-SS3)	\$	132,000.00
Others	\$	240,000.00
Total	\$	372,000.00

NATIONAL FEDERATIONS-Goal 5		Projected Cost
24 Sport Development Officer (L-6)		
Development Program Assistance	\$	1,200,000.00
Others		
Total	\$	1,200,000.00

TECHNICAL ADVISORS-External Goal 2			Projected Cost
Return Airfares	\$	70,000.00	\$ 840,000.00
Honiara/Port Moresby, Honiara/Nadi, Honiara/Guam, Honiara/Apia			
Stipend & others @USD400 daily	\$	3,546.10	\$ 425,532.00
Accommodation		\$3,000	\$ 120,000.00
Total			\$ 1,385,532.00

TEAM SOLOMONS			Projected Cost
Tokyo 2020 Olympic Games			\$ 2,500,000.00
Pacific Mini Games-Saipan Others			
Total			\$ 2,500,000.00

AUDITOR -External			Projected Cost
Hon.Auditor			
Others			\$ 200,000.00
Total			\$ 200,000.00

TAXES -Goal 5			Projected Cost
SIG WHT			
Paye as you earn (PAYE)			
Total			\$ -

LEGAL			Projected Cost
Hon.Legal Counsel			
Others			\$ 200,000.00
Total			\$ 200,000.00

BUDGET SUMMARY			
Projected Cost	\$	10,939,648.00	
Total	\$	10,939,648.00	
Total Projected Income			\$11,000,000.00
Less : Total Projected Cost	\$	10,939,648.00	
Total Projected Balance - surplus / deficit	\$	60,352.00	

APPENDIX 4:PGA ANNUAL WORK PLAN

PACIFIC GAMES ASSOCIATION OF SOLOMON ISLANDS – 2023 PG ANNUAL WORK PLAN (JANUARY
- DECEMBER 2020)

1. PACIFIC GAMES ASSOCIATION OF SOLOMON ISLANDS Annual Work Plan Budget

The PGAS total budget for the AWP is SBD\$12,400,000.00

Code	Description items	Budget
01	Develop an effective and professional GOC Structure	\$100,000.00
02	Establish a strong workforce within the GOC Secretariat- CEO & External Consultants	\$2.8m
03	Establish a strong recruitment processes for GOC- Chairperson & Committee Chairs	\$500,000.00
04	Establish Proper Compliance systems and Processes within GOC -Committee Chairs/Directorates – TOR	\$500,000
05	Establish Proper Procurement Systems for establishment of New Office setup, staff and branding	\$4.5m
06	Establish Communication Development to Build content for website	\$500,000
07	Establish Team Solomon to Tokyo Olympic Games and to other events	\$2.5m
08	2023 Pacific Games – Progress Report Presentation at the PGC GA (Elective) , Northern Marianas	-
09	Design NFs workshops and Training Program	\$500,000.00
10	Coordinate stakeholders engagement and Build NOCSI/NHA/MHA Partnership	\$100,000.00
	Grand TOTAL	SBD\$12,400,000.00

APPENDIX 5: GOC CERTIFICATE



To check the validity of this certificate visit <http://www.solanetbusinessinfocentre.gov.sb/data/corporate/verify/20201156/>
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APPENDIX 6: CONSULTATION WITH NHA SECRETARIAT



C/P.O. Box 2445
Honiara
Solomon Islands



Phone:
677 7302 800

Facebook page:
National Hosting Authority
Solomon Islands

NATIONAL HOSTING AUTHORITY XVII 2023 PACIFIC GAMES

MINUTE

To : PGA President
From : ED
Date : 29th August 2020

SUBJECT: PGA/SECRETARIAT DISCUSSIONS ON SET UP OF GOC/INTERIM GOC
SECRETARIAT

Thank you for the submission you sent for the set up of GOC Secretariat.

Please acknowledge that Secretariat does not represent SIG, but NHA and will only provide advice with regards to compliance to NHA approved resolutions and or compliance to Financial Management Act. On this note, NHA should not be seen as an agent of government but an agent of parties to the host agreement that ensures relevant government documents (Host agreement and PG2023 Act 2017) are complied with.

PGA is body charged with the responsibility of setting up the GOC in consultation with SIG and PGC. SIG is concerned with compliance to relevant laws in particular, PG2023 Act 2017, FMACT, Labour Employment Act, IRD Act etc. Secretariat will share these notes with SIG reps before the paper is circulated for NHA board's approval.

As soon as the requirements are complied with I will circulate board paper for approval of:

- 1.0 PGA Set up of Interim GOC
- 2.0 GOC TOR
- 3.0 GOC CEO TOR
- 4.0 PGA work plan 2020
- 5.0 Secondment of Accounts Officer and Procurement Officer to assist Secretariat to ensure Compliance to PG2023 Act 2017 procurement rules and FMACT

I also note that the following urgent matters are still pending with PGA/GOC

- 6.0 2021 – 2023 Budget forecast (alignment of NHA approved forecast and PGA/GOC structure based on GOC structure developed by PGA)
- 7.0 Respective TORs for different divisions as set out under PGA structure
- 8.0 GOC Staffing structure/Sub-committee and costs budget forecasts

Challenge, Celebrate,

I would further make the following general comments from Secretariat perspectives:

- The minute by PGA president attached is sufficient to confirm that the Interim Secretariat arrangement worked for them. It achieved its objectives and the costs as confirmed is justified.
- The Interim secretariat costs should be aligned to NHA approved salary structure, however, as an acting position, it does not have to be remunerated on level as a substantive level does but at the lower range.
- With regards to other PGA/GOC related programs that had been implemented, results/outcomes are required to be included in the PGA Chair's minute for Secretariat to review and put to NHA for approve and reimburse. PGA is to provide appropriate supporting documents as evidence of goods and services procured to justify reimbursement.
- As much as possible, retrospective approvals should be avoided if prior consultation is done to discuss matters at hand on a timely manner.
- NHA board is recommended to approve the GOC workplan subject to PGA/GOC compliance to PG2023 Act 2017.
- PGA/GOC should develop 2021 – 2023 budget as soon as practical. In particular, the 2021 budget is urgently required to be submitted by middle of September 2020. If at all possible, Consultant should do a knowledge transfer on the GOC budget to the new CEO and team.
- NHA secretariat should assist PGA with secondment of Accounts Officer and Procurement Officer.
- PGA Work plan goal 5, GOC is required to use NHA approved procurement system that is in line with PG2023 Act 2017 procurement rules and FMACT 2013.
- All PGA payment requirements has to go through NHA approvals to ensure compliance to FMACT prior to payments. For instance, GOC salary structure and pay levels has to be reviewed according to NHA approved structure before GOC implements it.
- The issue raised by Interim Secretariat in his cover letter that NHA Secretariat had taken up GOC roles outside of GOC needs to be clarified. Every activities taken on board by Secretariat to Authority is approved by NHA board which the PGA is part of so for PGA to turn around and accuse Secretariat for carrying out GOC functions is really not fair.

APPENDIX 7: PGA APPROVAL



National Olympic Committee of Solomon Islands
Minutes of 18th Executive Board Meeting: Thursday, 20th February, 2020 @ 5:30pm
NOCSI Conference Venue, Honlara

Attendees:

Name	Position
Martin Rara	President, Chair Governance Commission
Aldrin Bekala	Vice President, Chair, Solidarity Commission
Naoyuki Fujiyama	Treasurer, Chair Finance Commission
Morris Maltaki	EB Member, Chair, Events Commission
Francis Manioru	Member, Chair Athlete Commission
Melinda Avosa	Secretary General
Adrian Tuhanuku	Member, Chair, T&D Commission
Apologies:	
Michael Chan	Member, Chair Marketing Commission
Helen Aumae	Member, Athlete Commission (reps women)
Shalom Waita	Member, Chair, Women In Sport Commission

1. Welcome

According to the Agenda of the meeting, Chairman President Martin welcomed the NOCSI Executive Board members and expressed his appreciation for all the support rendered by each Board members in our contributing to ensuring the Board successes amidst challenges in 2019 and further conveyed his acknowledgement to the Executive Board for maintaining its solidarity up to year 2020. As usual the Chairman requested a word of prayer before putting the Agenda to the floor for discussions.

2. Minutes of Previous Meeting

Chairman introduced and tabled the copies of the minutes of the previous meetings which was circulated on email and are in your files for discussions, it was moved by Fujiyama and seconded by Adrian as the minutes and the true copies of the previous meetings.

7. Approval of PGA 2023:

- 2023 Games Organisation Structure (GOC) attached;
- 2023 GOC CEO Position Advertisement & Interim CEO (Adrian Tuhanuku)
- 3rd PGA/NHA Delegate is (Jasper Anisi) a Lawyer by Profession
- PGA 2023 Pacific Games Work Plan and Operational Budget (circulated via email and was tabled for discussion;

8. Approval of Logos:

- NOCSI revised
- CGASOL
- PGASOL



National Olympic Committee of Solomon Islands
Minutes of 18th Executive Board Meeting: Thursday, 20th February, 2020 @ 5:30pm
NOCSI Conference Venue, Honlara

Chair T&D Commission thank the NOCSI Secretary General for the effort to draw up these important documents to guide us in our moving forward.

Chairman presented the 7&8 important Agenda items above for adoption and approval and consensus was reached by all Executive Board members and was unanimously passed and approved by all.

APPENDIX 8: INTERIM GOC SECRETARIAT - MOU



National Olympic Committee of Solomon Islands
PO Box 532, 1st Floor, NPF Food Court Building, Mendana Avenue
Honiara, Solomon Islands

Email: noc@solomon.com.sb/melcayota@gmail.com/mrara1975@gmail.com
Phone: (00677) 24116

Memorandum of Understanding

This is an agreement between, Pacific Games Association of Solomon Islands (PGASI) and Interim Chief Executive Officer (CEO) of the 2023 Pacific Games Organizing Committee (GOC).

- This agreement will last until a permanent CEO is appointed.
- The Interim CEO must be a skilled leader and manager, and have experience managing through organizational changes. We anticipate that the Interim CEO will be in place by the end of August, 2020 and he will serve in that capacity for approximately 9 months (6 months minimum and 12 months maximum).
- This position will be an interim CEO and involve to develop and quickly establishing and maintaining successful working relationships with key stakeholders of the 2023 Pacific Games Organizing Committee and significant representatives of the PGA.
- The interim CEO should be readily available ideally have somewhat similar experience in similar industry and organization. He has successfully work in temporary situation, which quickly establishing and maintaining successful working relationships with key stakeholders and others in and around the GOC.
- The interim position requiring the services of an experienced and competent person to develop and established the GOC to ensure proper CEO is set to resume duty.
- Our robust human resources, including a strong Board and staff, provide us with the flexibility to shape the priorities for the Interim CEO. It also allows flexibility for the Interim CEO to build a fully prepared team, and align Directors, staff and resources to achieve the best Games organizational results.
- Preserve the Games organizational stability.
- Maintain focus and build strategic momentum for GOC as it engages in internal capacity building and organizational alignment with key stakeholders of the Games.
- Support Directors and staff through the GOC transition process.
- Support the Board as it prepares for a more active role in Governance and the Games Operation.
- Work with the Board, staff and consultants to conduct a strategic assessment and evaluation process which helps shape the job description and skills criteria for the new CEO.
- Professional Services rendered and agreed @ SBD\$350,000.00 exclusive of WH1;
- Support a smooth and well informed transition to the new CEO.

Engagement Contract and in line with NHA approved salary structure?
Employment Acts compliant??

- To ensure the SOL 2023 Pacific Games maintain all legal requirements of governance and operates with integrity and in a transparent manner to the highest standards of commercial business practices;

Signed and attested by

Pacific Games Association of Solomon Islands (PGASI)

Adrian Tuhanutu
Interim GOC-CEO

Witness

Unified - Networking & Partnership - Integrity - Transparency through Teamwork - Excellence - Dedication & Commitment

ACKNOWLEDGEMENT

I acknowledgement to all key stakeholders consulted. In particular, the NSC, NOCSI, MOFT, NHA, HCC, Federations, G Province, PGC, SIG, who have all provided valuable information. PGA was guided in the set-up of GOC in a manner it had.



Australian and New Zealand Banking Group Limited (ANZ)

STAMP
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HONIARA, SOLOMON ISLANDS

DATE

3 1 0 8 2 1
D D M M Y Y

PAY ADRIAN TUHANUKU OR BEARER

THE SUM OF THREE THOUSAND ONE HUNDRED AND
TWELVE DOLLARS ONLY -

SBD3,112.00

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NEGOTIABLE

Mony

[Signature]

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No 1584149



NATIONAL HOSTING
AUTHORITY 5691140

[Signature]

Adrian Tuhanku



PAYMENT VOUCHER

Payment: Voucher No: <u>NHA/208/21</u>	
NAME: ADRIAN TUHANUKU Address:	APPROVED BY EXECUTIVE DIRECTOR <div style="text-align: center;">  </div> Signed <u>[Signature]</u> Date <u>31/08/21</u>
IF DIRECT CREDITS ISSUED: B/C REF #: _____ Signed _____	APPROVED BY FINANCIAL CONTROLLER <div style="text-align: center;">  </div> Signed <u>[Signature]</u> Date <u>31/8/2021</u>

NHA CODE	GL NAME	FULL DETAILS OF CLAIM	AMOUNT
6-2717	Other Local Other Costs	Salary PPE25/8 - Adrian Tuhanuku	\$3,112.00

Cheque No: 1584149 for \$3,112.00 Date 31/08/2021

Signature of claimant _____

PRINT NAME: _____

Payment Voucher Prepared by _____ Date _____

Games Operations Committee- GOC (SOL2023) Staff Wages

Month of: AUGUST Wednesday, 25 August 2021

Surname	First Name	Designation	Dept	Total Gross Salary	Additional Pay Days/No Pay Days	Charge Allowances (Performing Duties)	Gross with No Pay Deductions (Basic Rate Base)	Deductions before TAX	Gross With Other Allowance (Tax Base)	Phone Deduction	NPF 5%	Optional	Tax	Basic Rate Deduction	Total deduction	Net Salary	NPF 7.5%	Total NPF Liability
TUHANUKU	Adrian	Manager of Sports	GOC	4,307.70			4,307.70	-	4,307.70		215.38	-	937.23	43.08	1,195.69	3,112.00	323.08	538.46
				4,307.70	-	-	4,307.70	-	4,307.70	-	215.38	-	937.23	43.08	1,195.69	3,112.00	323.08	538.46

GOC	4,307.70	-	-	4,307.70	-	4,307.70	-	215.38	-	937.23	43.08	1,195.69	3,112.00	323.08
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Prepared By: Rockliffe Poloso - FM
Name & Designation

Approval: Christian Nieng - Executive Director
Name & Designation

Signature

Signature

Date

Date



21/8/2021
Date

Rocklive Poloso

From: Rocklive Poloso
Sent: Tuesday, 31 August 2021 12:50 PM
To: Debbie Sifoni; Christian Nieng
Subject: RE: Prorate Payment - Adrian Tuhanuku
Attachments: 25-08-2021_GOC_Adrian Tuhanuku.pdf; 25-08-2021_GOC.xlsx

Hi Debbie,

Confirm.


Attached his calculations with deductions for ED's approval.

Cheers,
Rocklive

From: Debbie Sifoni <DSifoni@sol2023.com.sb>
Sent: Tuesday, 31 August 2021 12:40 PM
To: Rocklive Poloso <RPoloso@sol2023.com.sb>; Debbie Sifoni <DSifoni@sol2023.com.sb>; Christian Nieng <CNieng@sol2023.com.sb>
Subject: RE: Prorate Payment - Adrian Tuhanuku

Rocklive,
If his engagement as a permanent staff. Then will apply all deductions for PAYE, Basic Rate, NPF etc.. before paying the net salary by cheque.

ED to approve payment based on your suggestion.


Sent from my Galaxy

----- Original message -----

From: Rocklive Poloso <RPoloso@sol2023.com.sb>
Date: 31/8/21 12:28 pm (GMT+11:00)
To: Debbie Sifoni <DSifoni@sol2023.com.sb>, Christian Nieng <CNieng@sol2023.com.sb>
Subject: Prorate Payment - Adrian Tuhanuku

Hi ED & FC,

We are looking at a part payment for Mr. Adrian Tuhanuku as his contract is effective 14th August.

Can you please advise if okay to prorate his pay till 24th August 2021? That will be seven(7) days.

I understand that our policy does not allow for cheque payment for salaries but I guess online transfer will do and or whatever is practicable for him.

Await your feedback if okay to proceed on the above basis as he is following up with me this morning.

Regards,
Rocklive

SOL 2023 - EMPLOYMENT CONTRACT



National Hosting Authority



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



Phone: 7308800

This agreement is between;

The National Hosting Authority established by the Pacific Games 2023 Act (2017) operating as Solomon Islands 2023 Pacific Games known as SOL2023 or NHA, located at SIRUF Office, Town Ground, P.O. Box 2443, Honiara, Solomon Islands (the Authority). The NHA shall be the contracting body for all paid staff on behalf of the Committees/Sub Committees established under PG2023 Act 2017 under the authority of the NHA, which shall include the Games High Performance (Sub) Committee, the Games Facilities Committee, the NHA Secretariat/PMU operating unit and the Games Organizing Committee. For purposes of this contract the NHA shall have the same interpretation as Employer, Sol2023 and

A. Adrian Tuhanuku
Honiara, Solomon Islands

CONTRACT OF EMPLOYMENT

Section 1 - BASIC DETAILS OF EMPLOYMENT

1.1. Position Title Manager of Sport GOC (Subject to change at the discretion of SOL2023)

1.2. Duties and Responsibilities

Your duties and responsibilities shall be as per the Schedule A. NHA reserves the right to modify the duties and responsibilities as it may require from time to time. Modification of such duties and responsibilities shall not be automatically subject to a salary review. Your acceptance of employment with subject to a salary review. Your acceptance of employment with GOC under the authority of NHA is with your understanding of the nature NHA is with your understanding of the nature of work that is required of you to help deliver the 2023 Pacific Games.

1.3. Location

Your employment location will be in Honiara, Solomon Islands at the SOL2023 Office located at Seeking Office or at other office venues throughout Honiara, and possibly at allocated venues during games time. You may be required to attend meetings throughout Honiara.

1.4. Standard Working Hours