



LETTER OF AGREEMENT

between

The Pacific Islands Applied Geoscience Commission (SOPAC), and The Secretariat of the Pacific Community (SPC) covering the transfer of the Energy functions of SOPAC to SPC

- 1 This Letter of Agreement (LOA) is between the Pacific Islands Applied Geoscience Commission (SOPAC) and the Secretariat of the Pacific Community (SPC), two independent intergovernmental regional organisations.
- 2 It constitutes the record of full and effective transfer and integration of specific functions within the work programme of SOPAC into SPC upon the date this Agreement is signed and dated.
- 3 The specific functions covered by this LOA comprise the activities generally described in the SOPAC Work Programme as "Energy" and are described in more detail in Annex 1 to this LOA.
- 4 The basis of this LOA is the decision of the meeting of the Joint Governing Bodies of SOPAC, SPREP and SPC convened in Suva, Fiji, 7-8th July 2009 and subsequently endorsed by the Leaders at the Pacific Islands Forum Meeting in Cairns, 5-6th August 2009. This decision acknowledges that SPC will henceforth lead and coordinate the regional energy programme.
- 5 Both SOPAC and SPC acknowledge that this LOA constitutes a formal and binding agreement between the two organisations, and that the format and extent of the LOA is consistent with previous transfers of work programme functions between the intergovernmental regional organisations. As such it is recognised the LOA conforms with "best practice".
- 6 Both SOPAC and SPC acknowledge that this LOA is consistent with the role of the Council of Regional Organisations of the Pacific (CROP) as a partnership of equals, the CROP Charter, and its guiding principles for improving services. Furthermore, SOPAC will continue to support SPC in its future role in regard to Energy, in the spirit of cooperation, collaboration, and partnership amongst regional organisations.
- 7 The CEOs of SOPAC and SPC are to sign this LOA in accord with the decision of the two governing bodies and with the concurrence of the Chair of the SOPAC Governing Council and the Chair of the SPC Conference.
- 8 SPC acknowledges that following the arrival in-post of the Director of the new Economic Development Division, together with the Deputy Director Energy, the first major task will be the development of the new division's strategic plan and within that the strategic direction for the Energy Programme as well as those for the other programmes within the division.

9 SPC further acknowledges that the immediate priority areas for the Energy Programme (Annex 2) will be: (i) the completion of the review of the Pacific Islands Energy Policy (PIEP2004) and the development of a new policy, strategy and implementation plan; (ii) the convening of an Energy Officials Meeting in Noumea in May followed by an Energy Ministers Meeting in Australia, and (iii) fully assume the roles and responsibility as the lead agency for regional energy matters. These actions are consistent with the outcomes of the recent Pacific Energy Ministers and associated Officials Meetings in 2007 and 2009 and the Forum Leaders Meeting in 2009.

10 Upon the signing this LOA, SPC will undertake to provide updates to the members through yearly reporting to the SPC CRGA and Conference. In the immediate future every effort will be made by SPC to secure funding to fully operationalise and expand the Energy Programme of the Economic Development Division, including through working with key partners with a view to co-location of existing energy programmes in an effort to improve efficiencies and delivery of services through a "many partners one team approach".

Pacific Energy Alliance

11 SPC will establish a "Pacific Energy Alliance" in line with recent decisions and the revised regional Energy Policy. The Alliance will comprise an open-ended partnership of various key stakeholders such as international and regional intergovernmental and non-government organisations, governments and national institutions, donors and the private sector. The principle purpose of the Alliance will be to foster and encourage improved cooperation and collaboration between partners in their efforts to support island members to effectively deliver against national and regional priorities. It is envisaged that partners within the Alliance will work together to develop joint work programmes, budgeting and implementation arrangements.

Materials and Intellectual Property

12 Under this LOA SOPAC will hand over to SPC all materials pertaining to the Energy activities comprising mainly data, dedicated library and administrative reports.

13 SPC, upon receiving the data, library and administrative reports, acknowledges that these comprise intellectual property in so far as the island members are concerned, and for which members may wish to exercise confidentiality. Accordingly, SPC will seek approvals from members before releasing data and any other forms of information to third parties where relevant.

14 SPC will undertake to make arrangements to transfer at least one terabyte of data (Energy and ICT Outreach combined) from SOPAC and make this readily accessible on the SPC ICT network, whilst assuring minimal disruption to day-to-day operations. SOPAC will retain a copy of the data transferred.

15 SPC will assimilate, accommodate, and operationalise the Energy activities of SOPAC into the Energy Programme of the new Economic Development Division located at its Nabua Campus in Suva, Fiji that was established on 1st January 2010. Initially SOPAC's ongoing energy activities together with the petroleum data, information and advisory function transferred to SOPAC from PIFS in 2009 will form the basis of the 2010 SPC Energy Programme.

Staffing Arrangements¹

16 There is one internationally recruited staff and six locally recruited staff positions to be transferred from SOPAC to SPC effective 1st April 2010, refer Annex 3. All are Fiji national except one of the locally recruited staff who is a Kiribati national. The original of each personal file will be handed over to SPC, together with a new job description prepared as part of the ongoing review of the harmonisation of CROP Staff Remuneration in which both SOPAC and SPC are participating. One of the current SOPAC locally recruited positions, Project Officer Energy (Petroleum), has been identified in the ongoing review of the harmonisation of CROP Staff Remuneration work to need substantial regrading to the internationally recruited staff (currently Grade I) from 1st January 2011.

17 A Transition Manual has been prepared to describe the similarities and differences between the SOPAC and SPC terms and conditions, noting that overall they are very similar as both organisations participate in the CROP Remuneration Harmonisation exercise. SPC will undertake to run induction courses prior to the transfer with at least one follow-up after the transfer where these induction courses will also cover general SPC operational and regulatory arrangements.

18 Taking into consideration paragraphs 19 and 20 which follow, the staff members have agreed to sign SPC contracts (either for internationally recruited staff or locally recruited staff as appropriate) upon the signing of this LOA between SOPAC and SPC. In doing so each staff member agrees to relinquish their SOPAC contract on the full understanding that the SPC contract will have the same end of contract date as their current SOPAC contract, and that their accrued leave will be carried forward into SPC.

19 SOPAC, SPC and the staff members acknowledge that the terms and conditions in the contract (excluding tax for Fiji nationals, which is dealt with in paragraph 20) have been discussed and considered in full and all have agreed that the contract is sufficiently similar so as to not leave the staff member disadvantaged in any way. SPC undertakes to ensure that there is no monetary disadvantage to the staff member and will make provision for a clause, or clauses, in the contract to accommodate necessary provisions.

20 SOPAC, SPC and the staff members who are Fiji nationals acknowledge that the provisions of the Fiji Tax Laws apply, but there are real differences between the two organisations. The SOPAC staff pay tax, whereas the SPC staff currently enjoy tax adjusted salaries. SOPAC, SPC and the staff members acknowledge that in the near future SPC will be required by the relevant Fiji authorities to adjust its conditions to become identical with those at SOPAC. The SOPAC staff have considered this matter and have agreed to sign an SPC contract but (i) with a variation which acknowledges that they will pay tax until the end of the current contract; and (ii) an understanding that any future contract will be subject to the SPC provisions applying at the time.

21 The staff members acknowledge that at the end of their contracts, the normal CROP procedure will take place. This procedure includes a review of their job and possible revision of the job description, followed by advertising as necessary and recruitment on full SPC terms and conditions will follow. Future offers of employment for any staff member is dependent availability of funding and on performance assessment.

22 The staff members have declared their acceptance of the new work station environment available on the Second Floor of Lotus House in Nabua, however they have noted that specific task lights may be necessary at some work stations and attention is needed in regard to the provision of adequate and secure car parking.

¹ As part of the current review of CROP staff remuneration harmonisation due to take effect from 1 January 2011, the Heads of the CROP organisations involved have already decided that the present distinction between "professional staff" and "support staff" be replaced with "internationally recruited" and "locally recruited" respectively.

Financial Obligations (Annex 4)

23 Subject to approval from CTA, IUCN, PIFS, REEP, Taiwan/ROC, TEPCO Japan and UNESCAP, SOPAC will transfer to SPC the balance of all monies received (Annex 4) and future responsibility for projects currently funded by them at SOPAC. SOPAC will continue its full responsibility, including disbursement of funds and reporting until the respective projects end or the approvals are received from each funder for funds to be transferred to SPC with the associated responsibilities for reporting. The unaudited total funds anticipated as at 23rd March 2010 is FJ\$314,195.

24 Australia and New Zealand funding for Energy was agreed with SOPAC for 2010 during the High Level Trilateral discussions held late 2009. These funds have yet to be released. Australia and New Zealand are aware of this LOA as members of both SOPAC and SPC governing bodies. It is anticipated these funds will be made available upon the signing of this LOA and paid directly to SPC. These funds include:

- Australia FJ\$165,000
- New Zealand FJ\$390,000

25 SOPAC unaudited expenditure for the energy programme for the period 1 January – 23rd March 2010 is F\$144,694. SOPAC currently holds a balance of F\$68,985 in energy related salaries. Following the transfer of the Energy Programme SOPAC will invoice SPC the total cost expenditure incurred by SOPAC during 2010 less the balance of funds currently held for other energy related activities (estimated at F\$75,708 at 23rd March 2010).

Transfer of Assets

26 A list of assets to be transferred is given in Annex 5. These include items currently included in the SOPAC Board of Survey. Included also are some small sundry items which are identified.

Other Agreements and Memoranda of Understanding

27 Over the life of the energy programme residing with SOPAC a number of Agreements and Memoranda of Understanding have been signed with partners some of which relate purely to technical cooperation with no commitment to funding. A list of these agreements is provided. SOPAC will undertake to inform the partners of this LOA. SPC will seek to continue these partnerships. These include:

- Gerry Hutterer – USA / Geothermal Study – historic
- Herb Wade – verbal agreement to republish the Solar PV Booklet
- SRP – Noumea (Ocean / Wave Energy)
- PIFS – Petroleum data and information services / bulk procurement (came with \$50k - but no longer any \$\$ implications)
- Ferris University / Japan – Solar Cooker Programme

Signed.....

Jimmie Rodgers,
Director General, SPC

Date..... 31/03/10

Signed.....

Russell Howorth,
Director, SOPAC

Date..... 31.03.10

Annex 1 Energy Activities at SOPAC

Energy activities at SOPAC are categorised into 3 components: (1) resource assessment, development and management; (2) asset management; and (3) advocacy and governance. The following provides an overview of the key strategic energy sector areas where SOPAC has been focusing its efforts. Table 1 at the end of the text provides a summary of the specific activities where funding has been allocated to allow implementation and delivery against the 2010 SOPAC Work Programme and Budget, aside from the ongoing requirement and need to meet basic staff salaries which are detailed separately in Annex 4.

1. General

SOPAC in having taken the lead role in the coordination of energy since its transfer from the Pacific Islands Forum Secretariat in 1998 has provided a range of energy sector services that have been complimentary to other energy programmes and projects within the region.

In general this has focused around supporting the development of national energy policies, promotion of energy efficiency and conservation, energy resource assessments, development and management of energy databases, promotion of energy and gender, economic and financial assessments, production of technical publications, capacity building and information transfer and from mid 2009 assumed the responsibility for the provision of petroleum data, information and advisory services.

Recent fluctuations in the global crude oil prices and the subsequent continuing increase in the price of imported fossil fuel have caused significant impact on national budgets and their import / export balance of payments. Hence, the emphasis in many countries has been to look towards other alternate sources of energy which has prompted some PICs to consider setting (and in some cases rather ambitious) targets for the percentage of renewable energy in their energy mixes in an effort to reduce their reliance on imported fossil fuel. With this came the need to increase activities in resource assessment, the preparation of power sector development plans, and identification of development capital and project implementation. This being intertwined with assessing various renewable energy opportunities that is economically and financially viable. Therefore SOPAC's energy programme activities have continued to support the above through combined efforts with other agencies to effectively contribute to and deliver sustainable energy solutions.

2. Energy Policy, Planning and other Legal Tools for Implementation

Support to PICs has continued in the development of national energy policies and strategic work plans, where the majority of PICs now have an energy policy in place but still require in many cases ongoing assistance in the development of their strategic work plans and in planning its implementation. In addition, assistance with tariff studies and other legal instruments also continues to be required where this specialised assistance through in many cases technical consultancies is provided as financial resources are available.

3. Energy and Resource Economics

Efforts have continued to be strengthened in introducing economic assessments in to the energy sector which has been supported through engagement and links with the natural resource economics activities being delivered within SOPAC. Due to the unforeseen resignation towards the end of 2009 of a young junior professional specifically working on energy resource economics the post was advertised but has not yet been filled due to funding constraints as a result of the RIF. This position will be a key priority for SPC to address following the transfer given the importance of energy resource economics..

4. Energy Assessments

Assistance and support in assessing natural energy resources has continued, focusing on wind monitoring and assessment, solar radiation, wave and ocean energy and biomass / coconut resources. With the emphasis increasing on the greater use of renewable energy resources to

replace imported fossil fuels it is considered necessary to continue to monitor and assess these resources and others to ensure that any proposed development utilising these technologies is based on appropriate data and information.

5. Renewable Energy

Specific emphasis has been placed on the implementation of the introduction of affordable LED lighting systems funded through a micro financing arrangement specifically designed for rural and remote communities. The Pacific Micro Energy Service Companies (PMESCOs) project has been carried out in Kiribati and the Solomon Islands and was funded by REEEP. The project was a success and has been promoted and used as a model for the development of other micro financing initiatives. Other projects include:

- The development of a biogas plant installed on Amatuku, Tuvalu.
- The installation of a biofuel system (coconut oil & diesel) at CATD in Nadave, Fiji as a demonstration and for capacity building particularly focused on rural communities.
- The continued implementation of a solar cooker programme with Ferris University (Japan) in Kiribati, Tuvalu and Fiji.
- Energy to Modernise the Public Sector – Japanese funded and PIFS administered project, comprising of two components – *solar energy* for lighting and powering computers in a primary school in Vanuatu and the installation of *solar water pumps* in two villages in Fiji.

6. Energy Data and Information

Efforts to assist PICs in the collection, inputting and management of their energy sector data continued as well as efforts aimed at producing an energy statistics year book. This work has been further strengthened through SOPAC taking on the responsibility for the provision of assistance in the petroleum sector with the supply of data, information and advisory services. Ongoing assistance in energy statistics needs to be provided to member countries, utilities. It is important to involve other energy agencies and development partners in this endeavor.

7. Petroleum Data and Information Services

During 2009 as part of the regional restructuring process (RIF) the Pacific Islands Forum Secretariat (PIFS) transferred the Petroleum Advisory Services across to SOPAC Secretariat. As with the general energy sector statistics, the research, collection, compilation, analysis and dissemination of key petroleum statistics needs to be strengthened to support decision-making in PICTs. It is anticipated that once the energy programme is transferred to SPC the Petroleum (Bulk Procurement) Project would be transferred to the energy programme within the EDD. Other petroleum related activities include the re-establishment of the petroleum price monitor publication and a petroleum column in the Pacific Energy Newsletter (PEN).

8. Energy Efficiency and Conservation

Energy efficiency and conservation activities continue to be promoted with recent activities including the following.

- Through a project under the REP5, SOPAC worked in collaboration with 'Live and Learn' to provide assistance to Nauru in the delivery of an Energy Efficiency Training and Public Awareness Campaign where the overarching objective was focusing on poverty alleviation through improving access to electricity to ameliorate living conditions.
- Through funding assistance from REEEP a project is currently being implemented that includes conducting energy audit training (including the implementation of some demonstration projects); study the feasibility of having standards and appliance labelling programmes; and educational and awareness activities in four (4) PICs (Palau, RMI, Samoa, and Vanuatu). The activities will be carried out over the period 2009 – 2011.
- Aside from the two specific projects above energy efficiency and conservation has been an ongoing activity through small in-country projects and capacity building both at the technical level and through education opportunities in schools. This has included auditing and in particular the introduction of appliance labelling in Fiji with the potential for this to be replicated in other PICs.

9. Pacific Energy and Gender Network

SOPAC has been the host to the PEG network since its inception in 2005. Activities primarily focused on policy, planning, education, awareness, advocacy and mainstreaming. Funding has been largely from the Technical Centre for Agricultural and Rural Cooperation (CTA) based in the Netherlands with others from UNDP, ENERGIA, IUCN and SOPAC. PEG has become an integral part of regional energy meetings with its current strategic action plan for 2010-2014 being endorsed at the REM and subsequently referenced /supported by PEMM.

Annex 2: Energy at SPC

As at 01 January 2010, SPC assumed the lead agency roles and responsibility for energy (SPC Circular 10/02, dated 28 January 2010 refers). The Energy Programme within the new Economic Development Division will be the focal point.

1. Overview of new Energy Programme including staffing, partnerships and funding

The diagram below provides an overview of the anticipated Energy Programme when fully operational, this of course will be modified depending on what is required to implement the new regional policy and strategy on energy. A dedicated long-term senior position (Deputy Director (Energy) with funding provided through SPC core resources has been established with an appointment pending. The desirable size and composition of energy staffing will be further elaborated once PREPA-2010 (and its associate strategy and implementation plan) is finalised and presented to a special regional consultative meeting on energy to be attended by all SPC member countries and territories in May for their consideration and endorsement. The product will also be presented to the special Forum Energy Ministers meeting planned for June for their consideration and endorsement. Additional staff are expected to join the Energy Programme through (i) core team of experts with the appropriate skill mix to provide assistance to members in the various specialised areas in energy to be mobilised by SPC, (ii) the EDF-10 national indicative programme for the North (REP-3) – 4 professionals (inclusive of a Team Leader); and, (iii) through the EDF-10 regional indicative programme project *Strengthening the Energy Sector* in Pacific ACP Countries- 3 professionals inclusive of an Energy Coordinator /Team Leader and a project assistant; and 5 national project Interns. As part of the overall energy sector restructuring process it is anticipated that the opportunity will be taken to link closer with the activities of SPREPs PIGGAREP project, the PPA, and IUCN as well as the work of PPA in the utilities sector.

In January 2010, SPC with SOPAC responded to a call for concept notes under the EUEF-II with 3 concept notes on: (i) increased access in energy services to rural and peri-urban areas; (ii) strengthening energy efficiency through improved sector governance; and (iii) strengthening governance and framework conditions through improved energy data and statistics. If any one or more of these project concepts is successful additional support will be secured by end of 2010. These proposals complement other concept notes prepared by SPREP, USP and PPA that were also submitted.

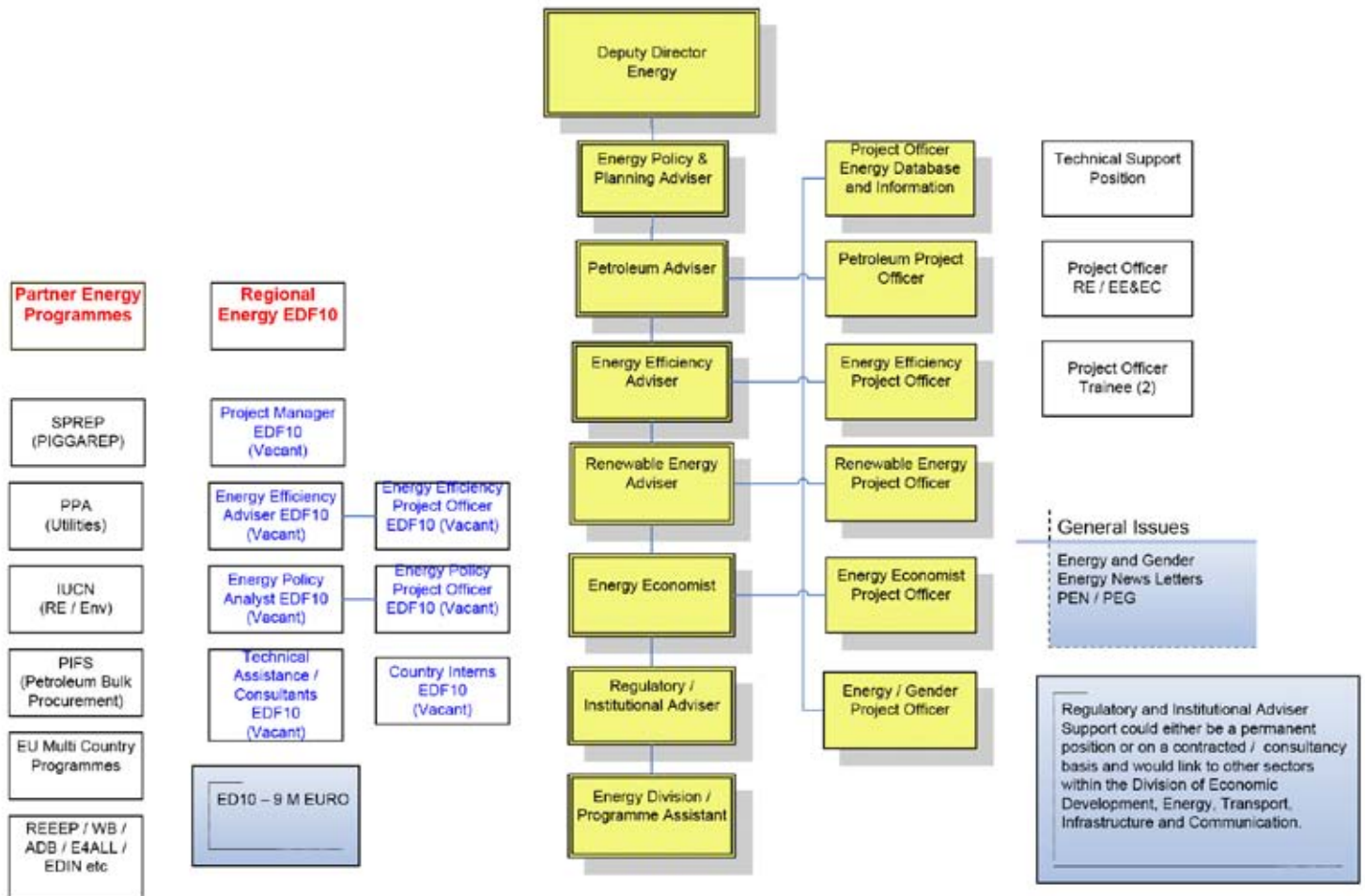
2. Review of the Pacific Islands Energy Policy (PIEP2004)

In progressing towards the delivery of key outputs, SPC in February commissioned a Consultant assisted by SOPAC, to review the PIEP-2004. The current review process in consultation with a wide range of key stakeholders identified a number of issues with a summary of responses and other findings documented and is available as part of the reporting by the review team. The review process also convened a regional consultation meeting of regional energy and power utility officials and, implementing agency and development partner /donor representatives during 2-5 March in Nadi.

The revised policy framework – the Pacific Islands Energy Policy for Action (PREPA-2010) including the proposed Pacific Islands Regional Energy Strategy (PIRES 2011-2016) and its associate implementation plan (the Pacific Islands Regional Energy Implementation Plan – PIREIP 2011-2016) is being developed to address the highlighted issues including an improved coordination and cooperation framework under the theme of “many partners, one strategy, one plan”. It is anticipated that the PREPA (and its associate strategy and implementation plan) will be further discussed in a special regional consultative meeting on energy planned for May 2010. This work will also be presented to the special Forum Energy

Ministers meeting planned for June 2010 and will subsequently be submitted to the Leaders for consideration later in the year.

Proposed Core Energy Programme Structure and Other Energy Programme, Partners and Stakeholders



Annex 3: Current SOPAC Energy Staff

Name	Current SOPAC Title	Proposed SPC Title	Contract Start Date	Contract End Date	Nationality	Current Salary/Grade
Rupeni Mario	Energy Adviser	Energy Adviser	18/04/2008	18/04/2011	Fijian	Grade J/Step 1 Last PMS Increment 18/04/2008
Shakil Kumar	Project Officer Energy (Petroleum)	Energy Officer Petroleum	13/07/2009	13/07/12	Fijian	Grade G/Step 5
Frank Vukikomoala	Project Officer Energy	Programme Assistant-Energy	05/03/2009	05/03/2012	Fijian	Grade F/Step 1 Last PMS Increment 05/03/2009
Pooja Pal	Programme Assistant CLP	Programme Assistant-Energy	01/05/2009	01/05/2012	Fijian	Grade E/Step 5 Last PMS Increment 01/05/2009
Koin Etuati	Project Officer Energy	Programme Assistant-Energy	13/06/2009	13/06/2012	Kiribati	Grade E/Step 4 Last PMS Increment 13/06/2009
Atishma Lal	Project Officer Energy	Information Support Assistant-Energy	05/06/2009	31/12/2011	Fijian	Grade D/Step 3
Ivan Krishna	Project Officer Energy	Programme Support Assistant-Energy	05/06/2009	31/12/2011	Fijian	Grade D/Step 2 Last PMS Increment 05/01/2010

Annex 4: ENERGY FINANCIAL OBLIGATIONS

Energy Task Codes	T 3 Codes	Energy Task Description	Donors	Balance of				
				funds FJD	Income FJD	Expenses FJD	Commitments FJD	Available Bal. FJD
RT 2005.027	CL3.3.5	Strategic Planning & Awareness	CTA FUNDS	25,143.37	-	1,295.80	-	26,439.17
RT 2007.003	CL3.3.8	PEG Workshop (Fiji & FSM)	CTA FUNDS	21,404.29	-	-	-	21,404.29
RT 2008.003		Village Based Coconut Oil Prod.	CTA FUNDS	18,442.68	190,286.94	95,752.94	25,355.00	87,621.68
RT 2008.018		Pacific Regional Biofuel Conference	CTA FUNDS	- 34,867.48	60,806.21	10,769.45	-	15,169.28
RT 2008.008	CL3.3.9	Mainstream Gender into NEP	CTA FUNDS, IUCN FUNDS	60,908.91	158,609.81	142,709.05	2,845.30	73,982.17
NR 2008.001		EE Training - REP 5 - Nauru	NAURU GOVT. REP 5	- 49,232.15	13,225.75	41,793.56	-	77,799.96
KI 2008.001		Policy Development & Energy Mainstream	PIFS FUNDS	- 12,366.12	14,846.46	10,905.66	30.00	8,455.32
RT 2008.007	CL3.4.15	Energy to modernise Public Service	PIFS FUNDS	219,987.78	-	134,774.09	41,567.75	43,645.94
RT 2007.004	CL1.5.7	REEEP Pac. Micro Energy Service	REEEP INTERNATIONAL SEC.	- 54,316.97	79,346.84	49.87	7,301.03	17,778.51
RT 2001.043	CL1.4.4	Wave Energy in the Pacific	TAIWAN ROC	23,003.03	-	-	-	23,003.03
RT 2002.027	CL3.5.2	Regional Earth Day Prog.	TAIWAN ROC	30,976.38	-	0	-	30,976.38
RT 2009.005	CL1.4.3	Preparative Study on RE / TEPC	TEPCO - JAPAN	-	36,348.18	-	-	36,348.18
RT 2003.007		ESCAP Adv. Training	UNESCAP	23,187.67	-	-	-	23,187.67
RT 2005.026	CL3.3.8	Pacific Consult REP - POR	UNESCAP	914.09	-	-	-	914.09
		Work Programme Transfer Total		<u>273,183.48</u>	<u>553,469.79</u>	<u>435,359.08</u>	<u>77,099.08</u>	<u>314,195.11</u>

Salary Budget Lines

Energy Task Codes	T 3 Codes	Energy Task Description	Donors	Balance of					ANZ Funds	Energy Staff List
				funds	Income	Expenses	Commitments	Available Bal.		
RT 1999.058	CL1.4.1	Wind Development - Resource monitor	AUSAID / NZAID Savings	79,378.28	- 47,603.33	10,830.30	1,021.65	19,923.00		Koin Etiati
RT 1999.059	CL1.5.3	Small Energy Projects Prog.	AUSAID / NZAID Savings	8,466.98	63,543.14	33,808.37	1,863.50	36,338.25		Frank V / Ivan K
RT 1999.060	CL1.4.2	Energy Resource Assessment	AUSAID / NZAID Savings	- 1,521.53	26,838.18	9,880.69	752.96	14,683.00		Atshma Lal
RT 2008.006	CL3.4.14	E Parliament	E PARLIAMENT SEC.	36,794.98	43,968.00	72,500.98	8,262.00	-		Rupeni Maro
RT 2008.006		E Parliament	NZAID		144,662.18	144,662.18		-	35,936.23	Rupeni Maro
RT 2009.006	CL1.4.3	Petroleum Data & Info. Services	PIFS FUNDS	-	50,000.00	47,041.47	4,917.09	1,958.58		Shakti Kumar
RT 2001.002		Pooja - Salary	NZAID			4,089.43	2,402.15		6,491.58	Pooja Pal
100		Paul - Salary	RB / NZAID			44,505.57	32,148.43		76,654.00	Paul Fairbairn
100		Paul - Salary	XB / NZAID				25,612.80		25,612.80	Paul Fairbairn
		Personnel Costs / WP Total		<u>123,118.71</u>	<u>281,408.17</u>	<u>367,318.99</u>	<u>76,980.58</u>	<u>68,985.69</u>	<u>144,694.62</u>	
		Transfer Total - Work Programme & Personnel		<u>396,302.19</u>	<u>834,877.96</u>	<u>802,678.07</u>	<u>154,079.66</u>	<u>383,180.80</u>	<u>144,694.62</u>	

Amount to be transferred to SPC. Amount to be reimbursed to SOPAC.

Notes to Commitments

Commitment figures include:

- 1 Purchase Orders yet to be paid
- 2 Salary budgets for all Energy staff up to March 2010
- Final Pay for Paul Fairbairn, and other repatriation costs

Annex 5: SOPAC ENERGY ASSET REGISTER										
Period	Date	Value (FJD)	Value (FJD)	Reference	Description	Asset Code	Serial No#	Location	Yes/NO	
Furniture & Fittings										
2003002	21/02/2003	295.00		280848	4 DRAWER CABINET ENG OFF	03/0025		Common Unit	Yes	
2005006	9/06/2005	90.00		0146	VISITOR CHAIRS WITH ARMS	2005S0004		Common Unit	Yes	
2005006	9/06/2005	90.00		0146	VISITORS CHAIR	2005S0005		Common Unit	Yes	
2005006	9/06/2005	90.00		0146	VISITORS CHAIR WITH ARMS	2005S0006		Common Unit	Yes	
2005006	9/06/2005	90.00		0146	VISITORS CHAIRS	2005S0007		Common Unit	Yes	
2005006	9/06/2005	90.00		0146	VISITORS CHAIRS	2005S0008		Common Unit	Yes	
2009003	6/03/2009	210.00		31241572	MEDIUM BK CHAIR	2009S00040		Common Unit	Yes	
2009003	6/03/2009	210.00		31241572	MEDIUM BACK CHAIR	2009S00041		Common Unit	Yes	
2009003	6/03/2009	210.00	1,375.00	31241572	MEDIUM BACK CHAIR	2009S00042		Common Unit	Yes	
Office Equipment										
2006011	29/11/2006	2,350.00		555061	TOSHIBA DIGITAL COPIER	2006S00034	CHJ678503	Common Unit	Yes	
2009011	3/11/2009	1,599.00	3,949.00	SO3507-D01	HP COLOUR LASERJET PRINTE	2009S00077	CNCSC00182	Common Unit	Yes	
Computer Equipments-Laptop										
2004007	14/07/2004	3,744.00		SI-0015362	COMPAQ NX9110 LAPTO	(2004000025) '04/0048		Pooja Pal	Yes	
2004007	14/07/2004	170.00		SI-0015362	HP CPe 3Y NxtDay 1xxxV/nx	(2004000025) '04/0048		Pooja Pal	Yes	
2004007	14/07/2004	128.00	4,063.00	SI-0015362	HP Global Case	(2004000025) '04/0048		Pooja Pal	Yes	
2004007	14/07/2004	21.00		SI-0015362	Labtec optical mouse refr	(2004000025) '04/0048		Pooja Pal	Yes	
2006001	4/01/2006	115.00		SI-0019890	Evo sports backpac Fits n	2006000065	CNU5372GW4	Koin	Yes	
2006001	4/01/2006	2,145.00	2,479.00	SI-0019890	HP Compaq Nx6120FFUP Note	2006000065	CNU5372GW4	Koin	Yes	
2006001	4/01/2006	198.00		SI-0019890	3 Years return to base wa	2006000065	CNU5372GW4	Koin	Yes	
2006001	4/01/2006	21.00		SI-0019890	3 button USB LABTEC Optic.	2006000065	CNU5372GW4	Koin	Yes	
2007012	17/12/2007	3,700.00	3,700.00	A21005047	HP 8710p Core 2 Duo T7500	2008000003	CND73835B8	Frank V	Yes	
2008008	11/08/2008	5,441.56	5,441.56	AUD324	VGNTZ37 GNB SONY VAIO-Laptop	2008000054	VGNT237 GBN	Pooja	Yes	
2009001	11/02/2009	2,873.48	2,873.48	PC009767	FZ625PA HP 8530P NOTEBOOK	2009000011 (2009000031)	SGH9090C1R	Rupeni mario	Yes	
2009006	30/06/2009	3,827.00	3,827.00	1005391	HP ELITEBOOK 8530p	2009000082	SGH91600PK	Shakil	Yes	
2009009	9/09/2009	2,460.00	2,460.00	13019	HP 6730b-LAPTOP	2009000062 (2009000032)	SGH9330K5R	Ivan krishna	Yes	
Computer Equipments-Monitors										
2006002	20/02/2006	643.00	643.00	SI-0020215	HP L1906 LCD MONITOR	2006000104	CNC5430260	Frank V	Yes	
2006002	20/02/2006	1,663.00	1,663.00	SI-0020215	DC7600 PENTIUM H/DRV	2006000103	AUD605048K	Pooja Pal	Yes	
2006010	12/10/2006	759.00	759.00	SI-0021748	HP L1906 LCD Monitor	2006000220	CNC628NVBB	Atishma (Komal)	Yes	
2007006	25/06/2007	582.00	582.00	SI-0023516	HP L1906 LCD Monitor ALL	2007000073	CNC713P6YS	Pooja Pal	Yes	
2009010	9/10/2009	500.00	500.00	1542	HP 17" LCD SCREEN	2009000064	3CQ9161KOH	Ivan Krishna	Yes	
Computer Equipments-Desktop										
2006010	12/10/2006	1,754.00		SI-0021748	HP dc7600 CMT P4-630 80GB	2006000221	AUD63608RW	Atishma (Komal)	Yes	
2006010	12/10/2006	168.00	1,922.00	SI-0021748	512MB PC2-4200 DDR2-533 D	2006000221	AUD63608RW	Atishma (Komal)	Yes	
2009010	9/10/2009	1,200.00	1,200.00	1542	dx2810 DESKTOP	2009000063	AUD924071W	Ivan Krishna	Yes	
Computer Equipments-others										
2009008	4/08/2009	240.00		101112969	SEAGATE 320GB USB 2.0 HA	2009S00136	2GE2M16L	Rupeni Mario	Yes	
2009008	4/08/2009	240.00	720.00	101112969	SEAGATE H/DRV	2009S00137	FGE2M10F	Shakil	Yes	
2009008	4/08/2009	240.00		101112969	SEAGATE H/DRV	2009S00138	2GE2M207	Shakil	Yes	
		38,157.04	38,157.04							

ENERGY Miscellaneous Items for Transfer to SPC

Item Description	Number	Value	Chq #	Supplier	Detail	Inv #	TASK	Date	Date	Asset #
1 Parabolic Solar Cookers	2 Units			Ferris Uni	Donated to SOPAC		RT 1999.059			
2 Box Solar Cooker	1 Unit			Ferris Uni	Donated to SOPAC		RT 1999.059			
3 Data loggers / boxes / sensors	5 Units	18,100.00	NZD7		Data loggers \$3620 Each		FJ 1999.003/TO 1999.003			
4 Safety Equipment /boots/hard hat/overalls/glasses	1 Set	164.50		Safequip	Safety Gears for field work	43383	RT 2000.087	21/08/2009		
5 Wind Monitoring / Cups	1 Set	952.75		Riso National Lab	WASP-WIND Analysis	000080	RT 2007.002	3/07/2007		
6 WASP Wind Analysis Programme & Dongle	1 User Licence	955.60		Riso National Lab	Wind Analysis S/ware	000060	RT 2007.002	5/06/2007		
7 Energy Auditing Equipment / Logger	1 Set	4,730.12	AUD173	Geoscience Aust	Genesis-Energy Audit Equip		RT 1999.054	17/06/2004		
8 Tool Kit (Electrical)	1 Set			DickSmith	Tools					
9 Refrigerator (Compact Bar Style)	1 Unit	296.00	5611	Courts	Mini bar Fridge	6614425220	CS3.2.1	19/12/2006	18/12/2006	2005S0025
10 Electric Kettle	1 Unit	59.99	8677	MHs	Electric Kettle	729-25	RT 2005.024	24/09/2007	18/09/2007	-
11 Coffee Machine	1 Unit	69.99	6448	Courts	Coffee Machine	6614049980	RT 1999.059	8/07/2008	19/05/2009	-