

PACIFIC HUMANITARIAN WAREHOUSING PROGRAM

Inaugural Program Governance Committee Meeting

Wednesday 10 April 2024

Time	Topic	Speaker	Key points / objective
08:45 – 09:00	Participants arrival		
09:00 - 0930	Welcome and Introduction	Welcome & Update on Programme Management Office – Rhonda Robinson , Director GEM, SPC Appointment of Chair (tbc)	<ul style="list-style-type: none"> • Welcome participants / round of introductions. • Scene settings - PHWP alignment with SPC and regional strategic priorities. • Extrapolate Sema Vata, Toso Vata
09:30 – 10:00	Overview of PHWP Design Framework – Refresher Introduction of Infrastructure Specialist Unit.	Lead – Emma Hanks , A/g Director Humanitarian Response Operations Section - Preparedness Humanitarian and Preparedness Branch, DFAT	<ul style="list-style-type: none"> • High-level overview of the Design Framework Document • Introduction of Tetra Tech as Infrastructure Specialist Unit
10:00 – 10:30	Key results/messages from PHWP regional design consultations	Litea Biukoto and Darren Williamson , SPC	Presentation summarising key results from the regional warehousing consultations undertaken by DFAT and SPC (e.g. NDMO Directors in Aug 2023, Partners bilateral, Talanoa in late 2023, and SPC missions in early 2024).
10:30 – 11:00	MORNING TEA		
11:00 – 12:30	Member Tour de Table – Current Warehousing Challenges and Opportunities	Chair to facilitate	<ul style="list-style-type: none"> • 5 minutes per participant to provide an overview of current status of warehousing activities and humanitarian warehousing challenges / opportunities / plans.

12:30 – 13:00	Case Study – Kiribati Warehouse	Lead - Takena Redfern , NDMO, Office of Te Beretitenti, Kiribati Supported by – Amiee Groundwater Interim Infrastructure Lead, PHWP – Infrastructure Specialist Unit	Overview of the Kiribati Warehouse design process from a national perspective.
13:00 – 14:00	LUNCH		
14:00 – 15:00	PHWP Implementation Strategy	Mosese Sikivou (Consultant) supported by Darren Williamson (PHWP Operations Manager)	<ul style="list-style-type: none"> • Implementation objectives and intended results. • Endorsement of Program governance structure & draft Terms of Reference for the Program Governance Committee • Support for Year 1 (2024) workplan – Overview of key activities for 2024 and budget
15:00 – 15:30	Group work/Talanoa – Country readiness criteria.	Mosese Sikivou (Consultant) and Darren Williamson (PHWP Operations Manager) to facilitate	<ul style="list-style-type: none"> • To generate broad consensus on the criteria (political, operational, programmatic) for progression through the program pillars – infrastructure, supplies, systems. • Overview of program entry points.
15:30 – 16:00	AFTERNOON TEA		
16:00 – 16:30	Report back from Group work/Talanoa – Country readiness criteria.	Mosese Sikivou and Darren Williamson to facilitate	<ul style="list-style-type: none"> • Summary of key points on country readiness criteria
16:30 – 17:00	Working Group Session on draft Branding Principles	Rhonda/Exsley/Litea to facilitate	<ul style="list-style-type: none"> • Feedback on draft branding principles • Support for process to consult and finalise branding principles
17:00 – 17:30	Endorsement of meeting outcomes Closing remarks	Lead – Chair Rhonda Robinson , Director GEM, SPC	<ul style="list-style-type: none"> • Summary of meeting outcomes • Countries and contributing partners that wish to provide final remarks