

# PECC Charter

## ARTICLE ONE: PREAMBLE

All Participants in the Pacific Economic Cooperation Council (PECC) from business and industry, government, academic and other intellectual circles, believe that realization of the full potential of the Pacific Basin depends on enhanced economic cooperation based on free and open economic exchange and in a spirit of partnership, fairness and mutual respect.

The participants are mindful of the shared interest in promoting economic cooperation among the economies in the region to bring about greater economic and social benefits and well-being for the respective peoples and contribute to the stability, prosperity and progress of the entire region.

Participation in the PECC Process will depend on a commitment to economic cooperation in the Pacific. PECC participants, who have extensive economic activities in the Pacific, will seek to achieve increased, open regional economic cooperation and interaction, while recognising both the realities of, and the benefits accruing from, global inter-dependence and continuing to encourage increased economic cooperation and interaction with other nations and regions.

(The "Vancouver Statement," from which this preamble is drawn, was adopted at the PECC V General Meeting in November 1986. The entire text of the "Vancouver Statement" is attached as Appendix I.)

## **ARTICLE TWO: AIMS AND OBJECTIVES**

- 2.1** The objective of PECC is to serve as a forum to discuss cooperation and policy coordination in areas that would promote economic growth and development in the Pacific Region.
- 2.2** In pursuit of this objective, the PECC process is based on the following premises:
  - 2.2.1** The respective strengths of business and industry, government, academic and other intellectual circles can be better focused to promote the acceleration of economic growth, social progress, scientific and technological development and environmental quality in the region.
  - 2.2.2** Trade, joint ventures, mutual aid and other forms of linkage, when developed in a spirit of partnership, fairness, respect and genuine cooperation, strengthen the foundation needed for a prosperous, progressive and peaceful Pacific Region.
  - 2.2.3** Promotion of active collaboration on matters of common interest in economic, environmental, social, scientific, technological and management fields will contribute significantly to the realisation of the Pacific's economic potential.
  - 2.2.4** Human resource development through the provision of training and research assistance by Pacific economies is especially significant in enhancing development.
  - 2.2.5** Increased cooperation in trade and development of natural resources (agriculture, fisheries, minerals and energy), industrial adjustment, expansion of free and open trade and investment, and the improvement of transportation and communication capabilities, will contribute to raising the standard of living throughout the Pacific Region.
  - 2.2.6** Development of the Pacific Region cannot take place in isolation from the rest of the world economy and should be consistent with the objectives of improving global growth and trade performance. PECC should liaise with other international and regional organisations having complementary aims and purposes and ensure that duplication of activity is avoided.

## **ARTICLE THREE: PECC CHARACTERISTICS**

- 3.1 FEATURES OF THE PECC ORGANISATION**
  - 3.1.1** PECC is tripartite, with representatives from business and industry, government, academic and other intellectual circles all participating in their private capacities.
  - 3.1.2** The PECC decision-making process is consultative and consensus seeking.
  - 3.1.3** PECC is policy-oriented.

- 3.1.4.** PECC is pragmatic.
- 3.1.5** PECC is anticipatory, always looking to emergent issues and events.
- 3.1.6** PECC seeks to cooperate with other regional organisations, such as the Asia Pacific Economic Cooperation (APEC). PECC provides information and analysis to the annual APEC ministerial meetings and supports the activities of APEC working groups.

## **3.2 THE PECC ORGANISATION**

### **3.2.1 THE PECC GENERAL MEETING**

- 3.2.1.1** The major forum of PECC is the General Meeting, held at intervals of approximately two years, with representatives from each PECC member committee and from relevant regional and international organisations.
- 3.2.1.2** The Chair of the member committee hosting the General Meeting shall determine the schedule for the General Meeting, in consultation with the Standing Committee and the International Secretariat.
- 3.2.1.3** Participation in the PECC General Meeting is open to:
- Members of the PECC Standing Committee;
  - Government officials of ministerial rank from member economies;
  - Members of the Coordinating Group;
  - Tripartite delegates from member committees, representing government, business and academic circles, and their alternates appointed by member committees;
  - Representatives from the Pacific Basin Economic Council (PBEC), Pacific Trade and Development Conference (PAFTAD), the Association of South East Asian Nations (ASEAN) Secretariat, the Asian Development Bank (ADB), the Asia Pacific Economic Cooperation (APEC), the UN Economic and Social Commission for Asia and the Pacific (ESCAP), the South Pacific Forum (SPF) and other organisations designated by the Standing Committee.
- 3.2.1.4** The chairs of the member committees may invite any other interested parties or persons from within their membership areas to attend the General Meeting as observers.
- 3.2.1.5** Persons who are not from PECC member economies or who represent other international or regional institutions or organisations may be invited to attend the General Meeting as guests at the discretion of the PECC Chair and the Standing Committee.
- 3.2.1.6** The responsibility for the local coordination and preparation for the General Meeting rests with the member committee hosting the General Meeting. The PECC International Secretariat will assist with this task as directed.

**3.2.1.7** The Chair of the member committee hosting the next General Meeting chairs the PECC Standing Committee.

### **3.2.2 THE PECC STANDING COMMITTEE**

**3.2.2.1** Attendance at PECC Standing Committee Meetings shall be limited to members of the Standing Committee, or others invited by them.

**3.2.2.2** The Standing Committee guides the evolution of the PECC process and the development of the substantive PECC work programme, and endorses PECC statements and positions.

**3.2.2.3** The Standing Committee is responsible for endorsing operating procedures governing the operation of the PECC process and of other PECC institutions.

**3.2.2.4** The Standing Committee has the discretion to approve representatives of other regional bodies or institutions as participants in the work of the Standing Committee.

**3.2.2.5** Each member committee has one representative on the PECC Standing Committee. New members shall be admitted to the Standing Committee only with the agreement of all PECC member committees.

**3.2.2.6** The Standing Committee shall also include one representative of both the Pacific Basin Economic Council (PBEC) and the Pacific Trade and Development Conference (PAFTAD). The representatives of PBEC and PAFTAD do not have voting rights within the Standing Committee.

**3.2.2.7** The Standing Committee will normally meet three times between each General Meeting, to provide policy guidance to, and discuss and endorse the ongoing work of, the PECC organisation.

**3.2.2.8** The Standing Committee is responsible for the expenditure of funds from the PECC Fund, including the expenditure of funds for the PECC International Secretariat.

**3.2.2.9** A Standing Committee member who is unable to attend a Standing Committee Meeting may appoint a proxy, provided that the Chair of the Standing Committee is informed of the proxy in advance of the meeting in writing, by facsimile or email.

### **3.2.3 THE PECC COORDINATING GROUP**

- 3.2.3.1 The Coordinating Group guides the day-to-day development of materials and studies and prepares PECC meeting papers as requested by the Standing Committee.
- 3.2.3.2 The Coordinating Group has the responsibility to provide for an effective review of the work of existing PECC task forces, fora and project groups and to prepare concise and action-orientated recommendations for the consideration of the Standing Committee.
- 3.2.3.3 The Coordinating Group shall regularly assess the desirability of continuing existing projects, evaluate proposals for new projects and make appropriate recommendations to the Standing Committee.
- 3.2.3.4 As directed by the Standing Committee, the Coordinating Group shall provide assistance and support to APEC work projects, particularly in areas where PECC has built up considerable expertise.
- 3.2.3.5 The Coordinating Group comprises the coordinators of each PECC task force, forum and project group; one representative (coordinator) from each member committee; and other PECC specialists. The Standing Committee appoints a Chair for the Coordinating Group to serve during the interval between General Meetings. The Chair of the Coordinating Group should not be a task force, forum or project group coordinator.
- 3.2.3.6 The decisions of the Coordinating Group shall be made by an Executive Committee, which shall consist of the Chair and one representative from each member committee.
- 3.2.3.7 Where appropriate, the functions of the Coordinating Group shall be carried out by the Coordinating Group Chair, with assistance from a smaller Advisory Group. The Advisory Group would be set up on an ad hoc basis, as decided by the Standing Committee. Its composition will depend on the issues concerned and the expertise required.

### **3.2.4 PECC MEMBER COMMITTEES**

- 3.2.4.1 The basic units of the PECC organisation are the member committees.
- 3.2.4.2 Each PECC member economy has its own member committee, through which it participates in the PECC process.
- 3.2.4.3 Each member committee is set up on a tripartite basis, as set out in 3.1 above.

### **3.2.5 THE PECC SUBSTANTIVE ORGANISATIONS**

**3.2.5.1** The PECC substantive organisations (task forces, fora and project groups) are the primary mechanisms within PECC for developing PECC materials, expertise and recommendations.

**3.2.5.2** The substantive organisations are composed of representatives of PECC member committees and other invited institutions and individuals who have an interest in the topics addressed.

**3.2.5.3** Any other interested individuals may attend meetings of the substantive organisations at the invitation of the Chair of the member committee hosting the meeting -- with the concurrence of the chairs of any co-hosting committees -- provided they are prepared to contribute actively and expertly to the work at hand. In such cases, the Chair of the host committee shall inform the Chair of the Standing Committee of the invitation.

#### **3.2.5.4 THE INTERNATIONAL ADVISORY GROUPS (17/9/91)**

**3.2.5.4.1** Each substantive organisation shall establish an International Advisory Group (IAG) that reflects the tripartite nature of PECC. The coordinator of the substantive organisation shall chair the IAG. IAGs are subject to the overall direction of the Coordinating Group and Standing Committee.

**3.2.5.4.2** The role of the IAG members shall be to:

- (a) Propose and set the substantive agenda and work plan;
- (b) Agree upon the substantive reports and statements of meetings before their presentation to the Coordinating Group and Standing Committee;
- (c) Provide ongoing evaluation of the work plan;
- (d) Assist in disseminating the substantive work;
- (e) Assist member committees in achieving active tripartite participation.

**3.2.5.4.3** IAG membership shall be open to representatives from all member committees and relevant international organisations and, upon the approval of the coordinator, other active participants in the substantive organisation. The current membership of each IAG shall be reported annually to the Coordinating Group.

#### **3.2.6 THE PECC INTERNATIONAL SECRETARIAT**

**3.2.6.1** The International Secretariat is the administrative unit within the PECC organisation.

**3.2.6.2** The role of the International Secretariat is to:

- Provide organisational support to the Standing Committee;
- Administer the PECC Fund, as directed by the Standing Committee;
- Facilitate communications among the member committees;
- Liaise with other international and regional organisations;
- Prepare reports and a regular PECC newsletter for PECC members;

- Provide logistical support to the committee hosting the next General Meeting and assist with arrangements for General Meetings and Standing Committee meetings;
- Provide support, as directed by the Standing Committee, to the Coordinating Group, ad hoc task forces, informal project groups and any other special projects, such as high-level meetings.

**3.2.6.3** The International Secretariat is located in Singapore.

**3.2.6.4** The premises of the International Secretariat are provided by the Singapore National Committee for Pacific Economic Cooperation (SINCPEC).

**3.2.6.5** The substantive staff of the International Secretariat consists of a Director General and an appropriate number of Directors as decided by the Standing Committee.

**3.2.6.6** The substantive staff of the International Secretariat shall be appointed by the Standing Committee, based on recommendations from the member committees for seconded directorate staff and recommendations from the Director General for locally recruited staff.

**3.2.6.7** The appointments of the substantive staff shall reflect the diversity of PECC's membership and the cycle of its work programmes.

**3.2.6.8** The substantive staff of the International Secretariat shall normally be appointed for a period of three years.

### **3.2.6.9 FUNDING FOR THE INTERNATIONAL SECRETARIAT**

**3.2.6.9.1** Member committees that provide substantive staff to the International Secretariat shall be responsible for all personnel costs involved, including salary, transfer costs and accommodation.

**3.2.6.9.2** The remaining costs of the International Secretariat, including employment of locally recruited staff, shall be paid out of the PECC Fund (see Article 7).

**3.2.6.9.3** Details on the funding for the International Secretariat are contained in Article 7.4.

## **ARTICLE FOUR: MEMBERSHIP AND PARTICIPATION IN THE PECC PROCESS**

### **4.1 FULL MEMBERSHIP**

**4.1.1** PECC Members are committees from economies in the Pacific Region that have been admitted to the PECC organisation.

**4.1.2** Unanimous agreement of the Standing Committee is required for PECC membership.

**4.1.3** When applications for membership are considered, consideration shall be given to whether or not the applicant:

- Endorses the Vancouver Statement;
- Is committed to economic cooperation in the Pacific based on free and open economic exchanges;
- Has extensive economic activities in the region;
- Has established a viable tripartite member committee;
- Has made a substantial tripartite contribution to a number of PECC work programmes, excluding General Meetings, in the previous three years.

**4.1.4** When deciding upon a specific application for membership, the Standing Committee shall give the fullest consideration to the PECC capacity to absorb and productively engage the prospective member.

## **4.2 OTHER CATEGORIES OF MEMBERSHIP**

**4.2.1** Associate membership may be granted to committees from other Pacific economies that have demonstrated sustained interest and involvement in PECC activities and programmes. Associate members may participate in all PECC activities and programmes, except meetings of the Standing Committee and Coordinating Group.

**4.2.2** Institutional membership has been granted to PBEC and PAFTAD because of their recognised interest in the stated objectives of PECC and their historical cooperation with PECC. PBEC and PAFTAD are represented at Standing Committee Meetings but have no voting rights.

## **4.3 OBSERVERS**

**4.3.1** Organisations or individuals from PECC member economies with an interest in the region and the work of the PECC organisation may be invited through the member committee chairs to participate in PECC programmes and activities as observers.

**4.3.2** Organisations and individuals invited to attend PECC General Meetings as observers may speak at the meetings only with prior permission from the Chair of the Standing Committee.

**4.3.3** Organisations and individuals granted observer status at PECC meetings do not have voting rights at those meetings.

## **4.4 GUESTS**

**4.4.1** Individuals who are not from PECC member economies or institutions may be invited to attend the Standing Committee and General Meetings as guests.



- 4.4.2 Invitations to individuals to attend PECC meetings as guests will be issued by the Chair of the Standing Committee, in consultation with, and with the concurrence of, all the other members of the Standing Committee.
- 4.4.3 Organisations and Individuals invited to attend PECC meetings as guests may speak at the meetings only with prior permission from the Standing Committee Chair.
- 4.4.4 Organisations and individuals granted guest status at PECC meetings do not have voting rights at those meetings.

## **ARTICLE FIVE: OPERATING PROCEDURES OF THE PECC STANDING COMMITTEE**

### **5.1 CHAIR AND VICE CHAIR**

- 5.1.1 The Standing Committee shall be chaired by the representative of the member committee hosting the next General Meeting.
- 5.1.2 Unless otherwise appointed by the Standing Committee, a Vice Chair shall be the representative of the member committee hosting the General Meeting after the next.
- 5.1.3 The Chair shall preside at all meetings of the Standing Committee. In the absence of the Chair, the Vice Chair shall preside.
- 5.1.4 The Chair shall report regularly to the Standing Committee between meetings on activities carried out on behalf of the Standing Committee.

### **5.2 OCCURRENCE**

- 5.2.1 Meetings of the Standing Committee shall take place at such time and place as is mutually agreed in advance by members of the Standing Committee.
- 5.2.2 Special meetings of the Standing Committee may be called at the discretion of the Chair or at the proposal of at least one-third of the Standing Committee with the concurrence of at least two-thirds.

### **5.3 QUORUM**

- 5.3.1 At least two-thirds of the member committees must be represented at a Standing Committee meeting to constitute a quorum.
- 5.3.2 Standing Committee members who are unable to attend meetings may designate proxies to represent them with full voting rights, provided that advance notice is given to the Chair in writing, by facsimile or email.

**5.3.3** In a meeting with a quorum present, any member or proxy may make a motion for consideration by the Committee during that meeting.

## **5.4 DECISION-MAKING**

**5.4.1** In the absence of a consensus, issues requiring a decision of the Standing Committee shall be put to a vote, with each member committee having a single vote. Decisions shall require an affirmative vote of at least two-thirds of the committees present, except for decisions regarding membership and participation, which require unanimity as set out herein. In no case shall a motion carry without the affirmative vote of at least half of the member committees.

## **5.5 MINUTES OF THE MEETINGS OF THE STANDING COMMITTEE**

**5.5.1** The minutes of the meetings of the Standing Committee shall be drafted and circulated by the Director General of the International Secretariat, or a designated rapporteur, as soon as possible after each meeting.

**5.5.2** The draft minutes of the Standing Committee Meeting, after being revised on the basis of comments received from the member committees, will be approved at the outset of the following Standing Committee meeting.

## **ARTICLE SIX: OPERATING PROCEDURES OF THE PECC COORDINATING GROUP**

### **6.1 CHAIR**

**6.1.1** The Coordinating Group Chair shall preside at all Coordinating Group meetings.

**6.1.2** The Chair of the PECC Coordinating Group shall report regularly to the Standing Committee meetings on the activities of the PECC Task Forces, fora, and project groups, the deliberations of the PECC Coordinating Group, and where appropriate, the Advisory Group. The Coordinating Group Chair will be assisted in his/her task by coordinators of the more significant PECC activities, who shall report directly when called upon to do so.

### **6.2 OCCURRENCE**

**6.2.1** Meetings of the Coordinating Group shall take place at such time and place as is mutually agreed in advance by members of the Coordinating Group.

**6.2.2** Whenever possible, the PECC Coordinating Group should meet sufficiently in advance of the Standing Committee meetings to allow Standing Committee members to review the reports of the Coordinating Group before meeting.

**6.2.3** Special meetings of the Coordinating Group may be called at the discretion of the Chair of the Standing Committee or at the suggestion of the Coordinating Group with the concurrence of the Standing Committee.

**6.2.4.** In the intervals between meeting, Coordinating Group members shall enhance the frequency and effectiveness of their communication via the various tools of communications, e.g. emails.

### **6.3 QUORUM**

**6.3.1** A quorum of the Coordinating Group shall consist of not less than two- thirds of members of its Executive Committee.

**6.3.2** Coordinating Group members who are unable to attend a meeting may, upon notice given to the Chair in writing, by facsimile or email, designate a proxy who shall represent them with full voting privileges.

**6.3.3** In a meeting with a quorum present, any member or proxy may make a motion for consideration by the Committee during that meeting.

**6.3.4** Decisions of the Coordinating Group are made on the basis of consensus, with dissenting views recorded for the Standing Committee.

### **6.4 MINUTES OF THE MEETINGS OF THE COORDINATING GROUP**

**6.4.1** The Chair or a designated rapporteur shall draft the minutes of the meetings of the Coordinating Group, as soon as possible after each meeting.

**6.4.2** On completion, the draft minutes will be circulated to all PECC member committees for their comments.

**6.4.3** The draft minutes of the Coordinating Group Meeting, having been revised on the basis of comments received from the member committees, will be approved at the outset of the following Coordinating Group meeting.

## **ARTICLE SEVEN: THE PECC FUND**

### **7.1 PECC FUND (LIMITED)**

- 7.1.1** The PECC Fund -- PECC Fund (Limited) -- was established in February 1988 based on the report of the Study Group on Funding Arrangements at the Standing Committee Meeting held in Osaka on 9 September 1987.
- 7.1.2** PECC Fund (Limited) is registered in Hong Kong under Chapter 32 of the Companies Ordinance. The Articles of Association of the PECC Fund Limited are attached as Appendix II.
- 7.1.3** The Executive Committee of PECC Fund (Limited) consists of the Standing Committee members who represent member committees.
- 7.1.4** An Annual General Meeting of PECC Fund (Limited) must be held no later than 15 months after the last Annual General Meeting of the Fund.
- 7.1.5** The established funding principles of PECC are as follows:
- (a) Committees hosting task forces, fora and project groups and activities thereof shall be responsible for the costs associated therewith.
  - (b) Each member committee shall bear the travel expenses for its own individual members and representatives.
- 7.1.6** The PECC Fund supplements the present decentralised funding arrangements and is not intended to supplant the traditional funding principles of PECC.
- 7.1.7** The PECC Fund is intended to:
- (a) Assist experts and representatives, mainly, but not exclusively, from eligible member committees in developing economies usually from the academic area, to attend and participate in PECC activities;
  - (b) Assist selected experts representing PECC to attend and participate in key APEC activities;
  - (c) Finance the operations of the PECC International Secretariat as set out in Articles 3.2.6.9 and 7.4.
- 7.1.8** The Standing Committee may, from time to time, authorise other expenditures from the PECC Fund.

### **7.2 PECC FUND MANAGEMENT**

- 7.2.1** Management of the PECC Fund is the responsibility solely of the Standing Committee.
- 7.2.2** Contributions to the PECC Fund will be determined as required by the Standing Committee.
- 7.2.3** All decisions on the disbursement of Fund monies will be made by the Standing Committee or delegated by the Standing Committee to the Finance Sub-Committee, and administered by the International Secretariat.
- 7.2.4** Operational Guidelines for applications for financial assistance from the PECC Fund are attached to this document as Appendix III.
- 7.2.5** The Chair of the Standing Committee has the discretion to disburse monies by way of an advance to the member committee coordinating a project or activity for which disbursement of monies has been approved.
- 7.2.6** Any member committee that has received an advance of monies from the PECC Fund at the discretion of the Chair of the Standing Committee will be required to account to the Standing Committee on the manner in which the monies have been expended.
- 7.2.7** Decisions concerning the investment of fund money will be made by the Standing Committee.
- 7.2.8** Any two of the following individuals will have the authority to sign Fund cheques and other documents as appropriate:
- The Chair of the Standing Committee;
  - The Director General of the International Secretariat;
  - A person authorised by the Standing Committee.
- 7.2.9** The Chair of the Standing Committee shall be responsible for ensuring the proper management of the PECC Fund and will make regular reports to the Standing Committee.
- 7.2.10** An audit of the PECC Fund will be carried out annually by a reputable international auditing firm.

### **7.3 FINANCIAL CONTRIBUTIONS TO THE PECC FUND**

- 7.3.1 In order to preserve the multilateral character of PECC, it is desirable that all PECC members make a basic contribution to the PECC Fund.
- 7.3.2 The member committees shall agree among themselves to a suggested schedule and allocation for the basic contributions to the PECC Fund.
- 7.3.3 Member committees may make additional contributions to the PECC Fund for specific purposes if they so desire. Such contributions shall not affect the allocation of basic contributions as set out above.
- 7.3.4 Non-members may also contribute to the PECC Fund with the approval of the Standing Committee.

#### **7.4 FINANCIAL CONTRIBUTIONS TO THE PECC INTERNATIONAL SECRETARIAT**

- 7.4.1 Member committees contribute to the funding of International Secretariat operations through their contributions to the PECC Fund.
- 7.4.2 PECC members may make additional contributions directly to the International Secretariat for specific purposes if they so desire.
- 7.4.3 Non-members may also contribute to the International Secretariat.
- 7.4.4 The Director General shall submit an annual budget for the International Secretariat to the Standing Committee for approval.
- 7.4.5 The books and accounts of the International Secretariat shall be audited at the end of each calendar year by a reputable international auditing firm.

### **ARTICLE EIGHT: AMENDMENTS TO THE PECC CHARTER**

- 8.1 Decisions on amendments to the PECC Charter shall be the responsibility of the Standing Committee.
- 8.2 Decisions on amendments to the PECC Charter shall require an affirmative vote of two-thirds of the member committee representatives on the Standing Committee.

Adopted by the PECC Standing Committee  
Singapore, 22 May 1991

Amended 17 September 1991, San Diego

Amended 15 April 1998, Seattle

## **APPENDICES**

**STATEMENT ON  
PACIFIC ECONOMIC COOPERATION  
PECC V, VANCOUVER, NOVEMBER 1986**

**PREAMBLE**

Participants in the Pacific Economic Cooperation Conference (PECC) from business and industry, government, academic and other intellectual circles, believe that realization of the full potential of the Pacific Basin depends on enhanced economic cooperation based on free and open economic exchanges and in a spirit of partnership, fairness and mutual respect.

We are mindful of the shared interest in promoting economic cooperation among the economies in the region to bring about greater economic and social benefits and well-being for our respective peoples and contribute to the stability, prosperity and progress of the entire region.

Participation in the PECC process will depend upon a commitment to economic cooperation in the Pacific. PECC participants who have extensive economic activities in the Pacific, will seek to achieve increased regional economic cooperation and interaction, while recognising both the realities of and the benefits accruing from global inter-dependence and continuing to encourage increased economic cooperation and interaction with other nations and regions.

**BACKGROUND:**

The PECC began in Canberra in September 1980 at the suggestion of that late Prime Minister Ohira of Japan and then Prime Minister Fraser of Australia. Their goal was to identify and coordinate the components of Pacific economic cooperation, and to establish pathways to enhance regional cooperation.

Since Canberra, PECC meetings have been held in Bangkok (1982), Bali (1983), and Seoul (1985), focussing on the issues of Trade Policy and Multilateral Trade Negotiations, Agriculture and Renewable Resources, Minerals and Energy, Foreign Direct Investment, Technology Transfer, and Capital Flows.

**PREMISES:**

The PECC process is based on the following premises:

1. The respective strengths of business and industry, government, academic and other intellectual circles can be better focussed to promote the acceleration of economic growth, social progress and scientific and technological development in the region.
2. Trade, joint ventures, mutual aid and other forms of linkage, when developed in a spirit of partnership, fairness, respect and genuine cooperation, strengthen the foundation needed for a prosperous, progressive and peaceful Pacific region.



3. Promotion of active collaboration on matters of common interest in economic, social, scientific, technological and management fields will contribute significantly to the realization of the Pacific's economic potential.
4. Human resource development through the provision of training and research assistance by Pacific countries to their regional neighbours is especially significant in enhancing development.
5. Increased cooperation in trade and development of natural resources (agriculture, fisheries, minerals and energy), industrial adjustment, expansion of free and open trade and investment and the improvement of transportation and communication and capabilities, will contribute to raising the standard of living throughout the Pacific Region.
6. Development of the Pacific Region cannot take place in isolation from the rest of the world economy and should be consistent with the objectives of improving global growth and trade performance. The PECC should liaise with other international and regional organisations having complementary aims and purposes and ensure that duplication of activity is avoided.

## **STRUCTURE:**

The structure of the PECC has developed several unique features:

- It is **tripartite**, with representatives from business and industry, government, academic and other intellectual circles all participating in their private capacities.
- It is **consultative, consensus-seeking and policy oriented**
- It is **pragmatic**, responding to problems as they develop, and
- It is **anticipating**, looking to emergent issues and events.

## **ORGANIZATION:**

To carry out its aims and purposes, the following machinery has been established:

1. Tripartite Committees and contact institutions representing each of the members of the PECC.
2. A Standing Committee, composed of representatives responsible to the Member committees, which guides the evolution of the process and endorses PECC statements and positions before submitting them for approval at General Meetings. The Standing Committee is responsible for preparing operating procedures governing its operation and that of the Coordinating Group and Task Forces. In its discretion, the Standing

Committee may appoint representatives of regional bodies or institutions as participants in the work of the Standing Committee.

3. A Coordinating Group, composed of Task Force leaders and Specialists, who guide the day-to-day development of materials, studies, and preparation of PECC meetings as requested by the Standing Committee.
4. Task Forces, which represent the primary mechanism for developing PECC materials. These are composed of representatives of PECC participants and other Pacific national and regional organizations having an interest in the Task Force topics. From the work of these Task Forces the Standing Committee has authorised the holding of forums, conferences, workshops and study groups to advance the work of the PECC.
5. The major forum of the PECC is the periodic General Meeting, now held at regular intervals (between one and two years), with representatives from each PECC Member Committee and from relevant regional organizations. The General Meeting schedule is established by the Standing Committee. Observers from other countries and organizations are invited. The Member Committee of the country where the General Meeting will be held carries out the coordination and preparation of the meeting. An individual from the host country serves as Chairman of the Standing Committee. There is, at this time, no permanent secretariat to organize PECC conferences. This responsibility is currently entrusted to existing institutions in the country which is to host the next conference.
6. Development of the PECC program of activity (Task Forces, special studies, forums, conferences, planning of the General Meeting, specialized seminars, symposia, etc) derives from interaction between Member Committees and the Standing Committee. Financial, secretariat and research facilities are provided in various ways by PECC participants. Initiatives may be proposed by either the Standing Committee or Member Committees. Suggestions regarding new initiatives made by a Member Committee or by the Standing Committee are referred to all Member Committees for review and comment before being undertaken.

#### **ACTIVITIES:**

1. Examination of key problems and issues influencing regional economic growth.
2. Provision of opportunities for identifying regional interests and consensus.
3. Stimulation of efforts to solve common problems through regional cooperation, reduce economic tensions and encourage new actions and creative development among Pacific nations.
4. Development, dissemination and sharing of materials and analyses to encourage greater Pacific economic cooperation and demonstrate how regional economic potential can be realized.
5. Encouragement of a Pacific voice in other multilateral organizations.

6. Promotion of greater awareness and understanding of the increasing inter-dependence of the Pacific economies.

**ENDORSEMENT:**

The Standing Committee endorses the above statement on Pacific Economic Cooperation.

## APPENDIX II

### Memorandum of Association

of

PECC Fund Limited

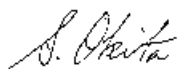
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1. The name of the Company is PECC Fund Limited (hereinafter called “the Fund”).
2. The registered office of the Fund will be situate in Hong Kong.
3. The objects for which the Fund is established are:-
  - (a) To promote economic co-operation between and the stability, prosperity and progress of the jurisdictions of the Pacific Basin region and the economic and social well-being of the various peoples in those jurisdictions by supporting the activities of the Pacific Economic Co-operation Conference (“PECC”).
  - (b) To accept fees, contributions, subscriptions, donations and endowments for the benefit of the Fund and take such lawful steps as may be necessary to appeal for funds and to apply the same for the attainment of the objects of the Fund.
  - (c) To invest and deal with the moneys or any other property of the Fund in furtherance of the aims of the Fund.
  - (d) To take on lease or otherwise acquire any lands, buildings, easements or property which may be required for the purposes of, or capable of being conveniently used in connection with any of the objects of the Fund.
  - (e) To hire and employ all classes of persons considered necessary for the purposes of the Fund, to pay to them and to other persons in return for services rendered to the Fund, salaries, wages, gratuities and pensions.
  - (f) To borrow or raise and give security for money by the issue of or upon bonds, debentures, debenture stock, bills of exchange, promissory notes or other obligations or securities of the Fund, or by mortgage or charge upon all or any part of the property of the Fund for the furtherance of the objects of the Fund.
  - (g) To do all such other lawful things as are incidental or conducive to the attainment of the above objects.

Provided that:-

- (i) In case the Fund shall take or hold any property which may be subject to any trusts, the Fund will only deal with or invest the same in such manner as allowed by law, having regard to such trusts.
  - (ii) The objects of the Fund shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.
  - (iii) Save as otherwise expressly provided herein the powers set forth in the Seventh Schedule of the Companies Ordinance (Cap. 32) are hereby excluded.
- 4. The liability of the Members is limited.
- 5. The income and property of the Fund howsoever derived shall be applied solely towards the promotion of the objects of the Fund as set forth in this Memorandum of Association; and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise howsoever by way of profit, to the Members of the Fund Provided that nothing herein shall prevent the payment, in good faith, of remuneration to any officer or servant of the Fund or to any Member of the Fund, in return for any services actually rendered to the Fund.
- 6. Each Member of the Fund undertakes to contribute to the assets of the Fund in the event of its being wound up while he is a Member, or within one year afterwards, for payment of the debts and liabilities of the Fund contracted before he ceases to be a Member, and the costs, charges and expenses of winding up, and for adjustment of the rights of the contributories among themselves, such amount as may be required, but not exceeding HK\$100.
- 7. If upon the winding up or dissolution of the Fund there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Fund but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Fund and which shall prohibit the distribution of its or their income and the property amongst its or their Members to an extent at least as great as is imposed on the Association under or by virtue of Clause 5 hereof, such institution or institutions to be determined by Members of the Fund before the time of dissolution and in default thereof by a Judge of the Supreme Court of Hong Kong having jurisdiction in regard to charitable funds, and if and so far as effect cannot be given to the aforesaid provision then to some charitable object.

Names, Addresses and Descriptions of Subscribers



Dr. Saburo Okita  
Chairman  
Japan National Committee for Pacific Economic Cooperation  
c/o Kumao Kaneko  
Executive Director JANCPEC  
Japan Institute of International Affairs  
Shimizu Bld., 1-2-6 Toranomon, Minato-ku  
Tokyo 105  
Japan

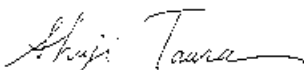


Prof. Seizaburo Sato  
University of Tokyo  
3-8-1 Komaba, Meguro-ku  
Tokyo 153  
Japan

---

Dated the 2nd day of February, 1988

WITNESS to the above signatures,



Shuji Tsutsu  
Assistant Executive Director  
Japan National Committee for Pacific Economic Cooperation  
Shimizu Bld., 1-2-6 Toranomon, Minato-ku  
Tokyo 105  
Japan

THE COMPANIES ORDINANCE (Chapter 32)

-----  
ARTICLES OF ASSOCIATION

OF

PECC FUND LIMITED  
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1. INTERPRETATION

1.01 In these Articles, unless there is something in the subject or context inconsistent therewith, the following expressions shall have the following meanings:

“Annual General Meeting” means the yearly General Meeting held in accordance with Article 4.01;

“Executive Committee” means the executive committee of the Fund for the time being as provided by Article 9.01;

“Extraordinary General Meeting” means a General Meeting specially summoned under these Articles;

“Fund” means the Company registered as PECC Fund Limited;

“General Meeting” means a general meeting of the Members;

“Member” means a member of the Fund for the time being;

“Ordinance” means the Companies Ordinance, Chapter 32 of the laws of Hong Kong;

“Overwhelming Majority” means a majority where of the votes cast there are not more than two dissenting votes;

“President” means the president of the Fund for the time being as provided by Article 9.02.

“Seal” means the common seal of the Fund;

“Vice-President” means the vice-president of the Fund for the time being as provided by Article 9.02.

- 1.02 Words importing the singular number only shall include the plural and words importing the feminine shall include the masculine and vice versa in each case.
- 1.03 References to writing shall include typewriting, printing, lithography, photography, telex and fax messages and other modes of reproducing words in a legible and non-transitory form.
- 1.04 Unless the context otherwise requires, words or expressions contained in these Articles shall bear the same meanings as in the Ordinance or any statutory modifications thereof in force at the date at which these Articles become binding on the Fund.
- 1.05 References to the Articles are to articles of and references to these Articles are references to these Articles of Association as the same may be amended from time to time.
- 1.06 References to the President shall be replaced by references to the Vice-President in the event of any incapacity (whether through illness, absence or any other cause whatsoever) of the President.

## 2. MEMBERS

- 2.01 The number of Members with which the Fund proposes to be registered is fourteen but the Executive Committee may from time to time register an increase of Members.
- 2.02 The subscribers to the Memorandum of Association and such other person as the Members may be unanimous agreement admit to membership shall be Members.
- 2.03 Membership of the Fund shall cease upon the death or resignation of the Member or on the termination of the membership of the Member of the Pacific Economic Co-operation Conference Standing Committee.

## 3. SUBSCRIPTIONS

The Members shall pay subscriptions to the Fund of such amounts and at such times as the Executive Committee may from time to time determine.

## 4. GENERAL MEETINGS

- 4.01 The Fund shall hold a General Meeting in each year as its Annual General Meeting in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than 15 months shall elapse between the date of one Annual General Meeting and that of the next Provided that so long as the Fund holds its first Annual General Meeting within 18 months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The Annual General Meeting shall be held at such time and place as the Executive Committee shall appoint.



4.02 All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.

4.03 The Executive Committee may convene an Extraordinary General Meeting whenever it thinks fit.

## 5. NOTICE OF GENERAL MEETINGS

5.01 An Annual General Meeting and a General Meeting called for the passing of a special resolution shall be called by 21 days' notice in writing at the least, and the General Meeting other than an Annual General Meeting or the General Meeting for the passing of a special resolution shall be called by 14 days' notice in writing at the least. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business and shall be given, in manner hereinafter mentioned or in such other manner, if any, as may be prescribed by the Fund in General Meeting, to such persons as are, under these Articles, entitled to receive such notices from the Fund;

Provided that a General Meeting shall, notwithstanding that it is called by shorter notice than that specified in this Article 5.01 be deemed to have been duly called if it is so agreed:-

- (a) in case of a General Meeting called as an Annual General Meeting, by all the Members entitled to attend and vote thereat; and
- (b) in the case of any other General Meeting, by majority in number of the Members having a right to attend and vote at the General Meeting, being a majority together representing not less than 95 percent of the total voting rights of all the Members entitled to attend and vote at the meeting

5.02 The accidental omission to give notice of a General Meeting to, or the non-receipt of notice of a General Meeting by, any person entitled to receive notice shall not be invalidate the proceedings at that meeting.

## 6. PROCEEDINGS AT GENERAL MEETINGS

6.01 No business shall be transacted at any General Meeting unless a quorum of Members is present at the time when the meeting proceeds to business and continues to be present until the conclusion of the General Meeting; save as herein otherwise provided, nine Members present in person or by proxy shall be quorum.

6.02 The President shall preside as chairman at every General Meeting.

6.03 The President may, with the consent of any General Meeting at which a quorum is present (and shall if so directed by the General Meeting), adjourn the General Meeting from time to time and from place to place, but no business shall be transacted at any adjourned General Meeting other than the business left

unfinished at the General Meeting from which the adjournment took place. When a General Meeting is adjourned for 30 days or more, notice of the adjourned General Meeting shall be given as in the case of an original General Meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned General Meeting.

6.04 Save as otherwise herein provided, all resolutions of the Fund must be passed by an Overwhelming Majority. Except in any case when a poll is demanded as provided by the Ordinance a resolution put to the vote of any General Meeting shall be decided on a show of hands.

## 7. VOTES OF MEMBERS

7.01 Every Member shall have one vote which vote may be given either personally or by proxy.

7.02 Notwithstanding anything to the contrary in these Articles, a resolution in writing signed by or on behalf of all persons for the time being entitled to receive notice of and to attend and vote at General Meetings shall, for the purposes of these Articles, be treated as a resolution duly passed at a General Meeting and, where relevant, as a special resolution so passed.

7.03 Any such resolution shall be deemed to have been passed at a General Meeting held on the date on which it was signed by the last Member to sign, and where the resolution states a date as being the date of his signature thereof by any Member the statement shall be prima facie evidence that it was signed by him on that date.

7.04 Articles 7.02 and 7.03 shall not be construed as requiring that person signing a resolution pursuant to these Articles shall sign the same document containing the resolution; but where two or more documents are used for the purpose of obtaining signatures in respect of any resolution, each such document shall be certified in advance by the President to contain the correct version of the proposed resolution.

7.05 The instrument appointing a proxy may be in any usual or common form or in any other form which the Executive Committee may approve and shall be in writing under the hand of the appointer or of his attorney duly authorised in writing or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy need not be a Member.

7.06 The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority shall be deposited with the President or at such other place as is specified for that purpose in the notice convening the General Meeting, not less than 48 hours before the time for holding the General Meeting or adjourned General Meeting at which the person named in the instrument proposes to vote.

7.07 A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the

proxy or of the authority under which the proxy was executed, provided that no intimation in writing of such death, insanity or revocation as aforesaid shall have been received by the Fund at its registered office before the commencement of the General Meeting or adjourned General Meeting at which the proxy is used.

## 8. CORPORATIONS ACTING BY REPRESENTATIVES AT MEETINGS

Any corporation which is a Member may by resolution of its directors or other governing body authorise such person as it thinks fit to act as its representative at any General Meeting and the person so authorised shall be entitled to exercise the same powers on behalf of the corporation which he represents as that corporation could exercise if it were an individual Member.

## 9. MANAGEMENT OF THE FUND

9.01 There shall be an Executive Committee consisting of the Members.

9.02 The Executive Committee shall elect one of their member to act as President and another to act as Vice-President Provided always that the Executive Committee may remove any President and/or Vice-President and elect another member of the Executive Committee as President or Vice-President as the case may be at any time.

9.03 The officers of the Fund shall be:-

- (i) the President; and
- (ii) the Vice President

and such other officers as the Executive Committee may from time to time create.

## 10. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

10.01 The entire management of the Fund shall be conducted by the Executive Committee, which may exercise all such powers of the Fund as are not, by the Ordinance or by these Articles, required to be exercised by the Fund in General Meeting, subject nevertheless to the provisions of the Ordinance or these Articles and to such regulations, being not inconsistent with the aforesaid provisions, as may be prescribed by the Fund in General Meeting; but no regulation made by the Fund in General Meeting shall invalidate any prior act of the Executive Committee which would have been valid if that regulation had been made.

10.02 The Executive Committee may entrust to and confer upon the President any of the powers exercisable by it upon such terms and subject to such conditions and restrictions as it may think fit and either collaterally with or to the exclusion of their own powers and may from time to time revoke, withdraw, alter or vary all or any of such powers.

10.03 In the event that the Executive Committee entrusts to and confers upon the President any such powers as aforesaid it shall appoint the Vice-President to assist the President in the exercise of all such powers and to exercise all such powers in the event of any incapacity (whether through illness, absence or any other cause whatsoever) of the President.

10.04 The President shall cause draft minutes to be made and circulated to Members:-

- (a) of all appointments of officers made by the Executive Committee;
- (b) of the names of the Executive Committee present at each meeting of the Executive Committee and of any sub-committee of the Executive Committee;
- (c) of all resolutions and proceedings at all meetings of the Fund, and of the Executive Committee, and of any sub-committees of the Executive Committee.

and the draft minutes will be revised by the President on the basis of any comments made by the Members. The revised Minutes will be approved at the Meeting of the Executive Committee (in the case of minutes relating to the business of the Executive Committee) and at the General Meeting (in the case of minutes relating to the business of a General Meeting) occurring immediately after the meeting in respect of which the minutes were made.

## 11. BORROWING POWERS

The Executive Committee may exercise all the powers of the Fund to borrow money, and to mortgage or charge its undertaking and property, or any part thereof, and to issue debentures, debenture stock and other securities, whether outright or as security for any debt, liability or obligation of the Fund or of any third party.

## 12. DISQUALIFICATION OF MEMBERS OF THE EXECUTIVE COMMITTEE

The office of a member of the Executive Committee shall be vacated if such member:-

- (a) becomes bankrupt or makes any arrangement or composition with his creditors generally; or
- (b) becomes prohibited from being a member of the Executive Committee by reason of any order made under section 157E or 157F of the Ordinance; or
- (c) becomes of unsound mind; or
- (d) resigns his office by notice in writing to the Fund; or
- (e) ceases to be a Member.

## 13. PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- 13.01 The Executive Committee may meet for the despatch of business, adjourn, and otherwise regulate its meetings, as it thinks fit. Subject as otherwise provided in these Articles, all resolutions and/or decisions of the Executive Committee must be approved by an Overwhelming Majority. The President shall not have a second or casting vote. A member of the Executive Committee may, and the President on the requisition of a member of the Executive Committee shall, at any time summon a meeting of the Executive Committee.
- 13.02 The quorum necessary for the transaction of the business of the Executive Committee may be fixed by the Executive Committee, and unless so fixed shall be 9.
- 13.03 The Executive Committee may act notwithstanding any vacancy in its body, but, if and so long as the number of its members are reduced below the number fixed by or pursuant to these Articles as the necessary quorum of the Executive Committee, the continuing member or members of the Executive Committee may act for the purpose of increasing the number of such members to that number, or of summoning a General Meeting but for no other purpose.
- 13.04 The Executive Committee may delegate any of its powers to committees consisting of such member or members of their body as they think fit; any committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Executive Committee.
- 13.05 The Executive Committee may, if it thinks fit, transact any of its business by the circulation of papers, and a resolution in writing, signed by all the members of the Executive Committee for the time being entitled to receive notice of a meeting of the Executive Committee, shall be as valid and effectual as if it had been passed at a meeting of the Executive Committee duly convened and held.

#### 14. THE SEAL

The Executive Committee shall provide for the safe custody of the seal, which shall only be used by the authority of the Executive Committee, and every instrument to which the seal shall be affixed shall be signed by a member of Executive Committee and shall be countersigned by a second member of the Executive Committee or by some other person appointed by the Executive Committee for the purpose.

#### 15. ACCOUNTS

15.01 The President shall cause proper books of account to be kept with respect to:-

- (a) all sums of money received and expended by the Fund and the matters in respect of which the receipt and expenditure takes place; and
- (b) the assets and liabilities of the Fund.

Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the Fund's affairs and to explain its transactions.

- 15.02 The books of account shall be kept at the registered office of the Fund, or, subject to section 121(3) of the ordinance, at such other place or places as the Executive Committee thinks fit, and shall always be open to the inspection of the Members.
- 15.03 The Executive Committee shall from time to time in accordance with sections 122, 124 and 129D of the Ordinance, cause to be prepared and to be laid before a General Meeting such profit and loss accounts and balance sheets and reports as are referred to in those sections.
- 15.04 A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before a General Meeting, together with a copy of the Executive Committee's report and a copy of the auditor's report, shall not less than 14 days before the date of the meeting be sent to every Member.

## 16 AUDIT

Auditors shall be appointed and their duties regulated in accordance with sections 131, 132, 133, 140, 140A, 140B and 141 of the Ordinance.

## 17 NOTICES

- 17.01 A notice may be given by the Fund to the person concerned either personally or by sending it by telex, facsimile transmission or post to him or to his registered address. Where a notice is served personally it shall be deemed to be served at the time of delivery to the party concerned. Where a notice is sent by telex or facsimile transmission service of the notice shall be deemed to be effected at the time of transmission. Where a notice is sent by post, service of the notice shall be deemed by properly addressing, prepaying and posting a letter containing the notice, and to have been effected in the case of a notice of a meeting at the expiration of 48 hours after the letter containing the same is posted, and in any other case at the time at which the letter would be delivered in the ordinary course of post.
- 17.02 Notice of every General Meeting shall be given in any manner hereinbefore authorised to:-
- (a) every Member; and
  - (b) the auditors for the time being of the Fund.

No other person shall be entitled to receive notices of General Meetings.

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Names, Addresses and Descriptions of Subscribers

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Dr. Saburo Okita  
Chairman  
Japan National Committee for Pacific Economic Cooperation,  
c/o Kumao Kaneko,  
Executive Director JANCPSC,  
Japan Institute of International Affairs,  
Shimizu Bld., 1-2-6 Toranomon, Minato-ku,  
Tokyo 105,  
Japan.

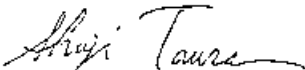


Prof. Seigaburo Sato,  
University of Tokyo,  
3-8-1 Komaba, Meguro-ku,  
Tokyo 153,  
Japan.

---

Dated the 2nd day of February, 1988.

WITNESS to the above signatures.



Shuji Taura  
Assistant Executive Director  
Japan National Committee for Pacific Economic Cooperation  
Shimizu Bld., 1-2-6 Toranomon, Minato-ku  
Tokyo 105  
Japan

## APPLICATIONS FOR FINANCIAL ASSISTANCE: GUIDELINES

1. The PECC Fund is to be used to promote the work of PECC, by providing:
  - travel assistance to experts and representatives mainly, but not exclusively, from developing countries;
  - assistance with the costs of special projects and other activities endorsed by the Standing Committee.
2. Applications for financial assistance from the PECC Fund can only be approved by the Convenor of the Finance Sub-Committee.
3. Applications for assistance from the PECC Fund will be made to the PECC International Secretariat. The International Secretariat will advise the Standing Committee members on all applications in the context of the criteria set down for applications for assistance from the Fund.
4. Applications will normally only be accepted for a maximum of two individuals from any one eligible member committee for any one meeting. Applications from more than two individuals from any one eligible member committee will be referred to the Convenor of the Finance Sub-Committee, and will only be granted in exceptional circumstances .
5. Applications will not normally be granted to cover the costs of attendance at Standing Committee or Coordinating Group meetings. It is expected that individual member committees will absorb the costs of this attendance. Applications to cover the costs of attendance at these meetings will be referred to the Convenor of the Finance Sub-Committee, and will only be granted in exceptional circumstances.

The Chair of the Coordinating Group, however, may have his/her costs covered to attend these meetings in his/her official capacity.

## **APPLICATIONS FOR ASSISTANCE TO INDIVIDUALS**

6. Financial assistance from the PECC Fund will only be given to individual applicants who will be making a positive and active contribution to the meeting for which the assistance is requested. Attendance as a participant at a PECC workshop or meeting will not in itself be enough to guarantee the applicant assistance from the Fund.
7. In considering each individual application for assistance the International Secretariat will be required to establish that the applicant will be taking an active role in the



meeting. An active role will normally be determined as one where the applicant will be taking a Convening, Speaking, Presenting or Discussant role.

8. Applications for assistance from the PECC Fund will not be considered where the applicant has access to other forms of financial assistance. In this context, applications from governmental officials or business representatives will not normally be granted, unless it can be shown that the applicant cannot obtain funding from governmental or business sources. Where academics have access to other forms of financial assistance this will also apply to academics. Applicants should assess the possibilities for funding from other avenues before applying to the PECC Fund for assistance.
9. Applications for financial assistance from the PECC Fund should be made on the appropriate form (Annex), and the completed form should reach the PECC International Secretariat, signed by the Convenor of the meeting or the Chair of the applicant's member committee, no less than 20 working days prior to the meeting for which the assistance is sought.
10. The 20 working day time frame for the applications is necessary to allow them to be assessed by the PECC International Secretariat and then considered by the Standing Committee or the Finance Sub-Committee prior to the meeting taking place. Applications made after the 20 day time frame will be considered at the convenience of the Convenor of the Finance Sub-Committee. No guarantee is made, however, that this consideration will take place prior to the meeting concerned.
11. Financial assistance from the PECC Fund will normally take the form of reimbursement of expenses after the event, on production of receipts. In special circumstances, however, the amount applied for can be remitted as an advance. Applicants should advise the PECC International Secretariat of any special circumstances which have a bearing on the usual reimbursement procedure at the time of application.
12. In the event that the financial assistance is given in the form of an advance, the applicant is required to produce receipts of expenditure for verification and for the PECC Fund records. Any monies advanced in excess of that spent on qualifying expenses should be returned to the International Secretariat along with the receipts.
13. Any monies spent in excess of the amount specified in the application for financial assistance will not be met from the PECC Fund, unless special circumstances apply. Any application for extra funds should be submitted as a separate application, on the approved form, and will be granted at the convenience of the Convenor of the Finance Sub-Committee.
14. Only expenses for which receipts are produced will be reimbursed. Any qualifying expenditure for which a receipt is not produced will not be reimbursed.
15. Applications for financial assistance should include the cheapest available direct return airfare from the applicant's domicile to the venue of the meeting. In most cases this will be represented by the Excursion airfare rate. Applicants should be apprised of their

participation enough in advance of the meeting to allow them to utilise this form of travel. Assessment of each application will therefore normally be based on calculations taking this fare into account. Applicants who are unable to take advantage of this fare should advise the International Secretariat of the reasons for this at the time of application.

16. Applications for assistance that include fares more costly than that established by the PECC International Secretariat to be the posted Excursion fare will, unless supported by documented reasons for the extra charges, be automatically reduced by the amount forming the difference between the two fares.
17. Applications for financial assistance can also include domestic transfers and airport departure taxes. These should be clearly identified in the application. This does not apply when the applicant has requested a half subsistence allowance, as this expenditure is covered in the allowance.
18. Accommodation costs may be included in any application for financial assistance from the PECC Fund. However, telephone, facsimile, liquor or minibar costs may not be included in any claim for reimbursement of expenses from the PECC Fund.
19. Per diem expenses may be included in applications from the PECC Fund. These will normally cover the additional costs associated with the applicants' stay at the venue during the meeting. Applicants should, as far as possible, establish what these costs will be and detail them at the time of application.
20. Where this is not possible the United Nations per diem arrangements, which cover both accommodation and per diem costs, will be applied. These arrangements allow a claim for the amount of the United Nations published per diem, or a claim for reimbursement of hotel accommodation expenditure and half the published per diem as a daily allowance.
21. Where an applicant is claiming a half subsistence allowance, an application for the room rate, airfare and subsistence allowance only should be submitted. All other costs, including exit taxes and domestic travel, are covered by the half subsistence allowance.
22. Half subsistence allowances are based on a 24 hour period, and can usually be claimed only for the days of the meeting and one day's traveling time on either side of the meeting.
23. The amount granted as financial assistance from the PECC Fund should be regarded as a maximum figure, and applicants should attempt, where possible, to minimise the expenditure attendant on their participation at the meeting.
24. Where financial assistance has been granted to an individual applicant to assist with the costs of attendance at a PECC meeting, the applicant should forward the receipts for the agreed expenditure to the International Secretariat for reimbursement as soon as possible after the meeting. These receipts should be with the International Secretariat no later than two months after the completion of the meeting for which the assistance

was granted. The receipts should clearly identify the reasons for each item of expenditure and amounts claimed.

25. When forwarding the receipts to the International Secretariat applicants should give details as to how the remittance should be paid.

PECC International Secretariat  
Singapore

May 1998



**FINANCIAL ASSISTANCE APPLICATION FORM**

Please read the Notes on the reverse page before filling the application.

**I PERSONAL PARTICULARS**

- 1. Name: \_\_\_\_\_
- 2. Member Committee: \_\_\_\_\_
- 3. Occupation: \_\_\_\_\_
- 4. Organisation: \_\_\_\_\_

**II DETAILS OF THE MEETING**

- 1. Task Force/Forum/  
Working Group \_\_\_\_\_
- 2. Venue: \_\_\_\_\_
- 3. Date of Meeting From: \_\_\_\_\_ To: \_\_\_\_\_
- 4. Accommodation required From: \_\_\_\_\_ To: \_\_\_\_\_
- 5. As a participant of Conference, will  
write a paper \_\_\_\_\_ preside at a session \_\_\_\_\_ be a panel discussant \_\_\_\_\_
- 6. Details of paper to be presented at the meeting  
Title: \_\_\_\_\_  
Length of paper: \_\_\_\_\_

**III FINANCIAL ASSISTANCE BEING REQUESTED (Please state amount)**

- 1. Air fare: (Please avail of lowest rate possible and the most direct route)  
\_\_\_\_\_ Excursion fare \_\_\_\_\_ Economy class \_\_\_\_\_ US\$ \_\_\_\_\_
- 2. Allowance for daily expenses: (Please choose between)
  - (a) Per diem \_\_\_\_\_ (# days) x US\$ \_\_\_\_\_ (\$/day) = US\$ \_\_\_\_\_
  - or
  - (b) Hotel \_\_\_\_\_ (# days) x US\$ \_\_\_\_\_ (\$/day) = US\$ \_\_\_\_\_
  - plus  
1/2 subsistence \_\_\_\_\_ (# days) x US\$ \_\_\_\_\_ (\$/day) = US\$ \_\_\_\_\_
- 3. Other expenses (not applicable if one claims 1/2 subsistence or per diem) US\$ \_\_\_\_\_
- 4. Exit tax (applicable to Indonesia and the Philippines only) US\$ \_\_\_\_\_
- 5. Total amount of assistance requested: US\$ \_\_\_\_\_

Date: \_\_\_\_\_

Applicant  
Signature: \_\_\_\_\_

Coord: Chair  
Signature: \_\_\_\_\_

### Notes

1. Please type or write in block letters and fill in all information requested.
2. Fill out this form only if you have exhausted all other funding sources
3. Allow 20 working days for processing to ensure approval prior to the meeting.
4. Recipients of PECC travel assistance must provide a report together with a copy of the paper presented (if any) within one month to the PECC Secretariat on the events which they attend with PECC funds, otherwise approval of further travel assistance for the recipients concerned will be denied.
5. To facilitate reimbursement, the applicant should forward the original receipts for the agreed expenditure to the Secretariat as soon as possible after the meeting. These receipts should be with the Secretariat no later than two months after the completion of the meeting for which the assistance was granted. The receipts should clearly identify the reasons for each item of expenditure and amounts claimed.
6. When forwarding the receipts to the Secretariat applicants should give details as to how the remittance should be paid.
7. Criteria for Member Committee eligibility are as follows:
  - a) Per capita GNP of US\$6,000 or less.
  - b) Member committees have to make full contribution in their first three years of membership before becoming eligible for financial assistance
  - c) Member committees will be eligible for an amount of travel assistance up to the annual allocation for each member committee or their annual membership contribution, whichever is the smaller, but there is provision for the transfer of unused allocated fund among eligible members on a voluntary basis

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