

**REPORT ON A MEETING TO DISCUSS THE ESTABLISHMENT
OF A PACIFIC WATER ASSOCIATION**

APIA, WESTERN SAMOA

27-28 July 1995

Ed Burke and Derrick Depledge
SOPAC Secretariat

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SOPAC Miscellaneous Report 202

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INTRODUCTION

The concept of a Pacific Water Association (PWA), to promote the interests of water utilities in the region, modelled on the existing Pacific Power Association, (PPA), was introduced by Tony Falkland of ACT Electricity and Water, (ACTEW), at the Workshop on "Pacific Water Sector Planning, Research and Training" held in Honiara, Solomon Islands in June 1994.

From discussion of this concept at the workshop the following recommendation was made:-

"Recognising that many Pacific Power Association members also have responsibility for water and sewerage services, the meeting requested that the PPA Secretariat prepare a discussion paper for the Majuro meeting with two options:

- a separate water and sewerage utility association; and
- an association for water and sewerage utilities in association/or as part of the PPA.

The discussion paper prepared by Chris Cheatham, the Executive Director of PPA, was presented to the Water Policy Meeting held in association with the SOPAC 23rd session in Majuro, Marshall Islands in September 1994. After considerable discussion the SOPAC Secretariat was asked to organise, with assistance from PPA, a meeting of water utility managers to try and establish a Pacific Water Association.

This was duly included in the work programme of the SOPAC Water and Sanitation Project, (WASP), for 1995.

PROPOSED PACIFIC WATER ASSOCIATION MEETING

The meeting was convened by SOPAC in Apia, Western Samoa on 27 - 28 July 1995. It followed an Australian Water Trade Show held at the same location in the Government Complex. The full week's programme is given in Appendix 1. The meeting was attended by 51 people, with representatives from 16 Water Utilities throughout the Pacific.

Following a welcome statement on behalf of the W. Samoan Water Board by Mr. Latu Kupa and some introductory remarks by Mr. Ed Burke, Project Manager of SOPAC's Water and Sanitation Programme, the Meeting was officially opened by the Minister of Works and Chairman of the Water Authority Board, the Hon. Leafa Vitale.

Mr. Latu Kupa, General Manager of the W. Samoa Water Board was elected chairman with Mr. Ken Browne, Director of the Cook Islands Department of Water Supply, acting as deputy chairman.

The provisional agenda, (Appendix 2), was adopted for the meeting, although this was not adhered to strictly as the meeting progressed.

Mr. Ed Burke presented a policy statement From SOPAC regarding the formation of a Pacific Water Association, (Appendix 3).

Guest speakers, Mr. Tony Falkland, Senior Engineer of ACTEW, and Mr. Chris Cheatham, previously the Executive Director of PPA outlined the reasons for and history of the proposed Pacific Water Association.

Tony Falkland suggested activities of a PWA could include assisting with training, billing and accounting, water and wastewater treatment, metering and demand management. He saw the main aims of a PWA as promoting cooperation between agencies in the water sector in the Pacific Islands, through sharing of expertise, exchange of information and technical training. He also stated that links with SOPAC's water and sanitation programme should be clearly defined and would be mutually beneficial.

Chris Cheatham emphasised that, if established in a similar way to PPA, the PWA would be owned and operated by the public water utilities. These would be the active members, but allied non-voting members from the private sector, involved in water and sanitation equipment supply and servicing would be invited to join.

A number of water utilities gave presentations of the activities of their organisations. These are available from the SOPAC library service.

Following a discussion of the purpose, structure and identity of a possible PWA, a small working group was set up to draft a basic costing for setting up such an association, including a fee structure for the initial year.

The report of this group, (Appendix 4), suggested that an interim budget of \$62,500 (USD) was possible provided it shared the facilities of the PPA. Assuming 25 allied and active members this would require a first-year contribution of US\$2,500 each.

There was a slight majority at the meeting in favour of having an association operating independently from the PPA.

The level of funding was discussed in some detail. It was generally agreed that there was a need for some umbrella organisation or organisations to administer the finances initially and guide the PWA into existence.

The meeting proposed and adopted a number of resolutions to enable this to occur.

FORMATION OF RESOLUTIONS

The following resolutions were agreed to by the meeting.

Resolution 1

The meeting agrees to form an independent Pacific Water Association, (based on the PPA model).

Resolution 2

The meeting agrees to engage PPA as a consultant to organise the establishment of an independent PWA.

Resolution 3

The meeting requests the PPA to prepare for SOPAC a consultancy proposal and costs, and that SOPAC divides the cost by 25 and sends invoices to potential active and allied members. The consultancy would not be commissioned until sufficient funds are collected.

Resolution 4

The meeting requests SOPAC to find the full amount of funds required from a donor agency.

Resolution 5

The meeting requests that an interim PWA steering committee be set up to prepare Terms of Reference for the consultant and to appoint the consultant.

Resolution 6

The meeting agrees that representatives from the Western Samoa Water Authority, UNELCO, Vanuatu, and the Papua New Guinea Water Board be the members of the steering committee.

LIST OF PARTICIPANTS

AMERICAN SAMOA

Abe Malae
Executive Director
American Samoa Power Authority
P.O. Box PPB
Pago Pago
American Samoa 96799

Tel: (684) 644 2772
Fax: (684) 644 5005

Mile Dworsky, Chief Water, Waste Solid Waste Engineer, ASPA
Frank Vaita, Superintendent, Water Division, ASPA
Tom Arthur, Grants Writer, ASPA
Hugo Stanley, TWI Training Specialist, ASPA
Paulo Tiumalu, Engineering Technician, ASPA
Gary Sword, Plants Manager (Generation), ASPA
Ioane Otemai, Superintendent T & D (Power), ASPA
Paul Young, Chief Financial Officer, ASPA
April Tuufuli, Admin. Assistant, ASPA

Paulo Tiumalu
Manager Energy Division, ASPA

Tel: (684) 699 1101,2
Fax: (684) 699 2835

Eleasaro Ma'atifa
Enforcement Officer
American Samoa Environment Protection Authority
Nuuuli
Pago Pago

Tel: (684) 633 2304
Fax: (684) 633 5801

AUSTRALIA

Neville Smith
General Manager South Pacific
ACTEW Corporation Ltd.
GPO Box 366
Canberra, ACT 2601

Tel: 616 2935800
Fax: 616 2935808

Tony Falkland
Senior Engineer
ACTEW Corporation Ltd.
GPO Box 366
Canberra, ACT 2601

Tel: 616 2857221
Fax: 616 285 7224
E-mail: ACFALKLAND@ACTEW.OZ.AU

Mark Rushworth
Aqueduct Trading
2 Ravenscourt Rd.
Brooklyn
Vic., Australia

Tel: 613 93151044
Fax: 613 93151640

COOK ISLANDS

Ken Browne
Director
Department of Water Supply
P.O. Box 2003
Rarotonga

Tel: 682 20784

Fax: 682 22784

Enua Bishop
Deputy Director
Department of Water Supply
P.O. Box 2003
Rarotonga

Tel: 682 20784

Fax: 682 22784

FEDERATED STATES OF MICRONESIA

Governor S. Gouland
Governor of Chuuk
Office of the Governor
P.O. Box 189
Weno, State of Chuuk
FSM 96942

Tel: 691 330 2231

Fax: 691 330 2233

Mahabub Chowdhury
UNV Water Engineer
DPS
P.O. Box 189
Weno, State of Chuuk

Tel: 691 330 2598

Fax: 691 330 4236

David Morgan
General Manager
PUC
P.O. Box 1346
Kolonias, Pohnpei
FSM 96941

Tel: 691 320 2374

Fax: 691 320 2422

Largo Edwin
Assistant General Manager
PUC
P.O. Box C
Kolonias, Pohnpei
FSM 96941

Tel: 691 320 2374

Fax: 691 320 2422

FIJI

Ram Shandil
Acting Director
Water & Sewerage
Public Works Department
Private Mail Bag
Suva

Tel: 679 315244

Fax: 679 303023

Ratu Misivisa
Suva Water Supply
Public Works Department
P.O.Box 37740
Samabula

Tel: 679 321099

Bill Hing
Suva Water Supply
Public Works Department
P.O. Box 37740
Samabula

Tel: 679 321099

Chris Cheatham
C/- Pacific Power Association
Private Mail Bag
Suva

Tel: 679 306022

Fax: 679 304524

KIRIBATI

Tokobea Kaumai
Acting Water/Sewerage Superintendent
Public Utilities Board
P.O. Box 443
Betio, Tarawa

Tel: 686 26292

Fax: 686 26106

Taboia Metutera
Water Engineer
Public Works Department
P.O. Box 498
Betio, Tarawa

Tel: 686 26192

Fax: 686 26493

MARSHALL ISLANDS

Hackney Takju
Manager
Majuro Water & Sewer Co.
P.O. Box 1751
Majuro

Tel: 692 625 3935

Fax: 692 625 3837

NIUE

Clinton Chapman
Manager
PWD
Water Supply Division
Alofi

Tel: 683 4297

Fax: 683 4223

PAPUA NEW GUINEA

Benson Gegeyo
Managing Director
The Waterboard
P.O. Box 2779
Boroko
PNG

Tel: 675 241601

Fax: 675 241610

SOLOMON ISLANDS

Donald Makini
Manager
Solomon Islands Water Authority
P.O. Box 1407
Honiara

Tel: 677 23985

Fax: 677 20723

TONGA

Viliami Polota
Tonga Water Board
P.O. Box 92
Nuku'alofa

Tel: 676 24852

Kutusi Fielea
Tonga Water Board
P.O. Box 92
Nuku'alofa

Tel: 676 24852

TUVALU

Filipo Taulima
Acting Director
Public Works Department
Funafuti

Tel: 688 20300

Fax: 688 20301

U.S.A.

John Emmerson
US Army Corps of Engineers
USAED-CEPOD-PP-P
Fort Shafter
Hawaii 96858-5440

Tel: 808 438 6968

Fax: 808 438 9381

E-Mail: John.emmerson@ccmail.pod.USACE.Army.mil

Meril Dobrin Fujiki
Technical Training
Program Manager
PICHTR
2800 Woodlawn Drive
Suite 180
Honolulu, Hawaii 96822

Tel: 808 539 3851

Fax: 808 539 3899

VANUATU

John Chaniel
Manager
UNELCO Ltd.
P.O. Box 26
Port Vila

Tel: 678 22211

Fax: 678 25011

Charlie Tari
PWD
Urban Water Supply
Luganville

WESTERN SAMOA

Latu S. Kupa
General Manager
W. Samoa Water Authority
P.O. Box 245
Apia

Tel: 685 20409

Fax: 685 21298

Graham Costin, Western Samoa Water Authority

Onno van Gilst
Hydrologist
Apia Observatory
P.O. Box 3020
Apia

Tel: 685 20855/56

Fax: 685 20857

Lameko Talia, Scientific Officer, Apia Observatory
Amataga Penaia, Apia Observatory

David Hegarty
High Commissioner
Australian High Commission
P.O. Box 704, Apia

Tel: 685 23411/2

Fax: 685 23159

Mikael Jorgensen
Program Officer
UNDP
Private Mail Bag, Apia

Tel: 685 23670

Fax: 685 23555

Dr. Vili Fuavao
Director
SPREP
P.O. Box 240, Apia

Tel: 685 21929

Fax: 685 20231

Helen Stoupe
Assistant Resident Representative
JICA
Apia

Tel: 685 22572

Fax: 685 22194

SOPAC Secretariat

Edward Burke
Project Manager
SOPAC
Private Mail Bag
Suva

Tel: 679 381377
Fax: 679 370040
E-Mail: ed@sopac.orstom.fr

Derrick Depledge
Hydrogeologist

E-Mail: derrick@sopac.orstom.fr

Aliti Sema
Program Assistant

DATE	EVENT	LOCATION	NOTES Transportation & Miscellaneous
Monday July 24, 1995	Participants on their own.	Welcome to Western Samoa	Trade Exhibition preparations
Tuesday July 25, 1995	1: Ava Ceremony 9:00 am - 2: Morning Tea 11:00 am - 3: Return to Government Complex (GC) for Trade Exhibition	1&2: Alafua (USP) University Students Samoan Fale at rear of campus. 3: Government Complex in Apia	<div style="border: 1px dashed black; padding: 5px;"> Bus will be available for those needing transportation(*) *Leave Insef Fehmam: 8:00 am *Leave Aggie's: 8:00 am <i>Please leave your name at the hotel desk if you need a ride.</i> *Return to GC: 11:45 am </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Conference Information Desk located at the GC Hours: 12:30 - 4:00 pm. <i>Please stop by to register and pick up name tags and meeting materials.</i> </div>
Wednesday July 26, 1995	Trade Exhibition Continues	Government Complex in Apia	Transportation on your own <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Conference Information Desk Hours 8:00 am - 4:30 pm </div>
Thursday July 27, 1995	Official Opening Ceremony <u>9:00 am</u> Tea Break <u>10:00 am</u> <u>Meeting</u>	Government Complex in Apia	Transportation on your own <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Conference Information Desk Hours 8:00 am - 4:30 pm </div>

	<u>resumes</u> Tea Break <u>3:00 pm</u>		
Friday July 28, 1995	Meeting continues <u>9:00 am</u> Morning Tea <u>10:30 am</u> Afternoon Tea <u>3:00 pm</u> Cocktail <u>7:00 pm</u> Sponsored by Western Samoa Water Authority	Government Office Complex in Apia Cocktail at Renee Hagedorn's Residence - Tulaele Village	Transportation to the meeting is on your own. Information for transportation will be available Tuesday at the Exhibition
Saturday July 29, 1995	Sight seeing tour leaves at 9:00 am lunch sponsored by Western Samoa Water Authority	Details of the tour will be available Tuesday 7/29/95	Please sign up at the Conference Information Desk by Thursday 10:00 am

SOPAC MEETING OF SOUTH PACIFIC WATER UTILITY MANAGERS

**1ST FLOOR, GOVERNMENT BUILDINGS, APIA, WESTERN SAMOA
27-28 JULY 1995**

DRAFT AGENDA

THURSDAY, 27 JULY

- Welcoming ceremony - Hon. Leafa Vitale , Minister of Works,
Chairman of the Western Samoa Water Authority Board
- Response - representative of participants
- Morning Tea*
- Election of chairman, deputy chairman and rapporteurs
- Adoption of an agenda
- SOPAC presentation - Ed Burke, Project Manager,
Water and Sanitation Programme, SOPAC
- Guest speaker - Tony Falkland - ACTEW
- Lunch
- Introduction of the individual water utilities by representatives - (5 minutes each)
- Guest speaker - Chris Cheatham, SOPAC Consultant
- Afternoon Tea*
- Open Discussion
 - Purpose of an Association
 - Structure of an Association
 - Funding of an association
 - Location of an association
- Formation of Working Groups on Selected Topics

FRIDAY, 28TH JULY

- Working Groups to discuss and make recommendations on selected topics
- Morning Tea*
- Reports from Working Groups
- Lunch
- Adoption of reports of workings groups on
 - Formation of an Association
 - Constitution/Purpose
 - Election of a Steering Committee
- Adoption of the record of the meeting
- Afternoon Tea*
- Closing Ceremony

ED BURKE, PROJECT MANAGER, WATER & SANITATION PROGRAM, SOPAC

**WATER UTILITY MANAGERS MEETING: APIA 27-28 JULY
SOPAC POLICY STATEMENT REGARDING A PACIFIC WATER
ASSOCIATION**

BACKGROUND

At the UNESCO/SOPAC/UNDP organised Pacific Water Sector, Planning, Research and Training Workshop held in Honiara, Solomon Islands, in June 1994, there was much interest expressed in the establishment of a Pacific Water Association (PWA) similar to the Pacific Power Association (PPA). A resulting recommendation of the Workshop was to request the PPA to prepare "...a discussion paper for the Water Policy Meeting in Majuro on how a regional NGO with responsibility for water and sanitation might be established in conjunction with or separate from the PPA."

At the Regional Water Policy Meeting held in Majuro (in conjunction with the SOPAC 23rd Session Meeting) in September 1994, Mr Chris Cheatham, then Executive Director of PPA, presented a discussion paper entitled "Establishment of an Association of Water Utilities." Chris (no longer with PPA) will be re-presenting his paper later today and will be available throughout the meeting to assist with questions regarding the formation of a water association based on the "PPA Model."

At the Majuro Water Policy meeting there was a general agreement that a meeting of water utility managers was required and that the SOPAC Secretariat be requested to organise the meeting. The Governing Council of SOPAC subsequently endorsed this recommendation.

An attempt was first made to hold this meeting in Tahiti a week before the PPA Annual Meeting held in Tahiti. This had to be postponed due to unsecured funding for the meeting (ie. the requested donor funding could not be confirmed thus postponement of the Tahiti meeting.)

Thus we are here today.

WATER AND SANITATION PROJECT

- In 1993 UNDP were looking for a new home for its Regional Water and sanitation Programme. SOPAC was selected as the new home of the Water and Sanitation Programme (WASP).
- UNDP agreed to fund the project for a two year period (1995-96)
- Following the recruitment of a Project Manager, Project Hydrogeologist and Programme Assistant the project commenced in December 1994.
- Of all the regional organisations within the South Pacific Organisations Coordinating Committee (SPOCC), SOPAC was given the lead role by the SPOCC Group to coordinate the sector activities working in collaboration with other Agencies such as SPREP, SPC, WHO, UNESCO, etc. in a complementing manner. One of the projects main tasks is to ensure that there is maximum coordination of efforts and that the limited funding available is focussed and used to address the needs of the countries in the region.

ED BURKE PROJECT MANAGER, WATER & SANITATION PROGRAM, SOPAC
SOPAC AND THE PROPOSED PWA

At the Water Policy Meeting in Majuro (September 1994). SOPAC was requested to act as a facilitator in organising a meeting of Pacific water utility managers to determine if a Pacific Water Association is supported by the regions Water Utilities (including private and government operated). Thus our meeting here in Apia will be to determine if an association should be established and, if so, how it should be established (ie. independent, with PPA or by some other arrangement) .

- It is of utmost importance that at this meeting the role of a PWA is clearly defined. In the various meetings and discussions to date what SOPAC and a PWA can and can't do have been discussed. Chris Cheatham will hopefully outline them again today.
- This "new" PWA must have a clear mandate and charter to carry out activities which SOPAC and the other agencies can't perform more efficiently and effectively.
- In these times of donor fatigue and declining national budgets for the water sector the last thing they want to do is to fund another organisation - it is not in line with our aim to reduce duplication and basically none of us can afford it.
- SOPAC in the first instance answers to a Governing Council of National Government representatives, these are our clients.
- It has expertise in certain areas and is able to provide technical backup support in these areas.
- SOPAC has established data base systems and facilities to coordinate and hold training activities.
- SOPAC can provide expertise on surface water and groundwater management and planning.
- It is however not in the business of private sector water supply that many of you Utilities perform.
- We would like to think that the strength of a PWA would be in covering the areas that we don't or should not get involved in.
- We do however share one thing and that is ultimately in providing a service to the Pacific Island Countries (PIC). Therefore we must ensure that we establish clear lines of communication between SOPAC, and the PWA.

POLICY STATEMENT

- SOPAC's policy is to assist in the water sector wherever directed by the PICs and within the constraints of available funds.
- We will continue to collaborate with other regional organisations to enable us to coordinate regional water sector activities to ensure that there is no duplication of effort and funding.

ED BUKE, PROJECT MANAGER, WATER & SANITATION PROGRAM, SOPAC

- It is not SOPAC's mandate to be involved in the commercial aspects of water supply and private Consultancies.

SOPAC sees sense and strength in organising and coordinating the efforts of the PIC's Water Utilities and in this regard will make every effort to assist in the formulation and development of a PWA.

CONCLUSIONS

SOPAC strongly supports the formation of a Pacific Water Association and will assist in its development within the constraints of available funds. If required SOPAC offers to act as an interim secretariat until the Association is formally established

I would like to re-emphasise the need for clear resolutions to result from this meeting on the formation of PWA.

Our aim should be to hold in a years time the **inaugural meeting of the Pacific Water Association.**

REPORT OF THE WORKING GROUP ON A BUDGET FOR A PWA

July 28, 1995.

Following the discussion yesterday, the following are some suggestions for the structure and formation of the PWA.

1. The Pacific Water Association should be a part of the Pacific Power Association. It is suggested that the new organization be renamed the Pacific Power, Water and Wastewater Association.
2. There will be a Pacific Power Division Board and a separate Pacific Water Division Board. Each Board will appoint a Host Chairman, Chairman, and Secretary/ Treasurer. These six persons will form the Executive Committee of the Pacific Power, Water and Wastewater Association. The Executive Committee will appoint a Joint Chairman, who will have a casting vote in the event of tied Board resolution.
3. The interim budget for the PWA is as follows.

	(US\$)
Income\	
12 Active Members @ \$2,500 each	30,000
13 Allied Members @ \$2,500 each	32,500
Total	62,500
Expenditures	
Deputy Director (Water)	46,000
Clerk	5,000
Office furniture	5,000
Phone/ facsimile	6,500
Total	52,500
Balance	0

4. The existing budget for the PPA is attached as appendix A. The budgeted expenditure is \$342,733.
5. It is considered that an independent PWA would incur similar costs. A possible budget for an independent PWA is as follows shown in appendix B.

RECOMMENDED MOTION.

It is recommended that this meeting pass the following motion.

1. that this meeting supports the formation of a Pacific Power Water and Wastewater Association (PPWWA).
2. that the Executive Director of the Pacific Power Association (PPA) be requested to form the Pacific Power and Water and Wastewater Association (PPWWA) generally along the lines of the existing PPA.
3. that the interim budget of the PPWA be as follows.

	(US\$)
Income	
12 active Members @ \$2,500 each	30,000
13 Allied Members @ \$2,500 each	32,500
Total	62,500
Expenditures	
Deputy Director (Water)	46,000
Clerk	5,000
Office furniture	5,000
Phone/ facsimile	6,500
Total	62,500
Balance	0

4. that the interim fees for the PPWWA be \$US 2,500.00 for both Active and Allied Members.
5. that the inaugural meeting of the PPWWA be held in Western Samoa in June 1996.

David Morgan
 General Manager, PUC
 for the Working Group