

Micronesia Chief Executives' Summit: Hosting Manual

I. Introduction/Historical Background

The process of organizing the Micronesia Chief Executives' Summit (MCES) has historically fallen upon the host country. This obligation has changed and expanded significantly since the initial Summit was held in 2003. Not only are there now more participating jurisdictions in the Summit Process today, but there is also a growing effort to establish a Secretariat capacity that will ultimately lighten the role of the host country. However, even with the establishment of a secretariat, many of the responsibilities of the host country will continue to exist, to a certain degree. It is therefore important to understand a bit of the history behind the development and expansion of the Summit process in order to better comprehend these hosting responsibilities. Below, therefore is a brief history of the summit. Following that is a practical overview, or manual, of recommendations that will assist the host government in effectively hosting the MCES when its turn comes around.

In 2003, the Chief Executives of four Western Pacific Island Governments formed a unified sub-regional multilateral body for cooperative governance known as the Western Micronesian Chief Executive Summit (WMCES). This Summit was created in order to initiate and advance regional discussion among leaders in Western Micronesia. The first Summit was held in the Republic of Palau and the first Summit Communiqué was signed in March of 2003. Original membership in the WMCES consisted of only four jurisdictions, the Republic of Palau, the Territory of Guam, the Commonwealth of the Northern Mariana Islands (CNMI) and the State of Yap, within the Federated States of Micronesia. The Summit has met approximately twice a year since this original meeting.

A companion Presidents' Summit was also created in 2003, known as the Micronesia Presidents' Summit (MPS). This Summit was, and still is, composed of the Presidents of the Freely Associated States of Micronesia (the Republic of Palau, the Republic of the Marshall Islands and the Federated States of Micronesia). This Summit of leaders was developed to respond to sub-regional issues unique to these Freely Associated States. The MPS has also met approximately twice a year and often has been coordinated with the MCES to reduce travel costs.

Because of the success of the WMCES in addressing sub-regional issues and the clear need to extend many of the issues beyond the Western Micronesian sub-region, the issue of extending membership to other Micronesian jurisdictions gained support, and membership was offered to and accepted by the Federated States of Micronesia and its four individual states and the Republic of the Marshall Islands. Due to the new and broader membership, the WMCES was renamed as the Micronesia Chief Executive Summit (MCES). Today, there is also discussion of further extending an offer of membership to American Samoa. The MPS continues to hold meetings on issues that are unique to the Freely Associated States.

A. Committees

Within the MCES, over time a committee structure was developed to reflect high priority regional needs. Currently there are nine committees that represent a broad set of regional issues, as follows:

- The Regional Workforce Development Council (RWDC);
- The Micronesia Regional Invasive Species Council (RISC);
- The Micronesia Challenge (MC);
- The Renewable Energy Committee (REC);
- The Pacific Island Regional Recycling Initiative Committee (PIRRIC);
- The Regional Transportation Committee (TTC);
- The Regional Tourism Council (TC); and
- The Regional Health Committee (HC)
- The Communications Committee (CC)

Each of these committees has its own structure and its own oversight and management regime. Some of the committees have funding sources and some do not. Within the context of the MCES, each committee has met just prior to the two annual plenary meetings of the Chief Executives and made recommendations that have then been reviewed by the Chief Executives. The Chief Executives have taken actions and made directives based upon these committee reports. Some Committees also meet at various times throughout the year outside the context of the MCES. Within the context of the pre-Summit meetings, Committees have prepared presentations that they have given to the Chief Executives at the Plenary meetings, which have included accomplishments and recommendations. As the committee structure has grown, so too have the number of issues, the number of presentations and the administrative responsibilities of each committee.

B. Hosting Countries and Administrative Responsibilities

The hosting of the MCES has, to date, been rotated between jurisdictions and the administrative responsibilities have generally been placed on the Hosting jurisdiction. Initially, each jurisdiction hosted two consecutive Summits. However, with the expansion of membership, hosting became limited to a single Summit. As the committee structure has grown, and as active participation in the Summit process has increased, greater administrative responsibilities have developed. It is partially because of this expanding responsibility and the difficulty in following up on outcomes and recommendations across the many jurisdictions that the Chief Executives have moved towards the creation of a *Micronesia Center for a Sustainable Future (MCSF* – See below). The Chief Executives have clearly expressed their desire that an administrative capacity be developed through the MCSF and that funding be identified to support that capacity. However, until a Center is fully up and running, administrative responsibilities will continue to be placed on the hosting jurisdiction. Even after the MCSF is fully operational, the host jurisdiction will have certain responsibilities that will be continually defined over time. This brief Manual will attempt to support these responsibilities of the hosting jurisdiction by providing practical recommendations and associated documents from prior Summits.

C. Micronesia Center for a Sustainable Future (MCSF)

Over the past six years, the MCES has issued a series of joint communiqués and related resolutions, letters and associated actions and arrangements. These cooperative actions form the basis of an emerging foundation of sub-regional multilateral cooperation and governance. To enhance and build upon this emerging collective vision, and in order to respond to the expanding body of work being produced, especially through the MCES, the establishment of a regional body to serve as the administrative, research, and development center for both the MCES and the MPS, as well their subcommittees, sub-bodies and programs, has been endorsed by the Chief Executives of the region. The Chief Executives, through recent Summit Communiqués, have named this Center the '*The Micronesia Center for a Sustainable Future*' (MCSF). In addition to its proposed administrative functions, the Center is also intended to: 1) achieve economies of scale in stimulating economic and community development; 2) communicate the MCES' strategic vision externally and internally; and 3) leverage private and public funding.

To support the development of the MCSF, and to assist in the administration of the MCES, the Chief Executives appointed an initial and a subsequent *Secretary General (SG)*. The first SG appointed a Strategic Design Team to support this effort. Under the guidance of the SG, the Design Team developed a Strategic Plan for the Center which was officially confirmed by the Chief Executives. This Strategic Plan is envisioned as a living document that will change and expand as the role of the MCES is further defined.

The Secretary General and Design Team also orchestrated the development of a Start-up Grant for the MCSF that was supported and funded in June of 2010 by the U.S. Department of Interior, Office of Insular Affairs.

The DOI Start-up grant has a duration of one year and is currently scheduled to expire in June of 2011. The Grant was issued by the OIA to the Graduate School to manage on behalf of the MCES and the Secretary General. The Grant focuses on three areas of deliverables:

- Organizational Development;
- Program Development; and
- Regional Strategic Framework.

Within the context of organizational development, grant funding was provided to support the 14th MCES and the development of a '*Designated Representatives*' group (DR). This group is composed of a representative of each jurisdiction's Chief Executive (or the Chief Executive). The initial meeting of the Group was held in October of 2010, which meeting was intended to develop properly authorized and broad-based decision making protocols to enable the Graduate School to proceed with project expenditures under the OIA Start-up grant. The DRs held a conference call prior to the 14th MCES and met prior to and after the 14th Plenary session of the MCES. The proposed protocols of the DR's were confirmed by the Chief Executives at the 14th MCES.

In addition to facilitating the organization and meetings of the DRs prior to the 14th MCES, the Graduate School also assisted the Republic of Palau in the preparation for the 14th MCES held in Palau. In this effort, using DOI Grant funding, the Graduate School assisted in the development of a web page for the 14th MCES that provided:

- A registration form to the Summit for both participants and Chief Executives;
- Historical documents from prior Summits (1st through 13th Communiqués);
- A draft agenda for the up-coming Summit;
- A brief description of the MCES and the meeting process;
- A message from the hosting Chief Executive; and
- Contact information for the Host Jurisdiction.

It is anticipated that the information provided in this initial web page will be expanded prior to the 15th MCES, to be held in Pohnpei, Federated States of Micronesia. However, as the DOI Start-up Grant will end in June of 2011, future support for the web-page and the hosting of the bi-annual Summits will depend on the identification of on-going funding support in the future.

It is therefore unclear exactly what the responsibilities of the Host Jurisdiction will be in the future. This being the case, this brief manual assumes that the Host Jurisdiction will continue to bear the heaviest burden in preparing for the bi-annual MCES meetings until the MCSF is fully in place and funded.

Within the context of the DOI Grant assistance offered at the 14th MCES, and assuming that such assistance will be available at an equivalent level for the 15th MCES, and in the future, the home Jurisdiction would be wise to consider organizational activities as set forth below.

II. Pre Summit Preparatory Work

At the end of each Summit, the Chief Executives agree on who will be the host of the next Summit, which it is broadly accepted will occur approximately six months after the close of the current Summit. In that interim six months, the host country must make the necessary preparations for the next Summit. In order to do this, the Host Country is best served by establishing a necessary organizational structure. This organizational structure should be able to respond to:

- Logistical Issues before, during and after the Summit
 - Committee Organization
 - Pre-Summit Organization
 - Summit Organization
 - Post-Summit Organization
- Development of Summit Content, including:
 - Summit Communiqué
 - Committee Presentations
 - Committee Reports
 - Summit Letters and Resolutions

- Transfer of Summit Obligations to the Next Host
 - Summit Communiqué
 - Committee Presentations
 - Committee Reports
 - Summit Letters and Resolutions
 - Summit speeches

Within this context, the host country's organization structure should therefore be focused on two primary process issues:

- Logistical Management and
- Committee Management

III. Developing Organizational Structure

It is therefore recommended that within a reasonable time before the following Summit, approximately three months after the prior summit and three months before the proposed summit, an organizing structure be developed, with a 'Summit Coordinator' and two primary Summit Committees. The two committees, as described below, will provide the necessary administrative support to the Summit Organizer.

A. Summit Organizer

It is critical that a single person be made responsible for the organization of the Summit. Often this person will be a high level government official in order to have the official capacity to effectively direct action. It may very well be the Designated Representative of the Host Country who serves in this position in order to maintain continuity and to reflect his direct responsibility and access to the Host Country's Chief Executive.

B. Content Committee

The first Committee, which is responsible for Summit Content (Committee Reports, proposed letters and resolutions), is the '*Content Committee*'. This Committee should be composed of the lead representative of each of the nine Summit committees. As indicated, the current MCES Committees includes:

- ✓ The Regional Workforce Development Council (RWDC);
- ✓ The Micronesia Regional Invasive Species Council (RISC);
- ✓ The Micronesia Challenge (MC);
- ✓ The Renewable Energy Committee (REC);
- ✓ The Pacific Island Regional Recycling Initiative Committee (PIRRIC);
- ✓ The Regional Transportation Committee (TTC);
- ✓ The Regional Tourism Council (TC);
- ✓ The Regional Health Committee (HC); and

- ✓ The Communications Committee (CC).

The lead representative of each committee is responsible for working with committee representative from each jurisdiction to fulfill the obligations of the Committee prior to the Summit. In conjunction with one another, the Committee is also responsible for the detailed organization of Committee meetings held two days prior to the actual Summit. In addition to working with committee members from other jurisdictions, this Committee must also work closely with the Logistical Committee to ensure a cohesive Summit.

As indicated, these Committees have historically met just prior to the Summit for two days in order to prepare their Committee Reports and to prepare committee presentations for the Chief Executives at the Plenary meetings. As the Committees generally do not have the funding or logistical capacity to meet between Summits, much of their work is accomplished at these preparatory meetings. Many of the organizational issues that the *Content Committee* must deal with are discussed below.

C. Event Organization (Logistical group) –

In addition to committee organization through the *Content Committee*, jurisdictions have found it critical to establish a '*Logistical Committee*' to run the Summit. At all times, the two committees should coordinate their respective work to ensure that nothing falls between the cracks. The Summit is now a very complex gathering of regional leaders, staff and interested parties, often of over 200 participants and attendees, that requires security, protocol, hotel bookings, internet hosting, and the like. Organizing a successful meeting therefore requires a set of core administrators from the Host Jurisdiction to manage the flow of events over the period of a week.

The Logistical Committee will also be responsible for all of the other non-committee arrangements prior to the Summit. The specifics of these arrangements appear below.

D. Coordination with Designated Representatives

As indicated, each jurisdiction has a designated representative to assist his/her respective Chief Executive with Summit issues. The *Logistical Committee* and the *Content Committee* should carefully integrate their efforts with the efforts of the Designated Representatives prior to the Summit. It is likely that the designated Representatives for each jurisdiction will be the primary point of contact for the Host Jurisdiction. In addition, the Designated Representatives have agreed to hold one or more conference call(s) some months prior to the Summit to discuss summit issues and to assist the Host Jurisdiction in its Summit Organizing Activities. The Logistical Committee and Content Committee should be represented at this conference Call. The Graduate School, while involved in the Summit Process will work to involve both the Host Jurisdiction and the Designated Representatives in any pre-Summit planning activities.

E. Arrangements –

The Logistical Committee must deal with all of the practical and logistical issues that will make the Summit a success, including the following:

- **Set the Date of the Summit and Invite other Jurisdictions** – The first activity of the summit coordination is the setting of a date and the invitation of Chief Executives from other jurisdictions. This is frequently more difficult than it sounds, as the schedules of Chief Executives are very full. Frequently, the date of the Summit must be changed from the original proposed date in order to accommodate all of the Chief Executives. Consequently, the earlier that the invitations can go out, the better.
- **Identify Primary Contacts** – The Host Jurisdiction should identify a contact in each of the jurisdictions (generally the Designated Representative for the jurisdiction) to serve as the primary point of communication for Summit arrangements. It is through this representative that on-going discussions regarding arrival times, hotel reservations, car reservations, and information regarding delegations shall flow.
- **Webpage** – Once again, the process of organization can be greatly simplified through the use of a web page for issues of registration, notification, document transmittal, booking of hotels, reservation of cars and the like. The Logistical committee should work with the Graduate School to coordinate the development of the web page during the duration of the DOI Start-Up Grant. While the Web Page will provide the necessary tools for organization, it is critical that the information placed on the web page be periodically compiled and organized. If used properly, the web page will provide a strong data base to manage the Summit activities.
- **Registration Form** – The Webpage should include a registration form that can be filled out by Summit Attendees. This should provide all of the information that the Host Jurisdiction wishes to know about the attendee. A sample registration form appears in Appendix 1.
- **‘Arrangements Document’** – In addition to, and in conjunction with, the Webpage, the Host Jurisdiction should develop an Arrangements document that assists visiting jurisdictions in making travel arrangements for the Summit. Arrangement topics may include hotel information, car rental information, arrival and departure information, and related information regarding attire for events, medical facilities, security arrangements, spousal programs, contacts and the like (Appendix 2 is a sample Arrangements Document for easy reference).
- **Hotels** – The Logistical Committee should identify one or more hotels that will be available for attendees of the Summit, hopefully at a concessionary rate. This requires negotiating with Hotels, and coordinating the process of reservations.
 - Frequently in the past, the host jurisdiction has covered the cost of the hotels for the visiting Chief Executives. Once again, this requires advance planning and negotiation with the hotels.

- The Summit Web page should provide visiting delegations with a list of hotels and their contact information. This information should also appear in the Arrangements Document.
- The available hotels should be listed on the Web Page. It may be that reservations can be organized through the web page registration form if the attendee chooses to stay at one of the officially sanctioned hotels.
- **Vehicles** – In the past, some jurisdictions have provided transportation to Chief Executives to ensure appropriate levels of security. However, as the Summit membership has expanded, vehicles have generally been provided by the visiting jurisdictions. This configuration may depend upon the size of the hosting jurisdiction.
- Once again, the Summit Web page should provide visiting delegations with a list of car rental companies and their contact information. This information should also appear in the *Arrangements Document*.
- **Meeting Center** – The Host government must identify a meeting center that can handle approximately 200 people over a two day period. The center must have a speaker system that has a microphone for each Chief Executive. The Center must also be set up for overhead presentations.
 - The Host government may choose to hold pre-Summit Committee meetings at the same location as the Plenary. If this is the case, the *Logistical Committee* should be sure to coordinate room arrangements with the *Content Committee*.
- **Updated List of Participants** – The Logistics Committee needs to work with the Committees to keep an updated list of participants. In this way the size and scope of the Summit obligation can be monitored on a daily basis. This also permits the host jurisdiction to ensure that visiting delegations have hotel rooms, cars and that high level officials will be met at the airport.
 - The list should best be compiled via the summit web page.
- **Letterhead** – The host government traditionally has created a unique letterhead for the communiqué and other documents. Appendices 3 and 4 are samples of letterhead used in the past.
- **Presentation of Colors** – Traditionally the host government presents its own colors and anthem. This occurs at the opening and closing ceremony.
 - Generally, the Host country does not have flags for all of the member jurisdictions. It is therefore common practice to request that member countries be requested to provide large flags for the presentation of colors and table flags.

- **Name Badges** – It is a common practice to provide name badges for both official attendees and observers and visitors. This can generally be taken care of in advance based upon registrations. However, the capacity to provide name badges for attendees who did not register must be taken into consideration.
- **Preparation of Attendee Packets** – Generally, host jurisdictions provide a packet for Summit registrants, including the agenda, paper, pens and whatever else the Host Jurisdiction wishes to provide.
 - Frequently the packet is provided in a unique bag reflecting the number of the Summit (ex. '15th Micronesia Chief Executives Summit – Pohnpei, Federated States of Micronesia')

F. Agenda

The Host jurisdiction should prepare a proposed agenda for the up-coming Summit to be reviewed by all jurisdictions and ultimately finalized prior to the Summit (Appendix 3 is a sample agenda). The Agenda should reflect the committee structure of the Summit and recognize the expressed desire of the Chief Executives to minimize the duration of committee reports and presentations. The Agenda preparation should therefore include on-going input from both the Logistical Committee and the Content Committee.

Historically each Summit has had committee presentations as well as theme/subject related presentations. These presentations are most frequently added by the host jurisdiction, but are often proposed by visiting jurisdictions. A significant amount of discretion has generally been given to the Host Jurisdiction regarding how to deal with requests for presentations. However, as mentioned, as the agenda of issues has increased over time, greater restrictions have been placed on both the number and duration of presentations by both committees and outside presenters.

The Draft Agenda should be prepared as early as possible to allow for Comment by the other jurisdictions. The Draft Agenda should be posted on the Web Site for the widest possible distribution. The Draft Agenda should also be sent to the Chief Executives and Designated Representatives of each jurisdiction in order to allow them to distribute to their staff and to respond with recommended edits and additions or deletions in a timely fashion.

G. Organizing and Monitoring Committee Activity (Content Committee)

After the Content Committee is in place, it should immediately begin focusing on ensuring that each Committee follow up on the obligations that it made at the prior Summit through its Committee Report, as reflected in the prior Communiqué. The success of the entire MCES process depends on committees undertaking to implement the directives of the Chief Executives. The Content Committee should therefore consider taking responsibility for the following:

- **Names and Contact Information** – A good starting point is to gain the names and contact information of Committee representatives from each jurisdiction (See Appendix 4, a list of Committee members from the 14th MCES). The key to the success of the Summit will

largely rest upon the success in organizing the Committees, in gaining attendance from each jurisdiction, and in planning for committee activities before arrival at the Summit. It cannot be assumed that each committee has been active since the prior Summit. Different committees have different administrative capacities and funding and performance varies greatly between meetings.

- **Contact Committee Members** – Committee members from other jurisdictions therefore need to be contacted as soon as possible in order to coordinate their readiness for the upcoming summit meeting.
- **Organize Sign-ups** – Host representatives should ensure that all committee representatives that will attend the Summit register for the Summit through the Summit web-site. This ensures that all of the appropriate information is made available to the Host Jurisdiction.
- **Meeting Locations** – Each committee will need a place to meet for the two days prior to the official Summit Meetings. This generally requires the availability of a space for each committee for two full days, even though it is rare that two full days of meetings are held. Many jurisdictions have historically held the committee meetings in the conference rooms at the location of the associated offices in the host jurisdiction. Other jurisdictions have held committee meetings at different rooms at a conference center. This generally depends on a jurisdiction's available facilities and available budget.
- **Define Committee Issues** – Committee Representatives must review decisions and recommended actions from prior meetings, especially the last Summit and any subsequent meeting, and lead the effort of the committee to follow through with appropriate and concrete action. This includes helping to identify any new issues or presentations that need to be made at the next Summit.
- **Broad Participation** – The ultimate goal of committee preparation should be the participation by all jurisdictions in the work of the committee. However, many jurisdictions do not have sufficient funding to send participants for each Committee. The Host representative should therefore encourage preliminary work by each jurisdiction, and between jurisdictions, that ensures broad support of the committee's recommendations and presentation at the Summit. Early work with committee representatives can ensure that there is a broad support for committee work, which is critical if committee recommendations are to move forward at the national level.
- **Proactive Approach** – The most successful Summits have been ones in which the host jurisdiction has taken a proactive approach to the follow-through on committee issues. Other jurisdictions will appreciate the effort put forth to identify regional issues and trends that are reflected in concrete agenda items and proposals.

H. Event Preparation (Logistics Committee)

In addition to planning for the arrival of and living arrangements for approximately 200 participants and observers, the Logistics Committee must also organize the actual three day Summit. This requires the organization of facilities, equipment, meals, events and the like. It also requires the constant

coordination with the Committee Organizing Group. A list of some of the major event preparation issues and services that must be attended to prior to the Summit follows:

- **Technical Staff and Hardware** – In addition to helping the Committee members ensure that committee meetings are staffed and have appropriate equipment, the Central Staff must ensure that the three day Plenary Session is technically staffed and that sufficient equipment is available and working. Equipment that must be available and working through the entire event includes computers, projector(s), printers (black and white laser jet and color ink jet), extension cords, staff tables, regular and high quality paper, back-up ink, etc.
 - The Host jurisdiction should provide a computer expert for the duration of the Summit to ensure that all equipment is working and that trouble shooting services are available throughout the Summit.
- **Coordinate Events** – A number of events are sponsored by the host jurisdiction, including lunches, dinners and excursions. The Logistics Committee needs to prepare well in advance to ensure that these events come off. A critical component of this effort is the identification of funding sources for such events (See fund-raising below).
- **Local Performance** – Historically, the host jurisdiction arranges traditional performances at different points throughout the week-long Summit event, including at the opening ceremony and at hosted lunches and dinners.
- **Fund Raising** – A critical component of event planning often involves fund raising. Many jurisdictions in the past have gained significant private sponsorships of individual events, especially dinners. Funds have also been contributed through grants (ARRA Grant) and from foreign governments (Republic of China, Taiwan). Formal requests for such funds will find greater success if scheduled far in advance of the Summit.
- **Master of Ceremony** – Generally, the Host Jurisdiction provides organization to the Plenary Sessions through a Master of Ceremony, who guides the events smoothly forward.
- **Presentation of Colors** – The Host Country needs to coordinate the presentation and retiring of colors at the beginning and the end of the Summit.
- **Opening Prayer** – The host jurisdiction should identify a Priest/Minister to provide an opening prayer at the Summit's Opening Ceremony.
- **Excursions** – Generally, a single excursion is organized by the host jurisdiction. This event is usually open to all participants on the final day of the Summit and therefore is quite well attended. This single excursion event requires significant planning. Once again, fund-raising or sponsorship to finance this event should be considered. In addition, frequently participants depart later on the day of the excursion.
- **Gifts** – Traditionally, the Host Government provides gifts to the visiting Chief Executives. Generally these gifts are uniquely reflective of the host culture and therefore generally take some time to craft.

IV. Two-Day Committee and Event Preparatory Work

A. Committee Meetings (Event Committee) –

As indicated above, in order for the nine Summit Committees to prepare for the Summit, they have historically met for two days just prior to the Summit. This is the primary purpose for the Summit to be extended two days and for the early arrival of delegations. It should be noted that due to the difference in flight availability, some delegations may arrive late on the first day of this two-day preparation period. Committee meetings must be organized accordingly. Specific issues that must be coordinated include the following:

- **Chair and Coordinate Pre-Meetings** – As the host jurisdictions have historically chaired the respective committees, it generally falls upon the local representative to coordinate and manage the committee meetings.
- **Committee Locations** – Despite all best efforts, attendees will frequently not know the location of the committee meetings. The Host jurisdiction must consequently make every effort to ensure that arriving committee members are made aware of the location of the meetings.
- **Coordinate Presentation and Report** – Likewise, as Chair of the committee, the local representative is generally responsible for coordinating the development and ultimate presentation of the committee Presentation and Report. If outside speakers are considered, their presentation must be coordinated and cleared through the Logistical Committee.
- **Equipment** – Each meeting location must have sufficient equipment (computers, printers, overhead projectors, etc.) to conduct an efficient meeting and to prepare a Committee report and presentation.

B. Final Preparation for Summit Events (Logistics Committee).

During the two days of Committee Meetings, the Logistics Committee must make sure that all of its preliminary planning is finalized.

- **Plenary Preparation** – Final preparations must be made at the location where the Plenary will be held. This includes finalizing:
 - Lists of attendees;
 - Name tags for delegation members and observers;
 - Seating arrangements;
 - Equipment and accessories;
 - Internet accessibility;
 - Office supplies;
 - Letterhead;
 - Flag arrangements, including the delivery of flags by jurisdictions, where requested;

- Local performance arrangements;
- Gift arrangements;
- Prayer arrangements;
- the script for the Master of ceremonies, which must match the final agenda;
- the Agenda;
- Material packets for Chief Executives;
- Coffee and luncheon arrangements;
- Evening events arrangements;
- Excursion arrangements; and
- Official Photo arrangements

V. Summit Organization.

The three day Summit will bring to completion the extensive planning undertaken over the prior three months. In addition to holding the events that have been planned for at the stages defined above, certain outcomes will provide the main focus of the three day event. Outcomes of this event will include the following:

- Communiqués – Traditionally the host Government has been given the primary responsibility for preparing the Communiqué, a document that sets forth the decisions, resolutions and communications of the Chief Executives. This being said, a former staff member from a member country with a long-term participation with the Summit has, in the past, provided technical assistance in this effort. At the 14th Summit, this individual was contracted by the Graduate School to draft the Communiqué. If funding is not made available in the future, this responsibility will have to return to the hosting government. If this is the case, it is best to begin the process by reviewing past communiqués within the context of committee reports (See Appendix 5, a sample Committee Report). Generally committees are directed to develop their reports in the format of the Communiqué in order to speed up the process (See Appendix 6, a sample Communiqué response to a Committee Report).
- Ten Copies of the communiqué must be prepared and signed by each jurisdiction's Chief Executive or his or her Designee. The tenth signed communiqué is delivered to the Secretary General as an historical record.
- It is critical that the Communiqué focus on the **actions of the Chief Executives** in response to the Committee recommendations, not on the actions of the committees.
- Historical data and data that refers to committee activities should be kept to a minimum in the communiqué. Each committee report is a component of the *Record of Proceedings*, along with resolutions, letters and the Communiqué.
- One person should be made the primary writer/editor of the Communiqué and a second staff member should provide editing and proofreading assistance. This person should also keep a record of the discussions of the Chief Executives in order to ensure that important decisions and comments will be reflected in the Communiqué. Frequently

other jurisdictions will provide assistance in the development of the Communiqué, often through their attending legal staff member. The Host Jurisdiction must coordinate the process for accessing assistance from such staff.

- Frequently Committees will draft both a Committee Report and a draft section for the Communiqué. Effort should be made to coordinate the efforts of the Committees in writing their reports and in writing draft Communiqué sections with the writer/editor of the Communiqué
- Timing of Communiqué – The Communiqué is a complex document that sets forth the decisions of the Chief Executives. It therefore takes considerable time to finalize. Staff works on the communiqué throughout the Plenary, as they receive committee reports and as they hear Chief Executive Comments and directives. At the completion of the Plenary Meetings, staff must finalize the Communiqué, resolutions and letters, as directed by the Chief Executives. In order to facilitate this effort, it is wise to schedule the signing ceremony on the day subsequent to the last day of the Plenary Session. This allows the preparation of a quality document and also permits jurisdictions to review and make timely comments on the draft communiqué.
- **Resolutions** – As with Communiqués, ten resolutions must be prepared for signature. Resolutions are generally recommended by a Committee or introduced or proposed by a jurisdiction and seconded by another jurisdiction. They are accepted by consensus, which often is acknowledged by silent acquiescence. (Appendix 7 is a sample Resolution)
- **Letters** – Like resolutions, ten letters must be prepared for signature. Letters are generally introduced or proposed by a jurisdiction and often seconded by another jurisdiction. They are accepted by consensus, which often is acknowledged by silent acquiescence. (Appendix 8 is a sample Letter)
- **Decision-making Process** – The decision-making process of the Summit is one of complete consensus. This requires agreement by all members prior to a decision, communication or resolution before moving forward. Within this context, historically, an informal process has been agreed to whereby open discussion is encouraged. Without an Executive Director or Central Office in place, however, the Host Jurisdiction has historically been responsible for the chairing the meetings of Chief Executives and ensuring the finalization of documentation of these meetings. This responsibility has included the responsibility to ensure that any official document or decision that moves forward be confirmed as a consensus decision of the Chief Executives.
- **Official Photos** – In the past, there has been a photo session with the Chief Executives shortly after the opening ceremony. Frequently the host jurisdiction has made the photo available to visiting Chief Executives as a gift at the closing ceremony of the Summit. Consequently a photographer needs to be made available.

VI. Post Summit Obligations.

At the end of the Summit, the Host Jurisdiction has certain responsibilities that allow for a smooth transition to the next host jurisdiction and the transmittal of documents to jurisdictions and to the Secretary General for record-keeping. This process will be fine-tuned over time and through the organizational work being undertaken under the OIA Start-Up Grant.

A. Information Gathering.

The two primary responsibilities of the host Nation after the Summit are the gathering of official documents and information of the Summit and the transmittal of the same to member nations.

Specifically, it is the responsibility of the Host Jurisdiction to compile the Communiqué, a list of participants and their contact information, resolutions, letters, committee reports and committee presentations in digital format. The Graduate School, during the life of the OIA Grant, has the responsibility to compile these documents into a Summit Proceedings Document that will then be provided to each Jurisdiction. At the end of the grant period, this responsibility will fall directly upon the Host Jurisdictions, Secretary General, his designee, or as determined by the Chief Executives.

B. Information Transmittal.

Each jurisdiction should be provided with original signed Communiqués, letters and resolutions and with digital copies of the same. Generally, the original signed documents are immediately provided to each jurisdiction after the signing ceremony.

As indicated, during the duration of the OIA Grant, the Graduate School shall include these digital documents within the context of the Summit proceedings document.

Appendix 1: Registration Form (MCES 14)



14th Micronesian Chief Executives' Summit

Ngara Amayong Cultural Center
Koror, Republic of Palau
December 15 – 17, 2010

Registration Form for Accompanying Delegation Members

All attendees must return a completed registration form (mail, fax or email) to:
Ministry of State
Attention: Ms. Linda Ngirameketii (lind679@gmail.com) or
Ms. Clarissa Adelbai (adelbai.clarissa@gmail.com)
14th MCES Organizing Committee
PO Box 100
Koror, Republic of Palau 96940
Tel: 680-767-2509/2490/2343
Fax: 680-767-3680

☐Mr. ☐Mrs. ☐Ms.

First Name: _____ Last Name: _____

Organization: _____

Position: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone No: _____ Fax No: _____

Email: _____

List equipment and/or supplies needed for presentation:

Travel arrangements:

Date of Arrival: _____ Date of Departure: _____

Airline/Flight #: _____ Airline/Flight #: _____

Appendix 2: MCES 14 Arrangements Document



12-17 December 2010
Republic of Palau

PARTICIPANTS INFORMATION

REGISTRATION

All delegates must register through the following website no later than **8 December 2010**:
<http://www.mcespalau.info>

ARRIVAL & DEPARTURE

1. Airport
All participants will be met by the Protocol Officers on arrival at the Palau International Airport. Transportation from the airport to hotel will be provided to the Chief Executives. Rest of the delegation members are urged to arrange airport pickup with the hotel they will be staying.
2. Baggage
One member of each delegation accompanying the Chief Executives will be responsible for their baggage, and will be asked to cooperate with the Protocol Officers at all stages of the movement of baggage from airport to hotel, and vice-versa.
3. Entry Formalities
All travelers to Palau do not require visa prior to entering Palau. All travelers are issued a 30 days visa, and thus require a valid passport and a return ticket on arrival.

ACCOMMODATION

Chief Executives will be accommodated at the Palasia Hotel. Bureau of Foreign Affairs will assist the rest of the delegate make bookings for hotels and rental cars, however, it is highly recommended that members of delegation book their own hotels through the following website:
www.visit-palau.com/placestostay/index.cfm

TRANSPORTATION

Chief Executives will be provided with transportation and chauffeur/driver. Delegation members are urged to book their own transportation for the duration of their stay in Palau.

1. IA Rent A-Car
Tel (680) 488 1113/5011/4182
Fax (680) 488 1115
Email: iabc@palaunet.com
2. Hertz- NECO Palau
Tel (680) 488 8476/775-8476/1989
Fax (680) 488 8476

Email: hertz@palaunet.com

3. Toyota Rent A Car
Tel (680) 488 5599/587-5599
Email: westplaza@palaunet.com

4. Budget Car Rental
Tel (680) 488 6233/779-8033
Fax (680) 488 6232
Email: budgetpalau@palaunet.com

ATTIRE

Aloha shirts for the official opening of the 14th Micronesian Chief Executives Summit will be provided to the Chief Executives. Dress for other occasions will be semi-formal/island attire.

HOSPITALITY

The Government of the Republic of Palau will offer the following hospitality for the duration of the Summit and related meetings:

1. One room from each Chief Executive and their accompanying spouse. Other incurred cost for services will be borne by each Chief Executive;
2. One chauffeur-driven car for each Chief Executive;
3. Liaison Officers for each delegation;
4. SIM Card and Airtime Card not including cell phone will be provided to each Chief Executive

MEDICAL FACILITIES

The Ministry of Health Mobile Medical Team will be on call at all times for the Summit and related events.

RESPONSIBILITY FOR ARRANGEMENTS

The Government of the Republic of Palau is responsible for providing venue, facilities and support staff, security arrangement, and reservation of accommodation/car rental for delegation members upon request.

SECURITY ARRANGEMENT

The Government of the Republic of Palau accepts all responsibilities for the protection of Chief Executives for the duration of their stay in Palau.

SPOUSE PROGRAM

Spouses accompanying Chief Executives will have a separate program; details will be made available on arrival.

IMPORTANT CONTACTS

Ms. Linda Ngirameketii
Tel (680) 767-2490/2509/6330
Fax (680) 767-3680
Email: lind679@gmail.com

Ms. Clarissa Adelbai
Tel (680) 767-2490/2509/6330
Fax (680) 767-3680
Email: adelbai.clarissa@gmail.com

Appendix 3: MCES Letterhead



11TH MICRONESIAN CHIEF EXECUTIVES' SUMMIT

Appendix 3

Appendix 4: Agenda (MCES 14)



Republic of Palau
Ngarachamayong Cultural Center
December 15-17, 2010

Monday, December 13, 2010

9:00 AM - 4:00 PM Pre-Summit Committee Meetings – Palau counterparts will provide venue for their respective committees.

Tuesday December 14, 2010

9:00 AM - 12:00 PM Committee/Designated Representatives Meetings on Potential MCES Reforms

9:00 AM Palau Technical Working Committee requests briefing to H.E. President Toribiong

NOTE: It is anticipated that designated representatives will provide briefing to their respective Executive on the progress and details of the MCSF.

DAY 1: Wednesday December 15, 2010

8:00 - 9:00 AM	Registration
9:30 AM	Posting of Colors Palau National Anthem Opening Prayer Introduction of Distinguished Guests and Chief Executives Chesols (Traditional Chant) Remarks by current Chair and turnover of Chairmanship to H.E. President Toribiong Acceptance by Palau of Chairmanship Debusch (blowing of conch shell) Local Performance (Ruk – Traditional Men’s War Dance) Welcoming Remarks <i>by His Excellency Johnson Toribiong President of the Republic of Palau</i>
10:00 AM	Tea Break/Official Photo
10:15 AM	Delal-a-Ngloik (Traditional Women’s Dance) <i>by Ngeremlengui Dancers</i>
10:30 AM	Review and Adoption of Agenda Remarks by Chief Executives • Honorable Benigno R. Fitia, Governor, CNMI • His Excellency, Emmanuel Mori, President, Federated State of Micronesia • Honorable Felix P. Camacho, Governor, Territory of Guam • His Excellency, Anote Tong, President, Republic of Kiribati • His Excellency, Jurelang Zedkaia, President, Republic of the Marshall Islands • His Excellency, Marcus Stephen, M.P., President, Republic of Nauru • Honorable Wesley Simina, Governor, Chuuk State • Honorable Robert J. Weilbacher, Governor, Kosrae State • Honorable John Ehsa, Governor, Pohnpei State

- Honorable Sebastian L. Anefal, Governor, Yap State
- His Excellency, Johnson Toribiong, President, Republic of Palau

PRESENTATIONS

11:00 – 11:30 AM	Region IX Federal Regional Council - Governor Fitiaf • Review of Events in San Francisco
11:30 – 12:00 PM	Micronesia Center for a Sustainable Future • Review of Palau Planning Meeting • Reform of MCES Meeting Structure ○ Presentation by Designated Representatives ○ Discussion
12:00 – 2:00 PM	Lunch hosted by Palau 1. Chief Executives' Lunch w/Spouse and one technical staff at Palasia Hotel 2. Working Lunch for Technical Working Committee at Ngarachamayong Cultural Center
2:30 – 2:40 PM	UN Framework Convention on Climate Change COP16 <i>Delivered by Sebastian Marino, National Environment Planner</i>
2:40 – 2:50 PM	Pacific Workforce Investment Workgroup (PWIW)
2:50 – 3:00 PM	Micronesian Challenge
3:00 – 3:10 PM	Regional Invasive Species Council (RISC)
3:10 – 3:20 PM	Q & A and Tea Break
3:20 – 3:30 PM	Regional Energy Committee (REC)
3:30 – 3:40 PM	Health Committee (RHC)
3:40 – 3:50 PM	Transportation Committee (TC)
3:50 – 4:00 PM	Tea Break
4:00 – 4:10 PM	Regional Tourism Committee (RTC)
4:10 – 4:20 PM	Pacific Islands Regional Recycling Initiative Committee (PIRRIC)
4:30 PM	Meeting Adjourns

Master of Ceremony: Mr. Jeffrey Antol
Director, Bureau of Foreign Affairs

9:00 - 9:10 AM **Communications Committee**

9:20 - 9:30 AM **Miscellaneous Presentations**

9:40 – 11:50 AM **Continue Miscellaneous Presentations**

2:30 – 3:30 PM **PLENARY**

- 3:30 – 4:30 PM**

- Honorable Benigno R. Fitial, Governor, CNMI
- His Excellency, Emmanuel Mori, President, Federated State of Micronesia
- Honorable Felix P. Camacho, Governor, Territory of Guam
- His Excellency, Anote Tong, President, Republic of Kiribati
- His Excellency, Jurelang Zedkaia, President, Republic of the Marshall Islands
- His Excellency, Marcus Stephen, M.P., President, Republic of Nauru
- Honorable Wesley Simina, Governor, Chuuk State
- Honorable Robert J. Weilbacher, Governor, Kosrae State
- Honorable John Ehsa, Governor, Pohnpei State
- Honorable Sebastian L. Anefal, Governor, Yap State
- His Excellency, Johnson Toribiong, President, Republic of Palau

- Signing of the 14th Joint Communiqué
- Presentation of Gifts to Chief Executives
- Retiring of Colors
- Debusch signifying formal conclusion of the 14th MCES
- Entertainment

DAY 3: Friday, December 17, 2010

- **Rock Island Picnic – Optional**
- **Babeldaob Tour – Optional**

Appendix 5: RISC Report to 14th MCES

Micronesia Regional Invasive Species Council (RISC)
Report to the 14th Micronesian Chief Executives' Summit
Republic of Palau
December 15-17, 2010

Background

The mission of the RISC is: "To reduce the likelihood of introduction of invasive alien species to islands across the region and to control or, when feasible, rid our islands of existing invasions through coordination of efforts throughout the Western Pacific." As noted in previous reports, cooperation through RISC has yielded significant progress in the advancement of invasive species awareness, prevention, and control in Micronesia; this regional cooperation is essential for both regional and local successes.

Accomplishments Since the 13th Summit:

The RISC met December 13th and 14th, 2010, to prepare for the 14th Micronesian Chief Executives' Summit (MCES). At this meeting, the Chair of the RISC rotated from the Kosrae to Pohnpei. The incoming Chair is Kadalino Lorens, iStop Chairman. RISC thanked Steven George for his excellent work and leadership of the RISC during the previous year. RISC also congratulated Bejay Obispo (Pohnpei) as the new Vice-Chair, and elected Diane Vice (Guam) as Secretary/Treasurer.

The RISC calendar for 2011, an important awareness-raising tool, will be completed in December and distributed in early 2011. The calendar was funded by the Secretariat of the Pacific Community (SPC), and coordinated by the RISC Secretary.

Letters from the Micronesia Chief Executives and RISC were sent requesting support from US National Invasive Species Council (NISC) for a full-time NISC-funded position within Micronesia to assist with coordination of invasive species efforts in Micronesia.

RISC members have supported the development of the Micronesia Biosecurity Plan (MBP) by providing local expertise to federal scientists who are completing the risk and pathway analysis reports that form the basis for the MBP. The scientific reports are due March 2011 and RISC will coordinate an informal review of these reports by local experts in each jurisdiction. RISC participation in the development process will help ensure that the final MBP will accurately portray priorities and needs within Micronesia for restricting introductions and spread of invasive species throughout Micronesia.

In order to plan for the eventual implementation of the MBP, a proposal to develop a Strategic Implementation Plan was submitted to DOD for funding. **The Chief Executives can ensure the most benefit from this plan by instructing their invasive species coordinators and other appropriate staff to actively support the MBP and its implementation.**

Individual member accomplishments are described in the attached member reports.

Fourteenth Micronesian Chief Executives' Summit
December 15-17, 2010

Report of the Micronesia Regional Invasive Species Council (RISC)
Page 1 of 2

Recommendations:

We recommend that the members of the 14th Micronesian Chief Executives' Summit include the following in their communiqué:

The Chief Executives reaffirm their commitment to provide a permanent and full-time Invasive Species Coordinator for each jurisdiction.

The Chief Executives reaffirm their commitment to identify, in writing to the Chair of RISC, two representatives to RISC from each state and national jurisdiction.

The Chief Executives reaffirm their commitment to send RISC representatives to two workshop-style meetings per year, in addition to the Summits, to collaborate on invasive species issues and priority actions.

The Chief Executives reaffirm their commitment to provide a minimum of \$2,500 from each jurisdiction to fund RISC's priority projects, as soon as the RISC bank account has been opened.

The Chief Executives agree to continue to instruct their invasive species coordinators and other appropriate staff to participate actively in the development of the Micronesia Biosecurity Plan (MBP).

The Chief Executives agree to sign a letter requesting SPC to fill the position of Plant Protection Specialist for Micronesia in 2011.

The Chief Executives agree to sign letter of support to MCSF for funding strategic action plan and emergency response training for RISC members in April 2011.

Appendix 6: RISC Section of 14th MCES Communiqué

Micronesia Regional Invasive Species Council (RISC)

The RISC Committee reported that cooperation through RISC has yielded significant progress in the advancement of invasive species awareness, prevention, and control in Micronesia, cooperation which is essential for both regional and local success.

Regarding recent activities, the Committee reported that the RISC calendar for 2011, an important awareness-raising tool, will be completed in December and distributed in early 2011. The calendar was funded by the Secretariat of the Pacific Community (SPC), and coordinated by the RISC Secretary. In addition, RISC members have supported the development of the Micronesia Biosecurity Plan (MBP) by providing local expertise to federal scientists who are completing risk and pathway analysis reports that form the basis for the MBP. The scientific reports are due on March 2011 and RISC will coordinate an informal review of these reports by local experts in each jurisdiction. RISC participation in the development process will help ensure that the final MBP will accurately portray priorities and needs within Micronesia for restricting the introduction and spread of invasive species throughout Micronesia.

To plan for the eventual implementation of the MBP, a proposal to develop a Strategic Implementation Plan was submitted to the Department of Defense (DOD) for funding.

The Chief Executives recognized the accomplishments of the Committee and reaffirmed their commitment to:

- Provide a permanent and full-time Invasive Species Coordinator for each jurisdiction;
- Identify, in writing to the Chair of RISC, two representatives to RISC from each state and national jurisdiction;
- Send RISC representatives to two workshop-style meetings per year, in addition to the Summits, to collaborate on invasive species issues and priority actions;
- Provide a minimum of \$2,500 from each jurisdiction to fund RISC's priority projects, as soon as the RISC bank account has been opened;
- Continue to instruct invasive species coordinators and other appropriate staff to participate actively in the development of the Micronesia Biosecurity Plan (MBP); and
- Support MCSF assistance in funding the strategic action plan and emergency response training for RISC members in April 2011.

In addition, in support of the efforts of the Committee, the Chief Executives signed a letter requesting the SPC to fill the position of Plant Protection Specialist for Micronesia in 2011.

Appendix 7: Health Committee Resolution (13th MCES)



THIRTEENTH MICRONESIAN CHIEF EXECUTIVES' SUMMIT

A RESOLUTION OF THE 13th MICRONESIAN CHIEF EXECUTIVES' SUMMIT To Request And Urge The United States Congress To Restore Medicaid Eligibility For Citizens Of The Freely Associated States (FAS) Residing In The United States And Its Territories

WHEREAS, the Freely Associated States made up of the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau, are countries that have a unique political relationship with the United States under their respective Compacts of Free Association (Compacts); and

WHEREAS, the Compacts allow FAS citizens to freely enter, reside and work in the United States and its territories, and further authorize their participation in certain federal programs, including eligibility in Medicaid as aliens permanently residing under color of law in the United States and its territories; and

WHEREAS, the Personal Responsibility and Work Opportunity Act of 1996 disqualified FAS citizens from many public benefits, including Medicaid coverage; and

WHEREAS, access to health care services through the Medicaid program is needed to help individual states meet the health care needs of FAS citizens residing in the United States and its territories; and

WHEREAS, FAS citizens living in the United States and its territories work, pay taxes, and contribute in a positive manner to the communities in which they reside, and that they further contribute to our mutual defense by proudly serving in the United States Armed Forces on active duty in Afghanistan and Iraq; and

WHEREAS, the exclusion of said FAS citizens from Medicaid coverage denies them an important and critical safety net that is available to other people who are also lawful residents.

NOW THEREFORE, BE IT RESOLVED, that the Micronesian Chief Executives hereby request and urge the United States Congress to restore Medicaid eligibility for Citizens of the Freely Associated States residing in the United States and its territories and to take no action to restrict or otherwise disadvantage FAS citizens regarding the immigration provisions agreed to under the Compacts.

BE IT FURTHER RESOLVED that a copy of this Resolution be transmitted to the U.S. Congressional Committee on Health, Education, Labor & Pensions; the U.S. Department of the

Interior; the U.S. Ambassadors to the Compact Nations and the U.S. Congressional delegations representing the FAS Nations.

SO RESOLVED this the 25th day of June, 2010:

Benigno R. Fitial
Governor of the Commonwealth
Of the Northern Mariana Islands

Jurelang Zedkaia
President
Republic of the Marshall Islands
By Ruben Zackhras, Minister in
Assistance to the President

Emanuel Mori
President
Federated States of Micronesia

Johnson Toribiong
President
Republic of Palau
By Harry Fritz, Minister of
Natural Resources, Environment and
Tourism

Felix P. Camacho
Governor
US Territory of Guam

Sebastian L. Anefal
Governor of Yap State
Federated States of Micronesia

John Ehsa
Governor of Pohnpei State
Federated States of Micronesia

Robert J. Weilbacher
Governor of Kosrae State
Federated States of Micronesia
By William O. Tosie,
Lieutenant Governor

Wesley Simina
Governor of Chuuk State
Federated States of Micronesia

Appendix 8: RISC Letter (MCES)



June 25, 2010

Honorable Ken Salazar
Secretary of Interior
U.S. Department of Interior
1849 C Street, N.W.
Washington, DC 20240

RE: National Invasive Species Council Representative

Dear Secretary Salazar:

We, the Micronesian Chief Executives, would like to thank you for the attention and assistance your office has provided to our region regarding terrestrial and aquatic invasive species. Our nations are now working more closely than ever with one another with projects like the Micronesian Biosecurity Plan (MBP), and creating partnerships that are gaining recognition both domestically and internationally.

Great strides on the invasive species front have been made in the last two years by our regional members to include the raising of awareness of the economic, environmental and cultural threats caused by invasive species. We recognize that our success is due largely in part to the National Invasive Species Council (NISC) being a partner. A critical aspect of this partnership, however, has been having NISC staff physically present in this region to witness firsthand the day to day effects of invasive species and our mitigation efforts.

It is the position of our Regional Invasive Species Council that the relocation of the NISC representative out of Micronesia back to Washington D.C. will result in lost momentum to the development of the MBP and, more importantly, a threat to its implementation. The members of RISC are hard at work to ensure the MBP is the best possible invasive management tool it can be; removal of the NISC representative puts at great risk our mutual investment into this plan.

For these reasons, we respectfully request that NISC continue to have its representative stationed in Micronesia to provide the greatly needed technical support, and that he be allowed to sit as an ex-officio member of RISC. Your continued partnership in this endeavor is highly valued.

Ltr Secty Salazar
25 Jun 10
Page 2

It is our hope that these requests are looked upon favorably as the implementation of the MBP is where the real work begins and where your NISC representative is most needed.

Sincerely,

Benigno R. Fitial
Governor of the Commonwealth
Of the Northern Mariana Islands

Jurelang Zedkaia
President
Republic of the Marshall Islands
By Kenneth A. Kedi, Minister of
Transportation & Communication

Emanuel Mori
President
Federated States of Micronesia

Johnson Toribiong
President
Republic of Palau

Felix P. Camacho
Governor
US Territory of Guam

Sebastian L. Anefal
Governor of Yap State
Federated States of Micronesia

John Ehsa
Governor of Pohnpei State
Federated States of Micronesia

Robert J. Weilbacher
Governor of Kosrae State
Federated States of Micronesia
By William O. Tosie,
Lieutenant Governor

Wesley Simina
Governor of Chuuk State
Federated States of Micronesia

cc. Lori Williams – Executive Secretary
National Invasive Species Council