



Terms of Reference

BACKGROUND

An effective Civil Registration and Vital Statistics (CRVS) system, through the production of relevant statistics, helps secure a person's legal identity, tracks the major events of an individual's life such as; birth, adoption, marriage, divorce, death, and cause of death, and is essential for planning, measuring and monitoring progress of development.

Improving Civil Registration and vital statistics across the Pacific Islands has been a major development focus in the Pacific Islands over the last several years, under the framework of the Pacific Vital Statistics Action Plan (2011-2014) and the overarching Ten Year Pacific Statistics Strategy (2011-2019). Registrars throughout the region have been central players in both national and regional activities and processes to improve CRVS, and in most cases play an active role in their national CRVS improvement committees. However, while there are regional networks for their counterparts in statistics and health information which play a direct role in either the oversight or implementation of the PVSAP through membership of the Brisbane Accord Group or development partners that support this work, registrars have not previously had a dedicated network of their own to focus on registry issues.

In May 2013, United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) adopted resolution 69/15 which endorsed the development of Regional Action Plan for CRVS and committed to a Ministerial Meeting in 2014 to endorse the Action Plan. A Regional Steering Group was formed in October 2013 to develop the Action Plan and held its first meeting on 9-11 December 2013 in Bangkok. As part of this meeting, an informal discussion was held on establishing a Network of Civil Registrars to advance the CRVS agenda in the region.

A meeting of Civil Registrars was held in Pattaya on 15-17 July 2014. This was attended by Registrars from Australia, the Cook Island, Fiji, Kiribati, New Zealand, Samoa, the Solomon Islands, and Vanuatu as well as Registrars from Asia and representatives from UN Agencies and partners, including the Secretariat for the Pacific Community (SPC). It was agreed to form this Pacific Civil Registrars Network.

KEY FUNCTIONS OF THE NETWORK

The Pacific Civil Registrars Network provides an opportunity for Civil Registrars to share information, lessons learned, and good practice. It fosters coordination and integration of Civil Registrars' input and ideas into the implementation of the Pacific Vital Statistics Action Plan and the Asia Pacific Regional Action Framework for CRVS, in order to maximize synergies, harness complementarities and achieve greater impact at the country and regional levels.

MEMBERSHIP

Membership is open to any Civil Registrar with State or Country level responsibility for civil registration or vital statistics, or their nominee.

Invitations are also extended for associate membership to relevant partner agencies such as, but not restricted to, UNICEF and SPC.

There is no membership fee.

METHODS OF WORK

The Network will be governed by a co-ordinating committee of no more than six representatives drawn from Civil Registrar members. Committee members will be agreed every two years following nomination and discussion at a full network meeting. A convenor will be chosen from within the co-ordinating committee. Details of the initial co-ordinating committee are attached.

The Network will mainly communicate through email and will meet as required, usually by phone and/or video conference. It will attempt to arrange a face-to-face meeting every two years, however this will be reliant on funding.

A work programme will be agreed annually by the co-ordinating committee. Details of the initial work programme are attached.

Partner agencies, particularly SPC (as the BAG coordinator), will be kept informed of progress against the work programme.

RESOURCING

The Network will initially be self-resourcing, drawing on support from its membership and partner agencies with secretariat support provided by one of the member countries.

The co-ordinating committee will explore options for ongoing funding and support.



Committee and Work Programme 2014-2015

COORDINATING COMMITTEE MEMBERS

Mr Jeff Montgomery, Registrar General, Births, Deaths, Marriages and Citizenship, New Zealand (Convenor)

Mrs Claudine Henry-Anguna, Registrar of the High Court, Cook Islands

Mrs Leba Drole, Assistant Registrar, Ministry of Justice, Fiji

Mr Jerome Paletasala, Registrar, Births, Deaths and Marriages, Samoa

Mr Joe Johnson Iati, Registrar General, Civil Status, Vanuatu

SECRETARIAT

New Zealand – Ms Joanna Arnold and Ms Tuia Hill

WORK PROGRAMME

What	Who	When
Finalise Terms of Reference	Coordinating Committee	By end of August 2014 ✓
Invite members from states, countries and partners	Jeff Montgomery – Convenor	By end of September 2014 ✓
Provide input into UNESCAP Action Plan and report back to members	Jeff Montgomery and Claudine Henry-Anguna (through their membership of the Regional Steering Group)	Ongoing ✓
Identify opportunities and barriers to sharing data, particularly relating to death in another country	Coordinating Committee with Karen Carter of SPC	By December 2014 started
Identify opportunities to work with other groups to secure support and/or resources for the Network	Coordinating Committee	By March 2015
Identify future work programme	Coordinating Committee	By March 2015