

GUIDELINES FOR ACCESSING THE ASSISTANCE SCHEME FOR LAW ENFORCEMENT AND LEGAL AGENCIES (ASLLEA)

1. Background

The Forum has long recognised that transnational crime poses a significant threat to the Pacific Islands region. In 1992, Forum Leaders issued the “Honiara Declaration” on Law Enforcement Cooperation, which acknowledged that there was a need for a more comprehensive, integrated and collaborative approach to counter the threats to the region from criminal activities. In particular, Leaders considered that law enforcement cooperation should remain an important focus for the region. In 2002, Forum Leaders issued the “Nasonini Declaration” on regional security, in which Leaders reiterated their commitment to the Honiara Declaration and, in recognition of the heightened global and regional threat of terrorism, also committed themselves to the implementation of internationally agreed anti-terrorism measures.

In 1998, the Forum Secretariat established the Assistance Scheme for Law Enforcement Agencies to support the attendance of Forum Island Countries at international and regional meetings, and provide for short term external training and attachments as well as to enlist the services of consultants for specific law enforcement tasks. This facilitates exposure to international developments and expertise in law enforcement issues, and networking both among regional law enforcement and legal officers and with their international counterparts with a view to engendering a comprehensive, integrated and collaborative approach to counter the threats to the region from transnational organised crime and terrorism.

2. Objective:

ASLLEA supports the Political and Security Programme’s strategy 4 as outlined in the Programme’s work plan:

“Contribute to the objectives of The Honiara Declaration on Law Enforcement Cooperation and the Nasonini Declaration by:

- (i) implementing the regional capacity development and law enforcement cooperation programme and encouraging appropriate legislative frameworks to combat international criminal activities.
- (ii) Evaluating the impact of projects under the Declaration.
- (iii) Policy advice, coordination and implementation assistance for developing and adopting consistent legal and administrative frameworks for the region; and
- (iv) Law enforcement and judiciary capacity strengthened.

3. Areas of coverage:

ASLLEA will be utilised to facilitate attendance at regional and international meetings, conferences, and training, and attachments for Forum Island Countries’ (FICs) specialist legal and law enforcement officers, or consultancies. These activities should serve to improve the operational efficiency and capacity in the interdiction and prosecution of illegal drugs, fraud, electronic crime activities as well as other national and transnational criminal activities. However, ASLLEA is not designed to fund routine annual meetings or

conferences. Priority will be given to projects to which the requesting country is willing to contribute financially.

4. Assistance provided:

Assistance available under ASLLEA in respect of participation/consultancies includes:

- (i) a return economy class airfare by the most direct route. The Secretariat organises travel and dispatches a PTA;
- (ii) daily per diem at the Secretariat rates calculated on the basis of the PTA. In the case of approved attachments, 60% of the PIFS daily per diem rate will apply;
- (iii) For consultancies, professional fees may be allocated for the negotiated number of days worked, which normally excludes weekends and holidays (applications to use consultants will be engaged at rates approved by the SG).

5. Duration:

ASLLEA assistance should be for a period of no more than six weeks for expert consultancies, and no more than 3 months for attachments.

How requests are channelled:

- 5.1** All requests for ASLLEA assistance are required to be channelled through the Forum Secretariat official contacts which in most cases are the Ministries of Foreign/External Affairs, and in other countries is the Prime Minister's Office. Initiators of requests are asked to check with their authorities as the official contact may change from time to time. The Secretary General of the PIFS may initiate ASLLEA initiatives in consultation with the Ministries of Foreign/External Affairs;
- 5.2** To avoid unnecessary delays, requests have to be submitted in the approved format as described in paragraph 7. To allow enough time to analyse requests they must be received at least 15 working days before the proposed commencement date of the proposed attachment/assistance and six working weeks for a proposed consultancy;
- 5.3** Additional information may be requested by the Secretariat from the implementing agency and must be received within 5 working days of the date of the Secretariat's letter. Failing this, requests will be forfeited unless the Secretariat is advised of any delays anticipated in writing at least three (3) working days before the specified due date;
- 5.4** To fast track the process, the Secretariat will make available copies of relevant correspondences related to a specific request to implementing agencies if known or different from the Secretariat's Official Contact in country.

6. Reporting of activities under ASLLEA:

Reporting of activities undertaken under the ASLLEA funds may be considered by meetings of the Forum Regional Security Committee, the Forum Officials Committee and the Forum. The PIFS and affected country/implementing agency may report ASLLEA funded activities to the annual conferences of the Oceania Customs Organisation, the Pacific Islands Chiefs of Police Conference, and the Pacific Immigration Directors Conference or the Pacific Islands Law Officers' Meeting.

7. Outline of Requests:

Requests are required to include as much detail as possible. They should include:

- **Title** : Name of project
- **Background** : How the project came about and its rationale, its relationship to government policies and national priorities, who initiated the proposal - is it a truly local initiative
- **Objective** : What the project sets out to achieve
- **Activities** : How the project is intended to be carried out.
- **Benefits** : Who benefits? How many and in what way.
- **Cost** : Breakdown of costs including costings and subsequent acquittal of any travel undertaken
- **Timing** : Duration and the expected commencement date.

8. Terms of reference: (only relevant to proposals to engage experts)

The request should include terms of reference. The terms of reference should have the objective, background, activities to be carried out and a timetable of when the work is expected to start and finish

9. Reporting:

If a consultant is contracted under ASLLEA, he/she is required to submit a report. The report is required to be endorsed by the recipient country and accepted by the Secretariat before financial obligations can be settled.

Equally, where ASLLEA is utilized to fund attendance at a conference, attachment or seminar, a report continuing the information below must be produced by the seminar participants.

These reports should have the following:

- **Executive summary** : (two pages maximum)
- **Contents page** : listing the main headings and sub-headings with page numbers for ease of reference.
- **Introduction** : Objective as per TOR
Methodology of how the work was carried out;
Interviews/discussions/survey/questionnaire;
List of people interviewed during the course of the exercise
- **Analysis/Description/Results of activities performed**
- **Conclusions** : Summary of key findings

- **Recommendations** : These should be detailed and have practical application
- **References** : List of materials drawn upon during the course of the exercise.

10. Information:

For *further information* please:

- a) contact the PIFS Official Contact in your country which is usually the Secretary for Foreign Affairs or External Affairs or the Prime Ministers Office; or
- b) write directly to *The Development Cooperation Adviser, Enabling Mechanism, Pacific Islands Forum Secretariat*, Private Mail Bag, Suva, Fiji, or Fax (679) 3305880, or Phone (679) 3312600 or E-mail: info@forumsec.org.fj