



## PACIFIC ISLANDS LAW OFFICERS' NETWORK (PILON)

### PILON LEGISLATIVE DRAFTERS' STEERING COMMITTEE MEETING

#### MINUTES

Monday 29 January 2024  
11.00am – 12.00noon Fiji time

1. **WELCOME, CHAIR:** – Glenys Andrews, Fiji and Acting Chair PILON Legislative Drafters' Steering Committee Meeting.

Chair welcomed and thanked everyone for attending the first meeting of 2024. She also wished everyone a Happy New Year.

2. **ATTENDANCE:**

**PILON Secretariat:**

Sasae Walter

Coordinator, PILON

Rosy Mario

Assistant Coordinator, PILON

**PLDC Steering Committee members:**

- i. Glenys Andrews Acting Chair and Principal Legal Officer  
Office of the Attorney General, Fiji
- ii. Siovia Liu Assistant Attorney General – Drafting Division, OAG Samoa
- iii. Cassie Nicholson Chief Parliamentary Counsel, New Zealand PCO
- iv. Leigh Talamaivao Parliamentary Counsel, New Zealand PCO
- v. Lucy Sargeson Director, AGD, Australia
- vi. Bri Heseltine Legal Officer, AGD, Australia

**APOLOGIES:**

- i. Ropate Green Solicitor-General of Fiji
- ii. Su'a Hellene Wallwork Attorney General of Samoa
- iii. Loretta Teueli Director, Legislative Drafting, DJ&BC, Nauru
- iv. Ms Lyanne Vaurasi Senior Legislative Drafter, DJ&BC, Nauru
- v. Linda Folaumoetu'i Attorney General of Tonga
- vi. 'Akanesi Katoa Senior Crown Counsel and Head of the  
Legislative Drafting Division, Attorney General's Office, Tonga
- vii. Joe Junior Natuman A/g Parliamentary Counsel, Office of the Attorney General  
and State Law Office, Vanuatu
- viii. Angelyne Dovo Parliamentary Counsel, Vanuatu (on leave returning in 2024)

### 3. MATTERS FOR CONSIDERATION/AGREEMENT:

a. Minutes of 30 October 2023 meeting

Corrections were made to:

Page	Comments
Page 1	Correction to Glenys's title.
Page 1	Correction to Cassie's country (NZ).
Page 1	Delete 'and' after Samoa.
Page 3	Delete fourth point on training under <u>Possible training topics raised included</u> : 'Members to go on to consider other training topics of value to legislative drafters in their home countries.'
Page 3	Spell out acronym for ICAC i.e. Independent Commission Against Corruption.
Page 4	Australia (Vonthehoff) provided an overview of the proposed Implementation Plan and Budget which Australia has (not had) developed.
Page 6	End sentence after action item 3(b).

A motion to approve the minutes of 30 October 2023 was moved by New Zealand, and seconded by Fiji.

b. Welcome and introductions between Steering Committee members

Chair referred to the List of PLDC Steering Committee Members.

Chair informed members of new members Tonga and PNG who have joined the PLDC Steering Committee. All members present took turns to introduce themselves.

c. Discuss and agree on schedule of meetings for 2024

Members agreed that a list of dates be compiled to allow members to plan the meeting dates for the year.

**Action 1:**

**Secretariat** to compile a list of dates for members to decide on the year's meetings and to circulate to members for agreement **before the next meeting**.

d. Activities for delivery in 2024 from the PLDC WORK PLAN 2024-26

**(1) PLDC WORK PLAN ACTION 1.1 – Legislative drafting conference.**

Members agreed to begin planning for a legislative drafters' conference to be held in 2025. Members agreed this will be a major activity requiring leads and contributions from PLDC Steering Committee member countries.

The PILON Secretariat advised of its role in preparations and logistics including advice on the PILON budget.

Members discussed the need to clarify the objectives of the conference, which would help guide the audience list (e.g. would the conference be pitched to senior or more junior legislative drafters?). Members also discussed the increased cost of delivering conferences in Pacific island countries since COVID-19.

Australia moved that the PILON Secretariat's Concept Note be added for consideration as an agenda item at the April meeting. Fiji seconded the motion.

**Action 2:**

**Secretariat** to develop a Concept Note (with support from **Australia**) to guide planning for the PLDC Conference and seek input from members, including nominations for host for consideration at the **April 2024** meeting.

**(2) PLDC WORK PLAN ACTION 1.3 Sharing of information and raising awareness on social media.**

Members agreed to the social media posting schedule in the Implementation Plan for countries to share the role of posting on social media to promote everyday networking, sharing of information and raising awareness on issues and opportunities for legislative drafters in the Pacific.

**January 2024**

Australia advised that it has carried out its scheduled January post by sharing news via the Private PLDC Facebook Group of the availability of the CALC Conference 2023 papers and October 2023 newsletter, which included Samoa's article on Pacific perspectives on the Conference.

The PILON Secretariat advised that it also published an article on the PLDC's attendance at the CALC Conference in the PILON December 2023 TALANOA newsletter.

**February 2024**

Samoa agreed to carry out the next social media post as scheduled in the Implementation Plan.

**Action 3:**

**Samoa** to prepare a short social media post on an item of interest for legislative drafters and send it to the PILON Secretariat to publish in the Private PLDC Facebook Group ([Legislative Drafting in the Pacific](#)) in February 2024.

**(3) PLDC WORK PLAN ACTION 1.4 Develop annual circular on general drafting aspects and development in the Pacific.**

**(a) March 2024**

Members agreed that PLDC Steering Committee countries will contribute to the development of a skeleton for the annual circular with key headings to guide suggestions for content.

**(b) May 2024 Publish Micronesian and Australasian Edition:**

Members noted that the Implementation Plan commences with the first annual circular to be compiled as a Micronesian and Australasian Edition to showcase news and developments in legislative drafting in Nauru, Republic of the Marshall Islands, Federated States of Micronesia, Kiribati, Palau Australia and New Zealand.

**Action 4:**

**Secretariat** (with support from **Australia**) to prepare a template for the annual circular and circulate to PLDC Steering Committee members for input into key headings to guide suggestions for content, with country authors for each edition to ultimately decide on the most useful content for publication.

(4) **PLDC WORK PLAN ACTIONS 2.1 and 2.2 Specific legislative drafting guides/manuals and templates.**

Members were informed of developments on the stocktake by the PILON Secretariat and discussed contributing country specific legislative drafting guides/manuals and templates to the PILON Secretariat to share on the Drafters' members' zone on the PILON website.

(5) **PLDC WORK PLAN ACTION 2.5 Develop procedural guidelines for the recruitment and quality of work of legislative drafting consultants.**

(a) Members discussed seeking country leads to develop procedural guidelines (e.g. including mandatory minimum qualification requirements for drafting consultancies and standard contract clauses). This item will return to a future Steering Committee meeting.

(6) **PLDC WORK PLAN ACTION 2.6 Compile a list of consultant drafters (with CVs) and publish on Drafters' section of the PILON website.**

**Action 5:**

**Secretariat** to develop a paper (with support from **Australia**) to seek PLDC input into the set of parameters/factors to guide who to include on the list of consultant drafters (e.g. mandatory minimum qualification requirements) as a step to support the eventual compilation of a list of consultant drafters among PILON member countries.

(7) **PLDC WORK PLAN ACTIONS 3.1 Delivery and recording of online, interactive legislative drafting training.**

New Zealand shared news of its development of training for its Office in plain language in legislative drafting, to be delivered to new legislative drafting officers in March 2024. New Zealand is looking to develop three to four training modules over a period of time with webinar and interactive components. Members discussed the value of having this training available to legislative drafters working in or for legislative drafting offices in Pacific island countries. New Zealand is scoping out what this might involve and the item will return to a future Steering Committee meeting agenda.

**4. Other Matters**

Chair informed the Steering Committee that Nauru's second country representative, Lyanne Vaurasi, has left the Steering Committee after returning to Fiji.

**5. Next meeting date**

To be confirmed after members consider and agree on the outcomes from Action 1 (schedule of meetings for 2024).

**6. Close of meeting: 1.27pm.**