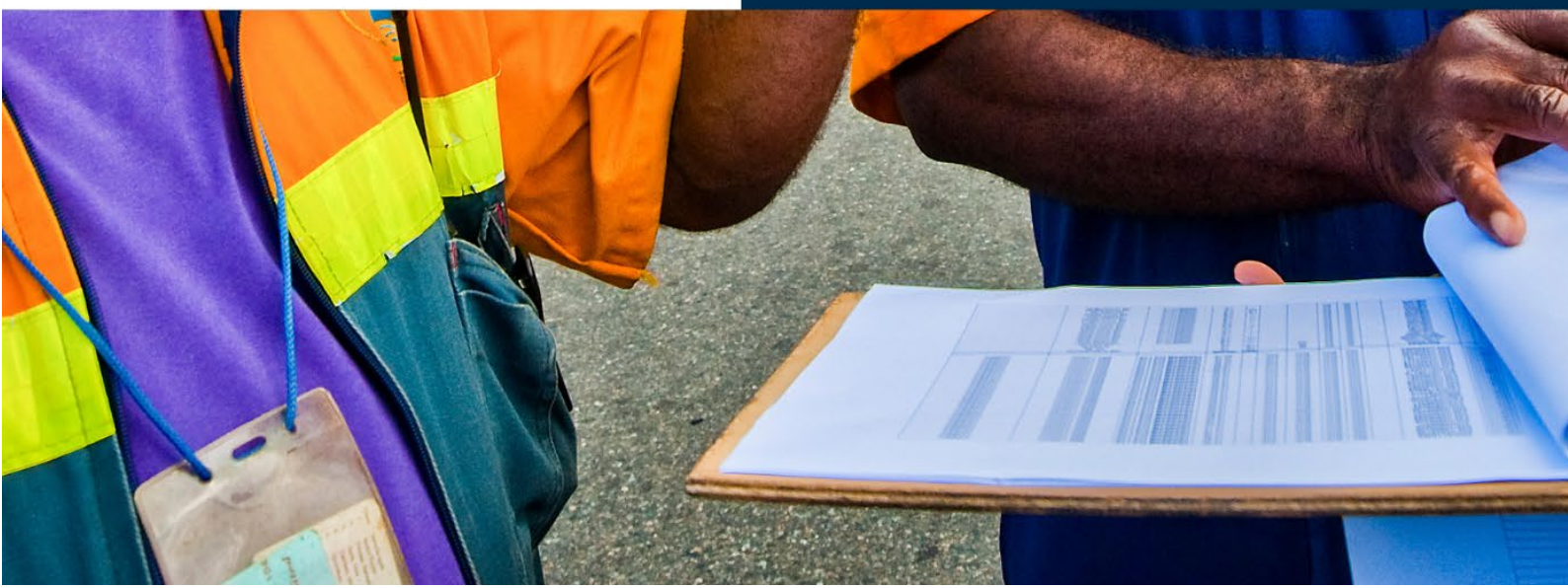




Freight Subsidy Programme Governance Checklist



OVERVIEW



This guide sets out the process for the management and administration of the Pacific Islands Forum Secretariat (PIFS) and Pacific Trade Invest New Zealand (PTI NZ) COVID-19 Freight Subsidy Programme (FSP) 2021. The FSP is designed to support Pacific exporters in the wake of COVID-19. The FSP grant is available to exporters to a maximum value of NZ\$2500 per enterprise.

KEY PRINCIPLES



To ensure that the assessment of FSP applications is conducted in a rigorously fair manner, the selection panel will consider the following principles:

- creation of good jobs
- capacity and sustainability
- transparency and accountability
- outcomes focus
- demand driven
- collaboration and support

APPROVAL PROCESS



Applications will face an open, competitive selection process and will be assessed by an internal selection committee.

Stage 1: Online applications are registered by PTI NZ.

Stage 2: Applications will be screened to ensure eligibility criteria is met and forms submitted with relevant details.

Stage 3: Assessed applications sent to selection panel with recommendations seeking approval.

Stage 4: The selection panel, will make their own assessments following all principles, guidelines, and criteria of the FSP.

A determination will be made whether the application is approved for funding. In some cases, successful applicants may not receive the full amount requested and may be subject to special, as well as general, conditions of funding.

ADVICE TO THE APPLICANT



Applications close on 29 October 2021. PTI NZ will advise all applicants of the outcome of their application within ten business days from this date.

Some approvals may contain details of special conditions attached to the funding. Where relevant this will be discussed in detail with the applicant.

COMPOSITION OF SELECTION PANEL



The overall responsibility of the Selection Panel is to ensure all applications meet the eligibility criteria before giving final approval for funding.

The Panel shall consist of the following members:

1. PTI NZ Trade Commissioner
2. Trade Development Manager PTI NZ
3. General Manager Export Services PTI Aus
4. Private Sector Development Officer PIFS