



DUTY TRAVEL REPORT

Staff Member	1) Nancy Oraka – Head of Secretariat 2) Meliki Logaulu – Human Resources Logistics Officer
Source of funding:	CORE
Travel Dates:	16 – 25 October 2024
Purpose of Travel:	Bilateral Meeting with PNG Customs and Pre-Conference visit for the planned 27 th OCO Annual Conference to be held in Guam May 2025
Activity description:	<p><i>Bilateral Meeting with PNG Customs</i></p> <ul style="list-style-type: none">▪ HoS and HRLO met with:<ol style="list-style-type: none">1. David Towe - Chief Commissioner2. Donny Kowuropa - Director Office of the Chief Commissioner3. James Barasuru - Assistant Commissioner Regional Operations4. Wilma Seolo - Director Single Window, Office of the Chief Commissioner5. Gedisa Basai - Director Research and Modernisation, Customs Modernisation6. Sylvia Poli - Director Payroll and Recruitment, Human Resources7. Kiri Arthur - Director Excise, Trade Excise Valuation8. Francis Peli - Manager International Relations, Office of the Chief Commissioner9. Rosemary Miria - Director Administration, Customs Modernisation <p>to discuss several items in terms of PNG’s membership fees which needed to be settled, the EDF 11 IMPACT Project- PNG Legislative Review, Gap Analysis, Implementation of WTO – TFA Customs Related Measures & Action Plan and the request for capability development through twinning programs between OCO and its members.</p> <ul style="list-style-type: none">▪ The Head of Secretariat also acknowledged and presented certificates for four PNG Customs Brokers (Ms. Rachel Matiha, Mr. Michael Dotaona, Mr. Harrison Baloiloi and Ms. Julie Sugoho) who had successfully completed the OCO Customs Brokers training. <p><i>Pre-Conference Meeting with Guam Customs</i></p> <ul style="list-style-type: none">▪ Upon arrival into Guam on Saturday 19 October 2024, HoS Nancy and HRLO Meliki were taken to sight a potential venue for the Executive Leadership Workshop at the Westin.▪ We met with the Director Ignacio Peredo of Guam Customs and Quarantine Agency who is the current Chair of the Steering

	<p>Committee, to deliberate on the status of the logistics of the upcoming Conference in May 2025.</p> <ul style="list-style-type: none"> ▪ Also present in the meeting were: <ol style="list-style-type: none"> 1. Capt. Raymond Blas – Customs Officer Supervisor 2. Capt. David Taitano – Customs Officer Supervisor 3. Capt. Johnric Mendiola – Customs Officer Supervisor 4. Capt. Pete S.N. Ofeciar – Research & Development 5. Ms. Alana Chargualaf-Afaisen - PIO <p>who are all part of the Guam Customs Conference Organising committee delegated to look after the OCO conference and answer all queries raised by the HoS and OCO Secretariat staff handling conference preparations.</p> <ul style="list-style-type: none"> ▪ On Tuesday, 22nd October 2024, we visited various venues such as the Guam Plaza and Dusit Hotel, which are highly likely venues for the OCO Annual Conference and Executive Leadership Workshop. ▪ In order to obtain the necessary information for formulating the Information Package for attendees, the OCO Secretariat will obtain this information from the Guam Visitors Bureau website (https://www.guamvisitorsbureau.com/).
<p>Outcomes:</p>	<p><i>Bilateral Meeting with PNG Customs</i></p> <ul style="list-style-type: none"> ▪ Due to the current financial status of the PNG government, PNG Customs have requested and advised that they will try to settle all unpaid monies by the end of 2024. ▪ HoS has requested if PNG Customs could pay instalments of \$50k at a time. ▪ In terms of the EDF11 Project for PNG, HoS advised that some good work has been done by PNG and that there are some areas that still need to be worked on in terms of Tariff and Trade. ▪ The OCO is still awaiting a response from PNG on their legislative review. The latest update is that there are 3 outstanding articles remaining. ▪ UNCTAD will work with PNG on their SMTP programs ▪ In terms of Twinning programs, PNG Customs will kick-start this program where smaller member administrations send their officers to PNG Customs work on attachment in order to gain more knowledge and experience from bigger customs administrations. ▪ PNG has requested to organise trainings in PNG. <p><i>Pre-Conference Meeting with Guam Customs</i></p>

- The Leadership Retreat in Guam, USA date has been confirmed for half a day on 19th May 2025 including a Team Building Social Event for the second half of the day.
- The Conference dates have been scheduled as follows:
 - 20/05/25 – Closed Session for Members only.
 - 21/05/25 – 22/05/25- Session for Members and Partners.
 - 23/05/25 – Half Day Bilateral Session for Members and Partners.
- Other updates on the 27th Annual Conference to be held in Guam include:
 - First dinner hosted by AUST/NZ to be held on 20/05/25
 - Second (Welcome) dinner to be hosted by Guam Customs on 21/05/25
 - Third Dinner to be hosted by OCO on 22/05/23

Financial Responsibility of Various Events:

OCO Secretariat

- Half day Leadership Retreat logistics (Venue Cost & Morning Tea) on 19/05/25;
- Accommodation, Per Diems & Travel costs for 10 Tier 3 Members (excluding Guam who are hosting this year).
- Hosted Dinner on 22/05/25.
- Half Day Bilateral Meeting logistics (Venue Cost & Morning Tea) on 23/05/25.
- Gifts for Chief Guest/WCO Sec. General

Guam Customs

- Guam Customs to take care of afternoon Team Building Social Program for Heads - Half Day Social Event on 19/05/25 including lunch.
- Venue cost, AM/PM Tea and Lunch on 20/05/25 (Closed Session for Members)
- Conference Venue cost, AM/PM Tea and Lunch on 21/05/25
- 2nd Hosted Dinner on 21/05/25
- Entertainment
- Conference Venue cost, AM/PM Tea and Lunch on 22/05/25
- Meet & Greet at the Airport
- Transport to and from Airport
- Transport to and from hosted dinner venues (if needed)
- Early Check-In assistance at the selected accommodation venue
- Event Banner
- IT Requirements & Equipment
- Additional Video Screens/Desk Microphones if available during conference period
- Guam Customs Conference Merchandise
- Photography
- Desk Labels

	<ul style="list-style-type: none"> • The conference theme has not been decided nor confirmed as yet. ▪ Guam Customs has advised that they also have a theme, however the actual theme for the conference will be confirmed in January 2025 after World Customs Day. ▪ The Guam Customs Planning Committee has done well in making the necessary plans and preparations. ▪ The visit has been a productive and successful one. There was good coverage and knowledge all around about the OCO and the conference as a result of the visit. ▪ First Draft of the OCO Annual Conference Agenda to be compiled and discussed with HoS and Team and a draft agenda to be sent to Chair for review and perusal. ▪ The OCO Secretariat’s responsibilities will also be to handle the name tags and lanyards for Conference attendees (members, stakeholders/partners & OCO staff). ▪
<p>Recommendations/follow up activities:</p>	<ul style="list-style-type: none"> ▪ Information Package to be finalized for HoS & Chair’s further review ▪ Agenda to be finalized and circulated ▪ Event Running sheet to be drafted and finalized by early March 2025 ▪ Email and follow up with identified presenters ▪ Provide Panel members with timings and discussion points ▪ Select Moderators for sessions
<p>Meeting documents where available (to put on server with <i>hyperlink</i>):</p>	<p>O:\Corporate Services Division\Logistics\2025\Pre-Conference Visit to Guam\Guam Plaza Hotel</p> <p>O:\Corporate Services Division\Logistics\2025\Bilateral Meeting PNG 2024</p>
<p>Acknowledgment:</p>	<ul style="list-style-type: none"> • <i>We would like to thank the OCO Finance & Corporate Services team for the facilitation of travel and logistics. We would like to thank Guam Customs for hosting us and especially to Captain Raymond and David for their/administrative support and advice whilst we were in Guam.</i>