

## Assignment Proposal Form

General Information	
Assignment Code:	30WSEN-P
Assignment Subsector:	Environment
Position Title:	Environmental Legal Officer
Proposed Start:	March 2011
Proposed End:	March 2012
Duration:	12 months
Assignment Location:	Apia, Samoa

Host Organisation Details	
Name of Host Organisation (HO):	Ministry of Natural Resources and Environment (MNRE)
HO Office Location:	Level 3, Development Bank Building, Savalalo, Apia
Has the HO hosted volunteers previously?	Yes

Australian Partner Organisation	
Name of Australian Partner Organisation:	Environmental Defender's Office Non Government Organisation (NGO)
APO Office Location:	Level 1, 89 York Street, Sydney, NSW 2000
APO Contact Person:	Amelia Thorpe
Title:	Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other:
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## Assignment Information

### Position Summary:

The assignment focus is to identify the need for, and formulate changes to Samoa's environmental laws to suit the current developments in environmental policies. There is also the need to enhance understanding and knowledge of Samoan environmental laws within MNRE and the community through workshops and other capacity building activities.

The AYAD will assist in identifying and introducing workplace inefficiencies, improvements in professional practice and procedures or guidelines to guide MNRE, Legal Services in its core activities.

This position was submitted earlier, but declined because there was no counterpart in place. There is now a counterpart in place for the AYAD to work alongside and share skills.

Several of the capacity-building needs are long term, so the volunteer will lay the foundation for future work to be undertaken by later AYADs.

### Capacity Building Focus:

*Please identify the capacity building needs which this assignment will focus on (refer to Appendix A. Capacity Building Focus).*

- Service Delivery
- Management Practices
- Human resource management

### Assignment Outcomes:

- Implemented MNRE legislative projects of review, reform, development and/or implementation in accordance with Ministry priorities
- Provided training for Ministry staff in relevant areas of environmental law
- Provided support in the provision of sound and timely legal services for the Ministry and enhanced the capacity of the Legal Services division to undertake its core activities

## Selection Criteria

### Essential Minimum Qualifications:

- Law Degree or equivalent legal qualification

### Essential Minimum Experience:

- Experience in legal/policy work in environmental law

### Desirables:

- Two or more years post admission legal work experience in environmental law, either in the private sector or government with experience in compliance and enforcement of laws/policies
- Respect for and understanding of Samoan culture and values
- Ability to work with limited resources and support

## Support Strategies

### Support Strategies:

Samoa is a wonderful place to work and Samoan people are pleased to share their country and culture with visitors from overseas. The HO, and the Supervisor in particular, will provide an extensive and thorough orientation period that will cover both the workplace and Samoan society and culture. The APO's Programs Director will be in regular contact with the AYAD, and available at all times to provide whatever assistance is required (from legal research and provision of legal resources through to assistance with workplace issues and personal difficulties outside of work).

### Sustainability Strategies

The outcomes achieved by the AYAD will have a lasting impact for two reasons:

- the legislative project work undertaken (be it review, reform or development, or successful implementation) will effectively place Samoa within a regional and global context and will lead to the development of best-practice environmental laws; and
- the training program and opportunities for capacity building will provide education opportunities to MNRE staff member and the community and improve the effectiveness of the Legal Services Division. It is expected that this will enhance divisions of the MNRE capacity to fulfill their core tasks and deliver services to Government and the public into the future.

The AYAD will also work with MNRE staff to identify longer term needs and areas where future AYADs can continue to build capacity and to strengthen frameworks for environmental law in Samoa.

### Description of the Workplace:

- The AYAD's workplace is situated in the MNRE's offices in the Development Bank of Samoa Building. The DBS Building is located adjacent to the Apia Harbour sea wall, near the Savalolo Bus Station.
- The AYAD will have access to all standard office facilities including a desktop computer, internet, work email facilities, telephone, fax, printing and photocopying.
- Access to the library of the Office of the Attorney General (the largest law library in Samoa) is free during working hours and is within five minutes walking distance.
- English is spoken in the workplace and at meetings. All local officers are fluent in both English and Samoan.

### Accommodation:

Assistance with the identification of suitable, secure and affordable accommodation will be provided by the In Country Manager and the Host Organisation.

### Information on any resources the volunteer should bring with them

Relevant Australian legislation, legal texts, training materials and legal precedents in hardcopy or electronic form.

<b>Work Plan for the Volunteer</b> <i>This work plan is a draft and should be reviewed during the volunteer's orientation period to ensure it is still relevant to the needs of the Host Organisation.</i>		
<b>Assignment Outcomes</b> <i>(as listed above)</i>	<b>Tasks required to achieve each outcome</b>	<b>Time for each task to be completed</b> <i>(weeks/months)</i>
Orientation	Develop detailed work-plan in consultation with Supervisor and ICM.  Familiarisation with: <ul style="list-style-type: none"> <li>• MNRE operations;</li> <li>• the Samoan legal environment;</li> <li>• principal MNRE legislation and policies; and</li> <li>• MNRE areas of priority.</li> </ul>	2 months
Implemented MNRE legislative projects of review, reform, development and/or implementation in accordance with Ministry priorities	<ul style="list-style-type: none"> <li>• Review current national environmental laws and international environmental conventions to which Samoa is a party and consider legislative deficiencies and/or conventions to which Samoa should become a party.</li> <li>• Provide policy advice and information about recommended legislative reforms;</li> <li>• Liaise with the Office of the Attorney General's Parliamentary Counsel or consultant on the drafting of the Bill;</li> <li>• Conduct consultation with stakeholders and provide support to local staff in re-drafting of bill.</li> <li>• Provide support to local counterpart in relation to advice/ support to the Minister in relation to the Bill</li> <li>• Support conduct of activities necessary to implement enacted legislation including liaising with the senior officers from other Divisions of the Ministry, the Office of the Attorney General and other government agencies as required.</li> </ul>	Ongoing after 2 months
Provided training for Ministry staff in relevant areas of environmental law	<ul style="list-style-type: none"> <li>• Identify MNRE training / community education gaps in relation to environmental law/policy or Ministry processes;</li> <li>• Develop training / community education resources;</li> <li>• Conduct training / community education programs for Ministry staff / the community</li> </ul>	Ongoing after 2 months
Provided support in the provision of sound and timely legal services for the Ministry and  Enhanced the capacity of the Legal Services division to undertake its core activities	As required in accordance with the Legal Services core activities: <ul style="list-style-type: none"> <li>• Legislative and policy developments that address MNRE priorities;</li> <li>• Ensure that Compliance with international environmental law obligations are included in the law reforms;</li> <li>• Legislative and policy development training undertaken;</li> </ul> As stated above, it is not intended that these capacity building tasks be allocated to the AYAD. It is anticipated that the AYAD's experience in workplaces in Australia and elsewhere will equip them with the ability to identify	Ongoing after 1-2 months

	inefficiencies and areas for improvement in the internal operations of the Ministry.	
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