



Fiji's Relocation Guideline (Draft)



Foreword

Coping with and adapting to the challenges of climate change is a daily reality for many communities in Fiji, as elsewhere across the Pacific; and communities respond with a variety of adaptation techniques – seawalls are built and mangroves replanted. Among these different approaches, planned relocation in Fiji is a relatively new response to the effects of climate change, and one that is viewed as an option of last resort. Relocation is a complex process and often traumatic for those involved - no-one wants to leave their home.

Wherever practical and safe, therefore, communities should be equipped and empowered to remain in their original homes.

Only when necessary, voluntary, planned relocation, initiated by the affected communities and organised by government, should take place in close and continued consultation with all the affected communities at every stage of the process.

Full and engaged community participation is essential in any relocation project. And we must be culturally sensitive, and hear the aspirations and concerns of our people.

In the development of this guideline, the Fiji Government has taken a lead in the international arena by being one of the first nation states to devise a national framework for the protection and support of its people threatened by climate-change relocation.

Successful community relocation will require integrated strategies for the sustainability of the community, through the provision of secure site-selection, shelter and on-going support for all affected.

May I take this opportunity to commend the resilience of communities affected by relocation, to support the government in its initiative to develop these guidelines and all stakeholders who wish to engage in the planned-relocation process.

Preface

This document provides guidance for communities¹ considering adaptation and/or planned relocation because of climate change within the Republic of Fiji.

The development of national planned relocation guidelines was first proposed at the first National Climate Change Summit, held in Labasa, in October 2012.

It was acknowledged at the Summit that relocation within Fiji, while an option of last resort, was expected to become a more common response to climate change in the future.

The guidelines build on the specific strategies identified in the National Climate Change Policy (NCCP) to reduce vulnerability and enhance the resilience of communities to the impacts of climate change and disasters².

Recognises that it has a primary duty and responsibility to provide protection and assistance to people at-risk of climate change, the Fiji Government will pursue planned relocation only when no other adaptation option will work, or all other options are cost-prohibitive, and the affected community has sought relocation.

This document provides a step-by-step framework of procedures that will guide relocation work in Fiji. The guidelines are intended to be an easy and useful reference for: communities seeking assistance with climate-induced relocation; co-ordinating government ministries; and, external organisations providing accompaniment and support with the relocation process.

Because of the close relationship between some impacts of climate change and other disasters, these guidelines may also be appropriate when considering disaster risk reduction, as relocation may be necessary in the context of sudden-onset events.

It may also be relevant to the wider development community, who respond to community needs as a whole, by providing helpful insights into identifying communities at-risk of climate-induced relocation.

This guideline is the response.

¹ *Communities* is the generic term used to describe: villages, formal settlements, informal (squatter) settlements, and sub-communities within larger urban areas.

² Fiji Government, 2012, *National Climate Change Policy*, Objective 5, Adaptation.

List of Acronyms

The following abbreviations are used throughout this document:

APN	-	Asia-Pacific Network for Global Change Research
CCPTC	-	Climate Change Policy Technical Committee
CCD	-	Climate Change Division
COP	-	Conference of Parties
FSC	-	Finance Sub-committee of the NRTC
GIZ	-	German Agency for International Cooperation
LSC	-	Land Sub-committee of the NRTC
NCCCC	-	National Climate Change Coordinating Committee
NGO	-	Non-government Organisation
NRTC	-	National Relocation Taskforce Committee
PIC	-	Pacific Island Countries
SBI	-	Subsidiary Body for Implementation
SPC	-	Secretariat of the Pacific Community
UNFCCC	-	United Nations Framework Convention on Climate Change
UNHCR	-	United Nations High Commissioner for Refugees
V&A	-	Vulnerability and Adaptation Assessment tool

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DRAFT

Introduction

The effects of climate change are increasingly being felt across the Pacific and worldwide, and Fiji is particularly vulnerable to many of the impacts. Coastal erosion and inundation, and increased salinisation caused by more intense storms and cyclones, in combination with changing rainfall patterns bringing flooding and drought, are already adversely affecting the livelihoods and daily routines of many islanders.

In recent years increasing attention has been given to the issue of adaptation as a response to the changing climate among Pacific Island Countries (PICs).

Relocation will be one adaptation technique when all other options have been exhausted. Over time, the cumulative effects of climate change may render the location of some communities unsustainable, especially when compounded by pre-existing pressures such as overcrowding, unemployment, poor infrastructure, pollution and environmental fragility. The relocation process needs to ensure that the relocating community is not disadvantaged at its new location. Uprooting to a new environment can be traumatic for those involved and can lead to collective disorientation in the immediate term. Care needs to be given, therefore, to ensure that the relocating community has opportunities to be empowered by building resilience, enhancing social cohesion and continual improvement, and in the longer term, by striving for sustainable growth.

The relocation or displacement of a community should be avoided wherever possible, and only considered as the final course of action, after all other options have been exhausted. Where relocation is unavoidable, a relocation action plan will be devised (Section *) and concrete mitigation measures outlined to protect the lives and livelihoods of those displaced, and minimise or redress any economic losses incurred. In the absence of such measures, the displaced people may experience long-term hardship and impoverishment, cause adverse effects upon host populations, and create severe environmental damage.

Therefore, careful assessments and consultations need to be undertaken and particular consideration given to:

- a. the emotional and social impact on the people displaced (e.g. moving away from traditional sites like burial grounds and totem sites, attachment to certain environments – coastal communities are accustomed to getting their food from the sea etc.)
- b. that relocation will not result in new set of vulnerabilities (like loss of essential services, increased exposure of new site, social tensions with neighbouring communities etc.).
- c. the development of the new site will be environmentally and economically feasible and will not lead to the exploitation of natural resources and degradation of ecosystems
- d. the relocation will improve the overall wellbeing and livelihood of all affected people.

As the impacts of climate change are cross-sectoral, actions will need to be taken following a multi-disciplinary and inter-agency approach. It is essential that the entire process - from assessing the site and communities, to the planning, and to the actual implementation, involves all relevant sectors and stakeholders. This calls for a multi-stakeholder team with the technical capability to provide sound advice in all necessary areas.

Definitions

Climate Change

A change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and is in addition to natural climate variability observed over comparable time periods³.

Climate-change adaptation

Adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities⁴.

Relocation

The voluntary, planned and coordinated movement of climate-displaced persons within States to suitable locations, away from risk-prone areas, where they can enjoy the full spectrum of rights including housing, land and property rights and all other livelihood and related rights⁵.

Relocation has occurred, and continues to occur within Fiji, and results from⁶:

1. Sudden-onset natural disasters, which are increasing in intensity as a result of climate change (e.g. increased intensity of cyclones and associated flooding). The immediate evacuation response of moving people to a place of safety is often a temporary measure only, undertaken until an improvement in the environmental conditions occurs when the community returns to its original settlement;
2. Slow-onset effects of climate change which threatens livelihoods (e.g. increased frequency of drought, saltwater intrusion, coastal erosion and the salinisation of groundwater resulting from sea-level rise). The gradual and incremental nature of slow-onset effects usually implies a more permanent move away from the at-risk area by the relocating community.

These guidelines deal with the proposed approaches to address the relocation of people at risk of displacement by the slow-onset effects of climate change. The relocation assessment will be initiated by an affected community, who will seek assistance from the Fiji government to help those affected move to another location within Fiji.

On the understanding that relocation is a last-resort option for the affected community, an assumption underlining this guideline is that the move is intended to be permanent, i.e. the relocating community settles at the new location and does not return to the original community site. Because of the longer timescales involved, compared with sudden-onset events,

³ Fiji Government (2012), *National Climate Change Policy*.

⁴ Fiji Government (2012), *National Climate Change Policy*.

⁵ Displacement Solutions (2013), *The Peninsula Principles on Climate Displacement within States*, 18 August 2013.

⁶ United Nations High Commissioner for Refugees (UNHCR). Legal and Protection Policy Research Series on *Protection and Planned Relocations in the Context of Climate Change*.

planned relocations in response to slow-onset climate change should allow for detailed and ongoing consultation, and the timely and effective participation of the affected communities, and thus, enable the implementation of sustainable practices that safe-guard the environment and community livelihoods at the new site. There is need, therefore, for thorough assessment and analysis from the outset.

Justification: Why the need for a relocation guideline?

There is an urgent need in Fiji for a national approach to the issue of relocation, especially given the complexity and cross-cutting nature of the problem, the slow response of the international community in addressing relocation as an adaptation response to climate change, and the inadequate protection and assistance of displaced people in international law.

The Fiji government has the primary duty and responsibility to provide protection and assistance to those at-risk of relocation because of the adverse impacts of climate change. Affected communities also have the right to request and to receive protection and assistance from government.

Many communities in Fiji live in vulnerable areas: close to the high-water mark along the coast; in wetland areas; and, on river floodplains. As a result, there is urgent need for public engagement, political commitment, and the application of scientific knowledge and techniques to address climate change, and more especially, climate-induced relocation.

Formal adoption and implementation of a national framework, in the form of these guidelines, therefore, is needed to assist in addressing the issue of climate-induced relocation and to ensure a consistent approach to different community context and requests.

The Fiji government, therefore, has taken the initiative of developing its own people-centred relocation guideline that advocates for and plans and pre-empts individual and community needs. This proactive work is to ensure that when communities relocate within Fiji, because of climate change, they do so in a way that protects and upholds the rights and dignities of the people involved.

Objectives of the relocation guideline

The document is intended to guide the work on planned relocation within Fiji and to assist communities who seek to relocate because of climate change.

More specifically, the aim of this guide is to:

- Use a consultative and participatory process to strengthen community knowledge and understanding and ensure community engagement and ownership in the relocation process.
- Serve as a co-ordination mechanism to enhance the involvement of, and collaboration among, stakeholders, namely: affected communities, government ministries, inter-governmental organisations, in-country UN organisations, the private sector, civil-society organisations, faith-based groups and academia.
- Facilitate the use of clear, inclusive and comprehensive procedures when assessing and responding to relocation risk that respect, protect and fulfill the needs of the relocatees, and that take into consideration the multi-cultural and interfaith composition of the people of Fiji.

- Share knowledge with, and advocate for, communities experiencing uncertainty about their future because of climate change.

Approach

In some of the past cases of relocation in Fiji, community movements have been associated with numerous social, cultural, economic and environmental issues relating to tensions over land, dislocation of communities, inadequate resources and unsuitable sites.

The normative framework outlined here will guide the work on relocation within Fiji in order to minimise the risk of problems arising from the relocation. The guide provides a step-by-step approach to the process, identifies the clear division of responsibilities for partners involved; and, highlights the on-going support necessary for affected communities.

In particular, the guideline emphasises the importance of the involvement and continuous engagement of communities in the relocation approach, especially in decision-making, site selection and the development and implementation of the relocation plan. Following this, the document will also enable the application of consistent procedures to ensure that the planned relocation is sustainable in all phases of its implementation, and that all relevant economic, social and environmental sectors, including protocols where appropriate, are addressed. The guidance is consistent with the *UN Guiding Principles on Internal Displacement*, and is guided by the *Peninsular Principles on Climate Displacement within States*.

Consultation in the formation of these guidelines

In the formulation of this guide the following communities and government ministries were consulted:

- affected individuals, households and communities;
- ministerial meeting;
- major stakeholder meeting;
- Fiji Government Cabinet.

Procedure

The relocation procedure outlined below is the framework to be followed in all cases when communities seek the assistance of the Fiji government with the process of relocation. The potential impacts on affected communities should be considered at each of the four stages.

It outlines the steps necessary prior to relocation in order for the community to be considered for government technical assistance and financial support. The relocation will not proceed unless all alternative options have been explored first.

PHASE ONE – Initial approach and assessments to determine relocation need

1. Initial Approach

Responsibility: Affected community

In the first instance, communities seeking assistance must approach the relevant government ministry for advice and support (Figure 1, Step 1). All applications for assistance will be treated equally, and without discrimination of any kind.

2. Completion of community-support consent form

Responsibility: Climate Change Division (CCD) to supply, community to complete

The Climate Change Division of the Ministry of Foreign Affairs, with its specific knowledge and capacity to mobilise appropriate resources, is the government lead for issues relating to relocation and for the coordination of all relevant partners.

Once the relevant ministry has been approached by a community, that ministry notifies the CCD, who registers the application, and supplies a case-specific consent form (Appendix *) to the ministry. The ministry in turn returns the form to the community for completion.

Broad and documented community support is required [for instance, 90% or more of the permanent residents⁷ of a community signing an agreement to the relocation] before an initial needs assessment is to be undertaken. Full and informed consent from all sectors of the community will be necessary, with special attention given to those with special needs, based on gender, age, state of health and disability; and consideration will also be given to traditional community structures eg. the *mataqali*, so that all members of a community have participated and agreed to seek relocation, and no-one is disadvantaged at this stage, and at any stage of the relocation.

3. Formulate an initial needs assessment, for presentation to the National Relocation Taskforce Committee (NRTC)

Responsibility: CCD to coordinate, community to complete an initial assessment, in consultation with relevant technical staff

Upon receipt of the completed consent form, the CCD will supply a preliminary assessment form (Appendix *) to the ministry, to be passed on to the community for completion⁸.

From systematic observations and data records of environmental change, as appropriate, the community will complete and return the initial assessment form to the relevant ministry. The preliminary assessment form can be completed with the assistance of the Conservation Officers and Assistant Roko Tuis working under the Ministry of iTaukei Affairs, who are trained

⁷ To be eligible to vote, a member of the community must be over 18 years old and a permanent resident of that community, living at the affected site for more than five years.

⁸ The Vulnerability and Assessment form will contain accessible information in a language that is easily understood by communities.

to conduct the necessary technical analysis and engage with the community. The relevant ministry then passed the completed initial assessment form to the CCD.

4. Formulate a detailed needs assessment

Responsibility: NRTF to appraise initial needs assessment, Technical Team to conduct detailed needs assessment

Once the CCD has received the form, and the community relocation-consent form, both documents will be presented to the National Relocation Taskforce Committee (NRTC) for consideration. The NRTC will meet once every two months, as necessary. The structure of, and Terms of Reference for, the committee is outlined in Annex *.

A review of the evidence provided on the initial assessment will determine the deployment, or otherwise, of the Technical Team (the composition of the Technical Team is given in Appendix *). When deemed necessary, a detailed assessment of the community site will be undertaken by the Technical Team, in collaboration with the community, in order to verify the information in the preliminary assessment form, and to establish the cause(s) of the changes impacting the community.

The detailed assessment will determine the pertinence of relocation as an adaptation option. Possible alternative adaptation measures will also be considered in terms of their feasibility and costs, before an assessment of the need for relocation, or not, given.

5. Cost and sources of finance

Responsibility - Finance Sub-committee

The Finance Sub-committee (FSC) will consider all possible funding sources and earmark suitable budgetary allocations and other resources to facilitate successful and complete relocation implementation. Alternative options to relocation will also be costed.

6. When relocation is *not* recommended

When development pressures are identified as cause of changes

Responsibility: Technical Team to notify the Ministry of Rural and Maritime Development

When *development pressures* are identified as the cause of changes within a community, the Ministry of Rural and Maritime Development (MRMD) will be notified, and the MRMD will then assume responsibility for the wellbeing of the community.

When climate change is identified as the cause of changes, and in-situ adaptation recommended

Responsibility: Technical Team to devise community Adaptation Plan

When climate change is identified by the NRTC as the cause, the Technical Team, in agreement with the community, may recommend that the community remains at the current

location and adapts to the effects of climate change in-situ, rather than relocate. In this case, a community Adaptation Plan will be devised by the Technical Team with the assistance of the community. The priority of the Adaptation Plan will be to ensure the safety, wellbeing and sustainability of all members of the community.

PHASE TWO – Preparing to plan and implement relocation

Results of the phase two stage should include:

- Entity in charge of resettlement program planning and implementation designated
- Approach to resettlement planning defined
- Work team selected and trained
- Participating entities identified and their roles defined and agreed on
- Inter-institutional coordination mechanisms established
- Information management systems designed
- Information mechanisms designed
- Two-way communication channels identified
- Mechanisms for handling claims and complaints designed
- Dispute resolution mechanisms established
- Transparency and accountability mechanisms defined
- Timetable for the analysis and planning stage prepared
- Budget for the analysis and planning stage prepared

PHASE THREE – Preparing to plan and implement relocation

Objectives of the analytical phase of resettlement program formulation:

- To inform the community of the studies to be conducted during the analytical stage
- To establish two-way communication channels
- To analyse the current situation of the population to be resettled (via census, socioeconomic study, tenure study, and inventory of structures)
- To analyse and assess the impacts of displacement
- To classify the population by type of impact
- To define the resettlement objectives
- To select the resettlement alternatives
- To identify and assess the impacts of displacement of neighbours on the population that will continue living at the site, and to define measures to address these impacts
- To establish the potential uses of the at-risk areas after the population has been moved
- To ensure that women have taken part in the consultation processes and that resettlement programmes include a gender analysis of the impact of resettlement on women and girls.

PHASE FOUR – Formulating a relocation plan

1. Relocation Finance

Responsibility - National Climate Change Coordinating Committee (NCCCC)

Recommendations on budgets and how the land acquisition (when applicable) and relocation will be funded. The NCCCC to make recommendations on appropriate provisions and sources of funding. Either:

- Through existing funds within respective government ministries,
- By presenting the relocation recommendation to Cabinet, for Cabinet to identify a funding source, or
- For the NCCCC to seek funding from other external sources, such as development banks.

2. Relocation Action Plan

For any project that requires the relocation of people, a detailed Relocation Action Plan will be developed by the Technical Team, in close consultation with the affected community⁹:

The plan will seek to mitigate the adverse impacts of relocation and to create development opportunities for the affected people. The document will contain specific, time-bound, sequenced actions and will be developed with the aim of upholding the rights and improve, or at least restore, the living standards of those to be relocated.

Each Relocation Action Plan will identify organisational responsibilities and time-bound activities under the following headings:

Objectives, policies and strategies

Responsibility:

The purpose and objectives of the relocation will be stated, and key national and local policies, laws and guides will be described as applicable to the relocation.

Socio-economic survey

Responsibility:

All affected people will be identified, and social, cultural and economic circumstances considered (demographics; incomes; occupations). Percentage sample will be surveyed. Specify impacts of relocation on different (vulnerable) groups – gender planning, social preparation will be examined for vulnerability.

Stakeholder consultations

Responsibility:

⁹ When relocation is not the recommendation, a clear 'alternative adaptation plan' will be developed by the Technical Team to avoid or minimise the likelihood of relocation.

All stakeholders, including local-support organisations, including civil society, will be identified and mechanisms described to involve stakeholder participation in all stages of planning, management, monitoring and evaluation. A participatory strategy for relocation planning, implementation and Monitoring and Evaluation will be developed.

Land identification, acquisition and suitability

Responsibility - Land Sub-committee

The mechanisms for land identification and acquisition will fall under the responsibility of the Land Sub-committee. The LSC, in consultation with the affected community, will identify alternative sites and selection, and consider costs and timeframes for acquisition.

Design and layout of relocation site and housing type

Responsibility:

Options for developing the relocation site will be reviewed in terms of location, quality of site, design and layout of housing, housing-allocation mechanisms, and social infrastructure/development needs. Specific measures for planned integration with host communities will be outlined, and measures to address vulnerable-group specific issues given.

Environmental Protection and management

Responsibility -

An assessment of environmental risks at the site will also be undertaken and environmental impact of relocation assessed.

Public services provision

Responsibility:

Transitional support

Responsibility:

Concerns of host population

Responsibility:

Community participation and integration with host populations

Monitoring mechanisms and grievance procedures

Responsibility:

Procedures will be established for redress of grievances by people affected, and legal framework including mechanisms for resolution of conflicts and appeals procedures, identified.

Livelihood restoration strategy

Responsibility:

Identification of livelihoods at risk will be made, and measures outlined to improve or to re-establish all types of livelihoods and socio-economic living standards.

Individual relocation alternative

The Relocation Plan will be presented to the NRTC for advice and recommendation.

Relocation Implementation

Transfer

National Climate Change Policy Sub-Committee

The NRTC reports all its activities to the National Climate Change Policy Sub-Committee that looks after the objective of Adaptation under the NCCP. These activities are reported to the National Climate Change Coordinating Committee who then makes decisions on issues related to relocation as a result of climate change in Fiji.

Longer-term support

A monitoring and review of the outcome of relocation and its impact on the standards of living of the relocated community and the host population will be undertaken by the NRTC who will:

- Ensure that relocated communities should be assisted in their rehabilitation and efforts to improve their livelihoods and standard of living or at least livelihoods should be continued in a sustainable manner¹⁰.
- Ensure that relocation planning, preparation and implementation activities are conceived and executed with the long-term sustainability of the relocation in mind, and will not result in further displacement; and opportunities created by such measures should be available without discrimination of any kind.
- Where possible, and in the event that relocation results in the inability of displaced people to return to previous livelihoods, measures will be adopted that promote alternative livelihoods, acquisition of new skills, and economic prosperity for both displaced and host communities. Enhanced economic and social conditions of vulnerable groups can also be considered. Economic rehabilitation should be achieved will be defined.

¹⁰ A clear relationship exists between the magnitude of displacement and the ability to rehabilitate and restore livelihoods adequately—the larger the number of displaced people, the less likely it is that livelihoods can be restored (World Commission on Dams, 2000, *The Report of the World Commission on Dams, Dams and Development: A New Framework for Decision-making*).

Monitoring and evaluation

A full evaluation and review of the relocation will be undertaken after economic rehabilitation, with monitoring assistance from the relocated community.

These guidelines will be revised and refined based on lessons learned.

Annex 1

International Policy Context

Under the United Nations Framework Convention on Climate Change (UNFCCC), in the absence of an international environmental treaty, no concrete strategies or guidelines are in place to specifically address relocation as an adaptation response to climate change. The UN Framework Convention on Climate Change (UNFCCC) and its Kyoto Protocol are the principal international legal documents addressing climate change¹¹. While the original text of the Convention does not mention relocation as a possible consequence of climate change, the Cancun Outcome Agreement adopted by the 16th Conference of Parties (COP16) recognises that climate change will trigger human mobility and calls for “measures to enhance understanding, coordination and cooperation with regard to climate change-induced planned relocation (together with displacement and migration)”¹². Planned relocation is also recognised within the Subsidiary Body for Implementation’s (SBI) Work Programme on Loss and Damage.

At the 2012 COP 18 in Doha, the Parties agreed to establish “institutional arrangements, such as an international mechanism to address loss and damage” and to “elaborate activities to further the understanding of and expertise on loss and damage” and further dialogue on these issues will continue in November this year at COP 19 in Warsaw, Poland.

In addition to the policies and guidelines under the UNFCCC Convention and Protocols, the Constitution of Fiji, with its guaranteed rights, both civil and political and social economic and cultural, apply to persons who are re-settled, including rights of redress before the courts of Fiji. These rights are mirrored in international Conventions which Fiji has ratified including the

¹¹ Other relevant documents include the Nairobi Work Programme, the Barbados Programme of Action for the Sustainable Development of Small Island Developing States and the Mauritius Strategy for the Further Development of Small Island Developing States.

¹² UNFCCC (2010). *Outcome of the Ad Hoc Working Group on long-term Cooperative Action under the Convention*, COP 16, Cancun, 2010.

Convention on the Rights of the Child, the Convention for the Elimination of Discrimination against Women, and the Convention on the Rights of Persons with Disabilities.

Annex 2

Policy context

Policy objective 5 of the Fiji National Climate Change Policy is on adaptation and has the stated intension to “*Reduce the vulnerability and enhance the resilience of Fiji’s communities to the impacts of climate change and disasters*”. Climate-change adaptation includes the protective planting of mangroves, construction of seawalls, and ultimately, relocation away from vulnerable areas¹³. The inevitable relocation of vulnerable villages is an adaptation option to ensure that the livelihoods and wellbeing of the villagers are not compromised. Relevant policy strategies in this regard (under Objective 5) include:

- vulnerability assessments and climate change impact projections into resource management planning, such as integrated coastal and watershed management plans
- incorporate climate change impact projections into infrastructure and urban and rural planning.
- develop and make accessible hazard maps of coastal, riverine, urban and inland areas in Fiji, using the comprehensive hazard assessment and risk management (CHARM) tool to guide all development planning.

These strategies are guided by the following Policy Principles:

P1. Long-term sustainability - initiatives and programmes should deliver long-term, positive, ecological, economic and social impacts.

P2. An integrated approach - ensure multi-sectoral, multi-level and inter-disciplinary approaches to achieve national development goals.

P3. Community ownership - ensure local community involvement and put in place effective feed-back mechanisms.

P5. Scientifically sound and appropriate information - planning, policy formulation and decision making are to be based on scientifically and technically sound data and information, while recognising the value of traditional knowledge.

P9. Practical, affordable and appropriate solutions - adaptation options and technologies are locally appropriate and affordable.

P10. Gender considerations - in recognising that men and women face different social, economic, and environment situations, gender issues are to be considered in all planning and implementation processes. A better understanding of the vulnerabilities and capacities of different gender groups to deal with climate change is to be promoted.

¹³ Fiji Government (2014), *A Green Growth Framework for Fiji: Restoring the Balance in Development that is Sustainable for our Future*, Ministry of Strategic Planning, National Development and Statistics, pp.20.

P11. Incorporating lessons learned - national planning and policy processes should consider findings and lessons learned from climate change related programmes and projects.

P11. A human rights based approach – all persons resettled and affected by resettlement have full rights as guaranteed under the Constitution of Fiji, including the right to equality before the law, the right not to be discriminated against on the ground of gender, gender identity and expression, disability, health status, and age. Rights of redress apply to persons resettled as they do to all persons under the Constitution of Fiji. Government and Government bodies may at any time request the Human Rights and Anti-Discrimination Commission for advice on any human rights issue which arises or is anticipated in resettlement plans.

Annex 3



THE FIJI TASKFORCE ON RELOCATION OF COMMUNITIES VULNERABLE TO THE IMPACTS OF CLIMATE CHANGE

TERMS OF REFERENCE

FUNCTIONS OF THE TASKFORCE

The overarching function of the Fiji Taskforce on Relocation is to “**ensure the sustainable relocation of concerned vulnerable villages in Fiji**”.

In fulfilling its function, the Taskforce will ensure that a transparent and effective multi-stakeholder governance process is followed and that the rights and the interests of the local

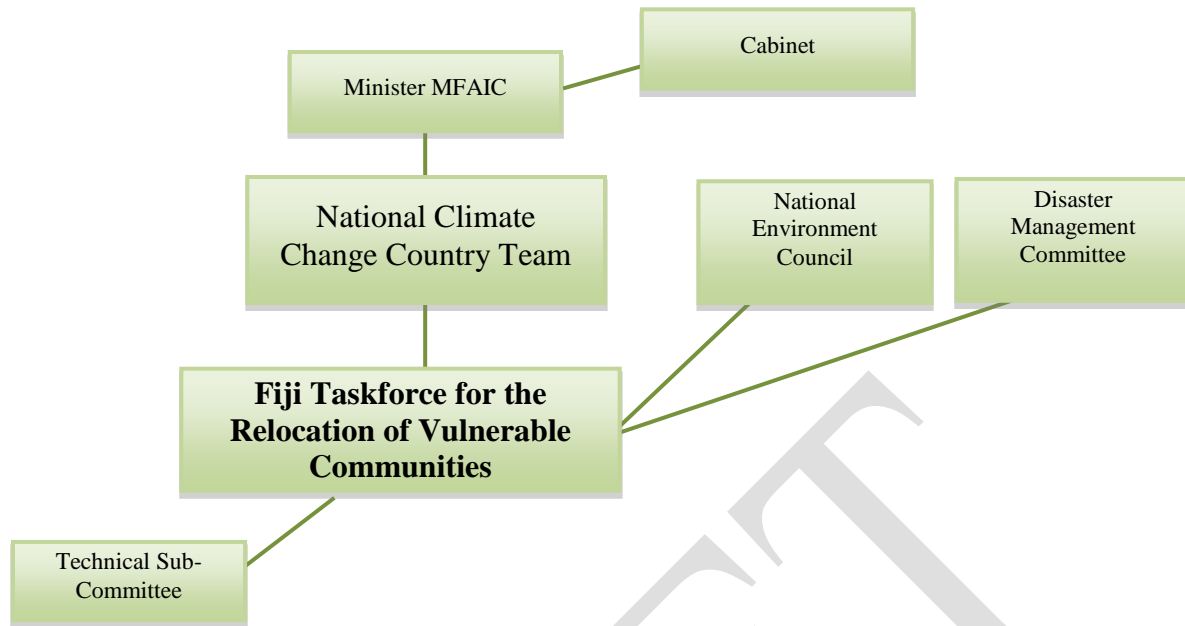
Fijian community is respected. The Taskforce will abide by the abovementioned Policy Principles when undertaking their tasks.

The Taskforce will perform the following specific functions:

- a. Provide technical expertise on proposed and active relocation projects
- b. Facilitate inter-sectoral and inter-agency support in the implementation of relocation projects
- c. Serve as an advisory technical body on relocation issues to national committees and bodies
- d. Facilitate the development and implementation of a Fiji Relocation Guideline
- e. Promote and support awareness-raising initiatives on climate change related issues
- f. Report to the National Climate Change Country Team (NCCCT), the National Environment Council (NEC) and the Disaster Management Committee on relocation plans, actions and progress
- g. Provide advice and guidance to the Provincial Officers and **community-based organisations on relocation issues**
- h. Submit an annual progress report to the following key stakeholders, and other interested stakeholders, before the end of the fourth quarter of every year:
 1. The national focal point of the UNFCCC
 2. the Permanent Secretary of the Ministry of iTaukei Affairs
 3. the Permanent Secretary of the Ministry of Fisheries and Forests
 4. the Permanent Secretary of the Ministry of Lands and Mineral Resources
 5. the Permanent Secretary of the Ministry of Agriculture
 6. the Permanent Secretary of the Ministry of Provincial Development and National Disaster Management
 7. the Permanent Secretary of the Ministry of Local Government, Environment and Housing

STRUCTURE OF THE TASKFORCE

- a. The Fiji Taskforce on the Relocation of Vulnerable Communities is established by and reports to the National Climate Change Country Team. The taskforce activities will also be reported at the National Environment Council and the Disaster Management Committee
- b. The Fiji Taskforce on the Relocation of Vulnerable Communities will establish Technical Sub-Committees when required for undertaking certain tasks associated with the implementation of the relocation projects.



MEMBERSHIP OF THE TASKFORCE

The taskforce is a multi-stakeholder committee comprising of key stakeholders. The key stakeholders are:

1. The Ministry of Foreign Affairs and International Cooperation
2. Ministry of iTaukei Affairs
3. The iTaukei Lands and Fisheries Commission
4. The iTaukei Affairs Board
5. The Department of Environment
6. The Department of Agriculture
7. The Mineral Resources Department
8. The Forestry Department
9. The Fisheries Department
10. The Lands Department
11. The Ministry of Health
12. The Ministry of Regional Development – National Disaster Management Office
13. The Republic of Fiji Military Forces (RFMF) – Engineering Corp
14. The Landowner representative of the project community
15. The Ministry of Information
16. Representative of relevant non-governmental organisation
17. Secretariat of the Pacific Community (SPC)
18. University of the South Pacific (USP)
19. German Agency for International Cooperation (GIZ)
20. Ministry of Women Children and Poverty Alleviation

ROLES OF THE TASKFORCE

- a. The taskforce will consist of a minimum of a chair, deputy chair, secretary and eight (8) ordinary members¹⁴.
- b. The chair sets the agenda, convenes meetings, and ensures that they are properly conducted.
- c. The deputy chair takes the role of the chair when the chair is not present.
- d. The secretary plans, coordinates and monitors all Steering Committee-related activities including distributing the agenda, attending the meetings, preparing minutes and reporting to the NCCCT and other committees.

SIZE AND COMPOSITION OF THE STEERING COMMITTEE

The Steering Committee will consist of no fewer than 9 and no more than 18 individuals.

RULES OF PROCEDURE

The taskforce will be chaired by the Director of the Climate Change Unit (Director Corporate Services – Ministry of Foreign Affairs and International Cooperation). The deputy chair person will either be the Deputy Secretary of the Ministry of iTaukei Affairs or The secretary will be

If neither the chair nor the deputy chairs are present at a taskforce meeting the members present will elect one of their members to act as chair at that meeting.

METHODS OF WORK

- a. The chair is responsible for convening meetings.
- b. Meetings will take place every two months until such a time when the Taskforce is dissolved.
- c. The chair may convene meetings at other times where it is the consensus opinion of Taskforce that it is necessary to do so.
- d. The secretary is responsible for ensuring that the agenda of the meeting is made available to the members in good time before the meeting.
- e. Recommendations shall be decided by consensus where possible.
- f. Consensus means that after deliberation all members support a particular point of view. Where consensus is not achieved, recommendations shall be decided by simple majority vote of members voting on the question. In the case of a tied vote, the person acting as chair shall be entitled to a second or casting vote.
- g. A quorum is constituted by no less than 9 members of the Steering Committee. Of these 9 members, at least 3 members will be from the Ministry of Foreign Affairs and International Cooperation, the Ministry of iTaukei Affairs, the iTaukei Affairs Board and a landowner representative.

¹⁴ In the remainder of this document the word “members” includes all individuals participating in the Taskforce unless there is an explicit distinction between the officials (chair, deputy chair and secretary) and the ordinary members.

- h. The members may decide (by consensus or majority vote) to ask parties who are not members of the Taskforce to participate in a meeting so that they can provide relevant information, material and/or knowledge to the taskforce.
- i. The Taskforce may establish sub-committees consisting of three or more of its members and refer to them any matter in the Taskforce’s mandate. Additional organisations can also be invited to contribute to or form a technical subcommittee.

CHANNELS OF COMMUNICATION

- a. The Taskforce secretary reports the meeting minutes within two weeks of each meeting to the members.
- b. The Taskforce chair makes a report to the NCCCT at each NCCCT meeting. Should there be urgent matters arising in the interim, a special meeting can be requested by the chair of the Taskforce
- c. The Taskforce chair will communicate to the National Environment Council (NEC) and the Disaster Management Committee on the progress of any relocation project or initiative
- d. The Taskforce chair, deputy chair, and secretary act as focal points of contact between the Taskforce and external organisations.

REMUNERATION FOR EXPENSES AND TIME

Participation in the Taskforce is at the expense of its members.

Annex

Technical Team

The interdisciplinary Technical Team, co-ordinated and supervised by **, will comprise of community developers, lawyers, architects, engineers, economists and environment and social scientists; representatives, each with their own specific responsibilities, will come from the following bodies:

TECHNICAL TEAM	MAIN ROLE
1. Ministry of iTaukei Affairs (MTA)	Roko Office – Facilitate village contact and consultations
2. Ministry of Foreign Affairs and International Cooperation – Climate Change Division (MFAIC – CCD)	Conduct climate-change adaptation and vulnerability assessment Awareness raising to include assessment of the emotional wellbeing of the community owing to relocation-related stress
3. iTaukei Lands and Fisheries Commission (TLFC) – MTA	Identification of new site*
4. Mineral Resources Department (MRD)	Geological survey of new site and advice
5. Ministry of iTaukei Affairs	Safeguarding social and cultural values and needs of villagers; village profiling
6. Department of Environment / Department of Housing	EIA and EMP / Adherence to Housing Policy and Plans

TECHNICAL TEAM	MAIN ROLE
7. Department of Forestry	Forest restoration, coastal rehabilitation, timber processing support
8. Department of Agriculture	Sustainable land management- soil conservation and rehabilitation, food security
9. Department of Energy	Introduction of renewable energy sources and energy efficiency, co-financing
10. Town & Country Planning / Rural Local Authority	Provision of Settlement Plan
11. Republic of Fiji Military Forces – Engineering	Civil work
12. Office of the PM	Political and financial support
13. National Disaster Management Office	Provision of guidance and advise on disaster mitigation
14. Fisheries Department	Assessment of fisheries resources
15. Secretariat of the Pacific Community (Land Resources Division, Disaster Management Unit), German Agency for International Cooperation	Technical support (forestry, land use, disaster management, CC V&A),
16. Ministry of Women Children and Poverty Alleviation	Providing a gender analysis of all resettlement programs and ensuring the full participation of women during community consultations

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