



**PUBLIC INVESTMENT MANAGEMENT
TECHNICAL COMMITTEE
CHARTER**

AUGUST 2023

**MINISTRY OF FINANCE AND TREASURY
SOLOMON ISLANDS**

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1. Background

The Charter of the Public Investment Management Technical Committee (PIMTC) outlines the objective, roles and responsibilities, and rules governing PIMTC in performing its statutory roles to meet requirements as stipulated in the Public Financial Management Act (PFMA) 2013.

PIM Framework requires the following to be conditions relating to PIMTC:

- i) The Minister of Finance is required to establish a PIMTC comprising Directors and technical officers from the Ministry of Finance and Treasury (MoFT), the Ministry of National Planning and Development Coordination (MNPDC), the Office of the Prime Minister and Cabinet (OPMC), concerned line ministries, and Directors of the Investment Analysis Unit (IAU), MoFT as prescribed in this Charter, and
- ii) PIMTC shall have such other roles and functions as prescribed in this Charter.

2. Objective

The objective of PIMTC is to ensure DPs and line ministries comply with the PIM Guidelines in the PIM Process.

In performing its duties, PIMTC shall:

- i) Conduct assessment and review of project proposals, appraisals, selection, funding selections, implementation, and Monitoring and Evaluation (M&E) for externally financed projects;
- ii) Ensure transparency and accountability in the PIM process; and
- iii) Ensure PIM processes are conducted according to the PIM Policy and Guidelines.

3. Roles and Responsibilities

The roles and responsibilities of PIMTC is to provide technical advice and support to the Public Investment Management Steering Committee (PIMSC) on:

- i) Providing advice to the designs of the PIM Policy and Guidelines;
- ii) Justifying the needs of the project;
- iii) Specifying project objectives;
- iv) Identify broad alternative options to meet project objectives and examining comparatively;
- v) Estimating project costs, counterpart funds, and operations and maintenance costs;
- vi) Assessing project benefits qualitatively and quantitatively a likely to justify the costs;
- vii) Advise the prioritization and selection of projects;
- viii) Advise on the selection of funding sources (grants, loans, climate change finances, Public Private Partnership (PPP), etc.);
- ix) Identifying and advise on issues and risks associated with projects;
- x) Inputting data on development and recurrent forward estimates for the forthcoming Medium-Term Budget Framework (MTBF); and
- xi) Monitoring project implementation, evaluating project completion reports, and assessing ex-post monitoring and evaluation reports.

4. Committee

The membership of PIMTC shall be as prescribed in the Charter and shall consist of the following:

Chairperson

- i) Director, IAU, MoFT.

Membership

- i) Director, Macro- Economic Unit (MPU), MoFT,
- ii) Director, Debt Management Unit (DMU), MoFT,
- iii) Director, Budget Unit (BU), MoFT,
- iv) Chief Finance Officer, Financial Economic Development Unit (FEDU), MoFT,
- v) Chief Climate Finance Resilience Officer, Climate Resilience Finance Unit (CRFU), MoFT,
- vi) Chief Policy Analyst, Public Private Partnership Unit (PPPU), MoFT,
- vii) Director, Strategic Planning and Budget Allocation Divisions (SPBAD), MNPDC,
- viii) Director, Programme Quality Division (PQD), MNPDC,
- ix) Director, Development Cooperation and National Authorising Office Division (DCNAOD), MNPDC,
- x) Director, Economic and Productive Sector Division (EPSD), MNPDC,
- xi) Director, Social Development and Governance Sector Division (SDGSD), MNPDC,
- xii) National Consultant, Fundamental Reforms, OPMC, and
- xiii) Director, Concerned line ministries.

5. Secretariat

The Investment Analysis Unit (IAU), MoFT shall be the Secretariat for PIMTC. In performing its role, as Secretariat, IAU is responsible for:

- Submitting the results of the assessment to PIMTC for evaluation;
- Convening and organizing of the PIMTC meetings;
- Distribution of the minutes of the meetings to the members;
- Preparation and compilation of the PIMTC reports to PIMSC; and
- Provide information and other related reports as and when requested by the PIMSC members.

6. Meetings

The schedules of all meetings or any other proposed meetings shall be as approved by the PIMTC Chair and the executives of PIMTC. The meetings shall be convened as and whenever Development Partners' (DPs) concept notes or proposals are submitted.

Where there are no concept notes nor proposal submissions, the PIMTC meetings shall be convened at the end of each quarter.

Timing of Submissions

PIMTC shall be responsible for informing proponents of proposals to submit their submission for assessment and evaluation within three (3) weeks of receiving proposals. IAU will provide a written submission outlining the analysis and evaluation of proposals to the PIMTC members at least one (1) week prior to the meetings.

Timing of Minutes of Meetings

PIMTC is obliged to circulate the minutes of the meetings to the members within five (5) working days after each meeting. All minutes of the meetings shall be approved at the next meeting of PIMTC.

7. Quorum

A quorum of eight (8) members consisting of the Chairperson is required to convene a PIMTC meeting.

8. Decision-Making Process

The PIMTC's advice to PIMSC should contain key technical information and analysis of each proposal and shall be based on majority vote by sitting the PIMTC permanent members that are eligible to vote.

The outcome of the PIMTC decision shall be noted in the minutes of the meeting disclosing the numbers of votes for and against. The vote of each member shall not be disclosed in the minutes of the meeting unless any PIMTC member requests that his or her vote is disclosed.

Tied Vote

In the event of a tied vote, the advice provided to PIMSC shall be consistent with the vote of the Chairperson.

9. Frequency of Meetings

PIMTC shall meet as and when required to fulfill its mandated roles and responsibilities.

The Chairperson may convene a meeting at any time.

10. Conflict of Interest

At the commencement of each PIMTC deliberations (meeting), the Chairperson shall ask all the PIMTC members to disclose any interest that may be perceived to represent a conflict of interest when sitting as a PIMTC member. A perceived conflict of interest may arise when amongst other things.

- i) A PIMTC member is related (e.g., a sitting member or employee) to any entity (e.g., an entity or institution) that is a party to any proposal submissions to the Government for funding.
- ii) Any other relationships or interests that are deemed as representing a conflict of interest.

Any PIMTC member that discloses a potential conflict of interest is not eligible to vote on the advice to be provided to PIMSC.

Any disclosed conflict of interest shall be recorded in the respective minutes of the meeting.

Attachment 1. Conflict of interest Register for Meetings

Agenda Item No.	Members Name	Type/Nature of Conflict of Interest	Action Taken

Action

- i) The PIMTC member is required to abstain from voting on the matter concerning the agenda related to conflict of interest.
- ii) The PIMTC member is to abstain from entering or influencing the discussion on matters pertaining to the topic that involves conflict of interest.
- iii) If appropriate, the Chair may ask the PIMTC member to leave the room while the discussion is taking place.