

OPERATIONS MANUAL (Outline)

1. Purpose of the Manual: to serve as a guide and reference for the Trust's staff, members of the Council, government officials and other stakeholders
[Question: will this Operations Manual cover all of the activities of the Trust, or just the activities of its Natural Heritage Unit, i.e. the management of natural protected areas?]

2. Background, History and General Purposes of the Trust: This should include a summary of the authorizing legislation, and (if this is felt necessary) a restatement or clarification of the meaning of the Act, going section by section, as well as an explanation of the Act's relation to other legislation (such as the Environmental Management Act)

3. Organizational Structure of the Trust

3.1 Organizational Chart of the National Trust of Fiji

3.2 Powers of the Council

3.3 Responsibilities of Council Members

3.4 Procedures for selecting and appointing Council Members, and for resignation or termination of Council Members

3.5 Role of the Chairman, the Vice-Chairman, and the Secretary of the Council

3.6 Qualifications, Procedures for selecting, and Responsibilities of the Executive Director

3.7 Responsibilities (Job Descriptions) of other staff

3.8 Procedures for becoming a Member of the Trust

3.9 Privileges and duties of Members of the Trust

3.10 Purposes of, and Procedures for, General Meetings of the Members of the Trust

3.11 Rules for avoiding and resolving Conflicts of Interest by staff and Council members

4. Management of Trust Properties

4.1 Different Categories of Lands [and other properties?] managed by the Trust

4.2 Management Plans

4.3 Environmental Impact Assessments

4.4 Activities eligible for funding

4.5 Activities not eligible for funding

4.6 Emergency funding

4.7 Requirements and Procedures for Stakeholder Participation and consultations

5. Program Mechanisms

5.1 General Logical Framework of the Program

5.2 Requirements for the approval of an Annual Operating Plan and Budget

5.3 Reports (including reports by staff to Council members, reports by the Council to members of the Trust, reports by the Trust to international donors, and reports made available to the general public)

5.4 Monitoring and Evaluation

5.5 Agreements with international donors

5.6 Co-management agreements and Cooperative agreements

5.7 Lease agreements

5.8 Small grants by the Trust [Is this something that the Trust will do?]

6. Investment Management

6.1 Creation of endowment accounts

6.2 Investment Policy

6.3 Procedures for hiring outside Investment Managers and/or Investment Advisors

6.4 Procedures for communicating with Investment Managers/Advisors

6.5 Reporting of investment performance (specifying by whom, to whom, how frequently, in how much detail, etc.)

6.6 Procedures for reviewing the performance of Investment Managers/Advisors and for terminating (i.e., changing them)

7. Administrative and Financial Procedures

7.1 Purchasing (including requirements for competitive bidding)

7.2 Contracting of Consultants or Services

7.3 Complementary Personnel

7.4 General Accounting

7.5 Content of Monthly Reports

7.6 Catalogue of Accounts

7.7 Bank Accounts

7.8 Disbursements

7.9 Budget Execution

7.10 Budget Under-spending

7.11 Budget Modifications

7.12 Petty Cash

7.13 Inventories

7.14 Filing of Documents

7.15 Audits

7.16 Disclosure of Records

8. Administrative Formats (Excel files)

8.1 Example of Presentation of Expenses

8.2 Check Request

8.3 Inventory Format

8.4 Consolidated Financial Report

8.5 Itemization of Basic Operation Expenses

8.6 Itemization of Basic Equipment

8.7 Itemization of Basic Conservation Activities

8.8 Itemization of Basic Community Activities

8.9 Itemization of Basic Capacity-building Activities

8.10 Itemization of Basic Coordination Activities

8.11 Itemization of Administration Costs

8.12 Approval of Financial Reports

8.13 Monthly Bank Account Reconciliation

8.14 Application of Current Cost Under-spending

- 8.15 Request for Budget Modification
- 8.16 Petty Cash Report
- 8.17 Petty Cash Temporary Receipt
- 8.18 Cash Receipt