COOK ISLANDS TRAINING ATTACHMENT REPORT

SOPAC Training Report 93
20 – 31 October 2001

Rupeni Mario, Energy Project Officer
South Pacific Applied Geoscience Commission

SOPAC Task Profile No(s).

CK2001.004  Training Attachment
RT1999.011  Training and Technical Assistance
to All Member Countries
ACKNOWLEDGEMENTS

Australia and New Zealand governments for the funding support provided through the SOPAC Energy Unit Training and Technical Assistance component of its work program.

Mr Alan Bartmanovich, Petroleum Adviser, Pacific Islands Forum Secretariat, for providing an update on Petroleum issues in the Cook Islands.

Mr Asesela Kamikamica, Chief Inspector, Fiji Electricity Authority (FEA), for allowing time to discuss the electrical safety component in FEA’s Inspection Unit and the electrical inspector training courses/sessions offered by FEA.
INTRODUCTION AND BACKGROUND

Member countries have identified training attachments as a significantly valuable activity in developing skills and a means of gaining an update on current energy issues in the region. It provides the opportunity for energy personnel to be attached to energy offices in another country (where the subject of the training is more developed and advanced) or to the SOPAC Energy Unit thereby enabling the exposure and the transfer of knowledge and experience in specialised areas, which are not normally addressed at this level of detail in regional training workshops and courses. The programme also allows inter country counterpart partnerships and contacts to be developed.

Following discussions between the Cook Islands Director of Energy and the SOPAC Energy Manager, the Cook Islands requested a 2–3 weeks training attachment for one of its Energy Officers with the SOPAC Energy Unit. The training attachment programme to focus on:

• energy supply/demand database;
• energy information database;
• develop materials for an electrical safety awareness program; and
• the use of PageMaker and Photoshop computer softwares to assist in developing pamphlets and newsletters for the Cook Islands Energy Division.

The Cook Islands like many other Pacific island countries depend on imported petroleum products for its energy requirements. With the current trend of global environmental concerns, energy planners in the Cook Islands and the region are not only mindful of ensuring that there is a sufficient supply of energy sources but also the need to comply with environmental policies and treaties/declaration ratified by many of the Pacific island countries.

The expansion in the role of the Cook Islands Energy Division to include an Inspectorate Unit has shown the Government’s commitment to ensure that standards are applied and enforced and that the people are educated in electrical safety requirements. Currently, the Energy Division is working towards finalising its national energy policy, amongst other projects such as energy audits, energy conservation and development of a grid connected wind power generation.

This report is prepared to briefly detail Mr David Akaruru, Energy Officer, Cook Islands, training attachment with the SOPAC Energy Unit from 20 – 31 October 2001.
## ACTIVITIES

The following activities have been programmed primarily to meet the objectives of the training attachment.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Proposed Outputs</th>
<th>Results / Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Energy Supply Demand Database (involves an introduction to the Cook Islands database template, data requirements, data management and data input) – data to be provided by David.</td>
<td>o To have a better knowledge of the database structure; to get the skills/knowledge in handling raw data; and to go through the data entry process.</td>
<td>10 years of energy data for the petroleum and power sectors have been entered to the energy supply/demand database. The petroleum sector of the database has been remodified to cater for the problem of getting responses from oil companies. The petroleum data sourced by the Energy Division was from the Statistics Office. Data for biomass was calculated by considering survey results/estimates and population figures provided by the Statistics Office. <strong>Follow-up Work</strong> The Cook Islands Energy Division needs to follow up with the appropriate authorities to confirm the consumption splits at the end-use sectors. In addition, the Energy Division has to enter data into the energy information database and forward updated tables to SOPAC for inclusion into the regional energy information database.</td>
</tr>
<tr>
<td>• Energy Information Database (introduction to the database; data entry and basic management of the database).</td>
<td>o To enable the trainee to manage and carryout data input.</td>
<td></td>
</tr>
<tr>
<td>• Use of PageMaker for producing newsletters • brief introduction; newsletter samples • designing newsletters • setting-up of pictures in Photoshop and placing them into PageMaker.</td>
<td>o To introduce trainee to PageMaker &amp; Photoshop; for developing newsletters / pamphlets. o Produce a draft design for the Energy Division Newsletter.</td>
<td>A draft layout for the Energy Division Newsletter has been produced. The tips from this activity were utilised to produce pamphlet(s) for promoting an electrical safety awareness program in schools.</td>
</tr>
<tr>
<td>• Use of PowerPoint Presentation and litepro • Preparing presentations</td>
<td>o To be able to prepare presentations using PowerPoint.</td>
<td>A draft PowerPoint presentation on electrical safety was prepared.</td>
</tr>
<tr>
<td>Safety Awareness Program</td>
<td>Preparation of posters and pamphlets</td>
<td>The collated information was used to produce two pamphlets (Electrical Safety and Electricity), one of which is shown here.</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>-------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>- Prepare presentations on safety measures</td>
<td>- Preparation of posters and pamphlets</td>
<td></td>
</tr>
<tr>
<td>- Preparation of posters and pamphlets</td>
<td>o Collate information on basic electrical safety; using the information; prepare presentations and pamphlets for a schools / public awareness program.</td>
<td>The possibility of having an electrical inspector on a training attachment with FEA was discussed with Mr Kamikamica. FEA, over the past years has been providing training for utilities and appropriate personnel from other countries in the region. The Training Division of FEA can provide this assistance by either in country or on an attachment arrangement. The PIFS will forward the report within the next 3-4 weeks.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meetings</th>
<th>To discuss and update issues of relevance to the Cook Islands. These include, the possibility of providing a training attachment for an electrical inspector from the Cook Islands to FEA and get an update on the progress of a petroleum report to be presented by the Pacific Islands Forum Secretariat (PIFS).</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Asesela Kamikamica</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Inspector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiji Electricity Authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Mail Bag</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suva</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Alan Bartmanovich</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petroleum Adviser</td>
<td></td>
<td></td>
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<tr>
<td>Pacific Islands Forum Secretariat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suva</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attempts made to meet the following people were unsuccessful due to either no responses or non-availability.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Viliame Cagilaba</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Engineer, Occupational, Health &amp; Safety (OHS) Unit, Fiji Ministry of Labour</td>
<td></td>
<td></td>
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<tr>
<td>• BP Oil</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FINANCIAL

The following table provides a summary of the financial component in Fiji dollars for the training attachment.

<table>
<thead>
<tr>
<th></th>
<th>Cooks - Nadi</th>
<th>Departure Taxes</th>
<th>Taxi Fares</th>
<th>Per diem</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return Air fare³</td>
<td>Ck Islands</td>
<td>Fiji</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1726.00</td>
<td>25.00</td>
<td>20.00</td>
<td>40.00</td>
<td>1368.50</td>
<td>$3,179.50</td>
</tr>
</tbody>
</table>

Notes
1. Per diem at SOPAC standard rates for training attachment for Suva (F$123.20 per day) and Nadi ($136.50 per day)
2. Return taxi fare to Nausori airport

CONCLUSION

The training attachment has provided David with the necessary skills to manage and update the Cook Islands energy supply/demand and energy information databases. David has entered data for the renewables, petroleum and power sectors with only input to the end-use sectors of the supply/demand database being required. This, David will complete on his return to the Cook Islands.

In addition, the introduction to the PageMaker software has provided David with a basic tool to design and publish newsletters and pamphlets that will assist in the implementation of the Energy Division’s electrical safety awareness program.

As summarised in the Activities Matrix, David has fulfilled the training attachment objectives as stated in the training request/proposal prepared by the Cook Islands Energy Division.
ANNEXES
REPORT ON THE TRAINING ATTACHMENT
AT THE SOPAC ENERGY UNIT
20 – 31 October 2001-10-30

by: David Akaruru
Energy Officer
Energy Division, Ministry of Works
Cook Islands

Introduction

The training attachment was discussed between the Director for Energy, Government of the Cook Islands and Energy Manager of SOPAC. The Energy Division of the Ministry of Works is dedicated to monitor and provide an effective and sustainable energy service in the country. This attachment allows the Division to speed up the implementations of the tasks and goals of the Ministry. This attachment also allows the Division to promote and present the Safety Awareness Programme, which the Division has already started in the schools in the Cook Islands. From this attachment it is hoped that the presentations of this programme will be more attractive to the audience. With the use of PowerPoint presentation, the Division will be trying to give the audience more visual presentation. This way, the audience will have actually have seen and know why they should or should not play with electricity.

Objectives:

The main objective of the attachment was to work on the modified National Energy Database. As this has been delayed too long and hopes this attachment will get the database off the ground and hopefully will continue on. The national energy database is in two parts, Supply/Demand and the Information database. Secondly, the attachment will help in the making of publications in the Electricity Safety Awareness Programme to be distributed in the schools around the Cook Islands. The Division has been promoting Electricity Safety Awareness in the schools in the Cook Islands as part of the work plan for this year. It is hoped that the training in making pamphlets and newsletters will speed up the work plan the Division has planned. Power Point presentation has played a big role in the Division, as we are required to do presentation at the schools. Using power point helps to show the student’s visual items where they can see the result of what happens or can happen or the real item itself. For example, power points, broken live wires and faulty appliances.

Activities:

1. National Energy Database
   ?? Energy Demand/Supply – NRSE, Petroleum and Power
   ?? Energy Information
2. PageMaker & PhotoShop for publication
3. Power Point for presentation
4. Visits
1.1 Energy Supply/Demand Database
The Supply/Demand Database is confined to quantifying baseline data for Renewable, Petroleum and the Power. The database helps to view the energy use of the country and to plan future trends for the country. The training attachment has given me the opportunity to start entering the database and to see where we are at the moment and how it can be improved in certain areas that needs looking into.

1.2 Energy Information Database
The Information Database is set-up for use as or like a library, where all information regarding energy is stored and referenced. The database also has in place the regional energy contacts where further information on a particular issue can be obtained.

1.3 PageMaker 6.5 & Photoshop
These programmes was used in the training attachment instead of Publisher98' or 2000. Publisher 98 can still be used but only for in-house publication. PageMaker and Photoshop are two different programmes but can be used into one another for editing etc. For practical we have created two pamphlets, Safety and Electricity see inserted tables below.

1.4 Power Point
In this section there were minimal use of this programme as it is used quite frequently in the Cooks. But there were tips and guidelines given in how to make the presentation look more attractive and eye-catching to the audience. Examples were shown and how it was done, the graphs, pictures and fonts and the different types of designs.

1.5 Visits
There were a couple of outside visits to the office of the Ministry of Labour (Safety & Health) and FEA - Fiji Electricity Authority to see articles and issues relating to Electricity Safety and training Electrical Inspectors. The visit was short and brief as it was only a information gathering only basis.

The visit to the Ministry of Labour (Safety & Health) was to see any publication they have on Electrical Safety, Regulations and the Fiji Act. These were obtained from the Government printing office.

Visit to the Fiji Electricity Authority where we met up with Electrical Inspector Mr Asesela Kamikamica, the meeting consisted on issues related to Electricians registration, Regulation and Standards. The issue of Electrical Inspector’s training was also discussed and it was only appropriate for the Division to make direct contact to the Chief Executive of Fiji Electricity Authority for more information on this matter.
Training Attachment

Although the attachment was for a short period only (20th – 31st October, 2001), I found that it has given me the necessary feeling of how to go about in doing the work needed. The attachment has been helpful because it covered two main roles within the Energy Division, that is the Energy Database which is in our work plan for this year is to complete this at the end of the year, and of course the publication of pamphlets and newsletters. This attachment has given me or has pointed me in the direction of completing our work plan in the publication of pamphlets for the Electricity Safety Awareness Programme, which the Division is promoting in the schools. We are currently promoting this with class sessions in the schools where our Electrical Inspectors meet with the pupils. They are promoting this with no pamphlets at the moment but are showing the pupil electrical gears that can be visually be seen. The Division planned to do more promoting with pamphlets and better methods of presentation by utilising the use of PowerPoint. In PowerPoint the presentation can be made to look more appealing to the students other than just speaking to them. Although at present the Division has not got the right gear yet, (infocus, laptop computer etc.) The division is seeking more help in this area of educating the pupil of the Cook Islands.

The training attachment is made possible to achieve by having the right people to talk to, mainly Rupeni Mario for being a great co-ordinator. The training programme set up by Rupeni was just right for the attachment and covered the main areas required by the Division. The main focus now is to complete the work plan the Division has set-up for the year as it is now almost over.

Many thanks go to SOPAC for allowing me the opportunity to have gone through this short training attachment with the Energy Sector of SOPAC. My appreciation also goes towards the Energy Staff, Paul Fairbairn – Manager, Anare Matakitiki and Rupeni Mario. My appreciation goes for the use of the PC equipment and the use of the office.
### PROGRAM FOR A TRAINING ATTACHMENT
**FROM THE COOK ISLANDS**

**Proposed Dates:** 19 – 31 October 2001
**Task Profile Number:** CK 2001.004
**Trainee:** David Akaruru (Cook Islands)

<table>
<thead>
<tr>
<th>Days / Dates</th>
<th>Activity</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Oct - Friday</td>
<td>Arrive from the Cook Islands</td>
<td></td>
</tr>
<tr>
<td>20 – 21</td>
<td>Weekend</td>
<td></td>
</tr>
</tbody>
</table>
| 22 – 23 Oct      | • Introduction to SOPAC  
                   • Discussion of Energy Issues in the Cooks,  
                   • Energy Supply Demand Database (involves an introduction to the Cook Islands database template, data requirements, data management and data input) – data to be provided by David.  
                   • Energy Information Database (introduction to the database; data entry and basic management of the database).  
                   • Meetings with Ministry of Labour  
                   1000 hrs  
                   1430 hrs FEA [Chief Inspector] | SOPAC  
                   Ministry of Labour  
                   FEA Headquarters |
| 24 – 25 Oct      | • Introduction to Basic Computer Management Skills  
                   • Use of PageMaker for producing newsletters  
                   - brief introduction; newsletter samples  
                   - designing newsletters  
                   - setting-up of pictures in Photoshop and importing into PageMaker.  
                   - practical  
                   • Use of PowerPoint Presentation and litepro  
                   - Preparing presentations  
                   Meeting  
                   1100 hrs Pacific Islands Forum Secretariat (Petroleum Section) | SOPAC  |
| 26 Oct           | Safety Awareness Program  
                   - Prepare presentations on safety measures  
                   - Preparation of posters and pamphlets | SOPAC |
| 27 – 28 Oct      | Weekend                                                                  |                            |
| 29 Oct           | Continue on developing Electrical Safety articles                        | SOPAC                      |
| 30 Oct           | • Round-up Training Activities  
                   • Training Report to be submitted | SOPAC                      |
| 31 Oct           | Depart for the Cook Islands                                             |                            |
CAPACITY BUILDING ATTACHMENT FOR DAVID AKARURU
C O O K I S L A N D S W I T H S O P A C - F I J I

1. Objectives: To provide David Akaruru the training needs required to implement the following task profiles within the Energy Divisions Workplan using computer modules:
   - Modified National Energy Database
   - Safety Awareness Programme
   - Use of multimedia system and Power Point Computer programme
   - Production and setting of Energy Newsletter with use of Publisher Software

2. Proposed date: October 2001

3. Proposed Output:
   - Training Report
   - National Energy Database
   - Safety Awareness Programme
   - Energy Newsletter

4. Background: The attachment has been discussed between the Director for Energy, government of the Cook Islands and Energy Manager of SOPAC and both parties have agreed. The Energy Division of the Ministry of Works is dedicated to monitor and provide an effective and sustainable energy services in the country. This attachment allows the Division to speed up the implementations of those tasks highlighted above to achieve the sectoral goals of the Ministry. SOPAC has supported in other areas such as in country capacity building and workshops.

5. Equipment: PC & Appropriate Software

6. Workplan: To be coordinated by Rupeni inline with the objective of the attachment.

7. Information:

8. Clients: Energy Division, Ministry of Works, Government of the Cook Islands

9. SOPAC: Paul Fairbairn