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SPREP Circular

File: SPM 18/4

Date: 11 July 2011

Circular: 11/61

To: SPREP National Focal Points
CROP Agencies
Collaborating Countries/Organisations
Institutional Focal Points

Subject: **Invitations and Arrangements - Twenty-Second SPREP Meeting (22SM) Apia, Samoa, 12th – 16th September 2011**

Further to our Circular Number 11/24 dated 10 March 2011, I am pleased to extend to you an invitation to attend the 22nd SPREP Meeting to be held from 12 – 16 September 2011 in Apia, Samoa.

2. As the meetings are fast approaching and we are in the process of finalizing arrangements, we would appreciate receiving your nominations and all relevant information on your delegations at the latest **by 30th July 2011** by email or facsimile. Kindly fill in the attached form and return to the Secretariat at your earliest convenience.

3. To facilitate and assist with the arrangements for all delegations to the Meetings, your assistance and cooperation is requested to provide us at your earliest, a list of your delegations including travel itineraries and accommodation preferences. Attached is a list of hotels and rates.

Invitations – SPREP Members

4. All Governments and Administrations are invited to nominate representatives together with any alternates and advisers. It would be appreciated if an advance indication of the approximate size of your delegation could be sent to SPREP by the above deadline.

Invitations – Advisers and Observers

5. CROP Organisations, United Nations Agencies, other Intergovernmental and Non-Government Organisations that collaborate and work closely with SPREP in the implementation of SPREP's Action Plan and related activities – are also invited to nominate advisers and observers at their own expense.

Venue

6. The Meeting will be held at the Tanoa Tusitala Hotel, Apia, Samoa.

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Accommodation

7. The Secretariat wishes to make block bookings of suitable hotels in Apia depending on the timeliness of your response.

8. Should your delegation wish to take advantage of this offer, please advise the Secretariat no later than **30th July 2011** to enable us to reserve rooms.

Travel Costs and Per Diems

9. The Fifth SPREP Meeting in 1992 decided to assist smaller island members only, with payment of travel and per diem expenses associated with the SPREP Meeting. It was agreed that other members pay their own expenses. The smaller island members eligible for assistance are Cook Islands, Kiribati, Republic of Marshall Islands, Nauru, Niue, Tokelau and Tuvalu.

10. The Secretariat will therefore meet the following costs for one representative from each of these members:

- one return economy class airfare, or excursion if available, by the most economic direct route between that country and Apia; and
- a per diem allowance at prevailing SPREP rates to cover nights necessarily spent in transit to and from Apia and accommodation, meals and miscellaneous expenses for the duration of the Meeting.

NB**. These allowances will be paid on the first day of the Meeting.**

11. On receipt of the name of the smaller island member representative to whom the assistance is directed, the Secretariat will organize a Prepaid Ticket Advice (PTA) to cover the necessary airfares for one participant only. Please provide nominations as soon as possible to the Secretariat either by email or facsimile.

Visas and Entry Requirements

12. Except for travellers using United States passports who are US nationals, visitors to Samoa do not require an entry visa for stays of up to 60 days, on the condition visitors have an onward or return ticket and valid passport (six months or more) and the right of reentry into their countries of normal residence. However, the local authorities have offered to grant exemption from entry visas for members travelling on US passports who are US nationals. In this regard you are kindly requested to provide the Secretariat at an early date with the names and passport details of your delegation.

Working Papers and Provisional Agenda

13. All working papers (electronic copies) will be sent six weeks ahead of the Meetings in accordance with Meeting Rules of Procedure. Electronic copies will also be available on the SPREP website: www.sprep.org. As is the organization's policy, all the Meeting documents are available in English and French.

Official Languages

14. Simultaneous interpretation into English and French will be provided.

Liability for Personal Injury

15. SPREP shall not accept liability for any injury suffered by a person sponsored by SPREP to attend any conference or meeting. We strongly recommend that every nominee should take out personal insurance (at his/her own expense) for the period s/he is sponsored or is traveling to or from the Meeting.

Further Information

16. For further information relating to the logistical arrangements for the Meeting, please contact **Alofa Tu'uau or Apiseta Eti**, for travel & accommodation arrangements please contact **Pauline Fruean**, Conference and Travel Officer, at the addresses provided below. For information on Meeting Working Papers, Agenda and other non-logistical matters, please contact **Kosi Latu**, Deputy Director or his Assistant, **Apiseta Eti**.

17. Please note that nominations should be sent by fax or e-mail **as soon as possible to secure accommodation**.

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We look forward to receiving your nomination(s) to the Twenty-Second SPREP Meeting.

Yours sincerely,



Kosi Latu
Acting Director

Att.

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