SPREP
Secretariat of the Pacific Regional Environment Programme

PO Box 240, Apia, Samoa
E: sprep@sprep.org
T: +685 21929
F: +685 20231
W: www.sprep.org

CLEAN PACIFIC

The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

CIRCULAR

FILE: STF 8/3/7
DATE: 24 July 2013
CIRCULAR: 13/45

TO: SPREP National Focal Points

Subject: **INTERCESSIONAL WORKING GROUP - RETENTION ALLOWANCE**

Dear Members,

At the last SPREP Meeting in Noumea, September 2012, Members considered the submission from the Ad Hoc Working Group on the Revised Staff Regulations and decided as follows:

- *Adopted the draft Staff Regulations with the exception of the Staff Retention Clause; and*
- *Agreed that an intercessional working group be established to address the issue of staff retention that is consistent with agreed practices across CROP agencies and to report to the 2013 SPREP Meeting.*

The Secretariat has conducted the research and compiled the information relating to agreed practices across the other CROP agencies and would like to present these to the Working Group for their consideration.

For ease of reference, and given their familiarity with the issue being discussed, the Secretariat is inviting the Working Group who conducted the review of the Staff Regulations in 2012, to be reconvened to discuss and finalise this matter for a report to the 2013 SPREP Meeting. However, all other members who are interested to join the Working Group are most welcomed to participate.

The first meeting of the Working Group is scheduled for **Thursday, 1st August 2013 at 9.30am** (Samoan time) at the SPREP Office Main Conference Room. All Members who are interested in joining the Working Group are invited to confirm their interest to Ms Apiseta Eti (apiseta@sprep.org) as well as their availability to join the first meeting either in person or teleconference by Monday , 29th July 2013.

All interested members will be contacted for confirmation of meeting date and time, and an agenda and briefing paper will be circulated accordingly.

I look forward to hearing from you in due course.

Yours sincerely,

Kosi Latu
Deputy Director General