SPREP
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CLEAN PACIFIC

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

CIRCULAR

FILE: SPM 20/1
DATE: 8 August 2013
CIRCULAR: 13/48

TO: SPREP National Focal Points
CROP Organisations
Collaborating Organisations
Institutional Focal Points

Subject: Invitations and Arrangements – Twenty-Fourth SPREP Meeting (24SM) Apia, Samoa, 16th – 20th September 2013

Further to our Circular Number No. 13/22 dated 28 March 2013, I am pleased to extend to you an invitation to attend the 24th SPREP Meeting to be held from 16th – 20th September 2013 in Apia, Samoa.

2. As the meeting is fast approaching and we are in the process of finalizing arrangements, we would appreciate receiving the list of your delegations at the latest **by 31st August 2013** or as soon as possible by email or facsimile. Kindly fill in the attached form and return to the Secretariat at your earliest convenience.

Invitations – SPREP Members

3. 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

4. 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

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

Accommodation

6. The Secretariat intends to make block bookings of suitable hotels in Samoa depending on the timeliness of your response.

7. A separate administrative note on hotel arrangements will be sent next week.

Travel Costs and Per Diems

8. 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.

9. 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.*

10. 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

11. 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 re-entry 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

12. The revised Provisional Agenda and all Working Papers (electronic copies) for the SPREP Meeting are attached for your information. 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. All working papers are currently being translated and will be circulated as soon as translation is completed.

13. The schedule of side events during the SPREP meeting is also attached.

Official Languages

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

Liability for Personal Injury

16. 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

17. For further information relating to the logistical arrangements for the Meeting, please contact **Apiseta Eti** and **Alofa Tuuau**, for travel & accommodation arrangements please contact **Pauline Fruean**, 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**.

18. 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-Fourth SPREP Meeting.

Yours sincerely,



Kosi Latu
Acting Director General

Att.

KL/ae