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CLEAN PACIFIC

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

CIRCULAR

FILE: AP 1/1
DATE: 29 August 2013
CIRCULAR: 13/55

TO: SPREP National Focal Points

SUBJECT: SPREP Policy - Sitting Fees

Dear Members,

The purpose of this circular is to advise member countries on SPREP's policy on sitting fees, which are fees paid to attend meetings over and above normal meeting costs, such as meals, transport and honorarium for consultancy services.

Background

Occasionally requests for a sitting fee are made by members of the local community or government officials to attend in country meetings and workshops that are organized by SPREP.

The following is SPREP's Policy on sitting fees:

- SPREP does not pay sitting fees or allowances of any kind to the local participants for in country meetings and workshops, other than reasonable costs such as meals, transport and honorarium for consultancy services.

It is noted that donors do not accept the payment of sitting fees and it is also noted that this policy is consistent with other CROP Agencies.

Members are kindly requested to bring the foregoing to the notice of relevant government departments and organisations under their administrative control. Thank you.

Yours sincerely,

David Sheppard
Director General

DS/AT/rmg