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CLEAN PACIFIC

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

CIRCULAR

FILE: MTG 1/7
DATE: 21 November 2013
CIRCULAR: 13/83

TO: SPREP National Focal Points
Australia, Cook Islands, Fiji, Nauru, New Caledonia, New Zealand

Subject: **Establishment of a Reference Group for:**
1. **Independent Corporate Review of SPREP; and**
2. **Mid-Term Review of SPREP 2011-2015 Strategic Plan**

Dear Members,

As you are aware, the 24th SPREP Meeting held in Apia 17-19 September 2013 approved the implementation of the combined 2nd Independent Corporate Review of SPREP and the mid-term review of the SPREP 2011-2015 Strategic Plan in 2014. The meeting directed the Secretariat to ensure the reviews are considered by the 2014 SPREP Meeting.

The scope and timeline of the review (WP 6.4/Att.1/Rev.1 - attached) was also approved by the 24th SM, and sets out a process for ensuring that the combined reviews will be undertaken effectively. The first step is the establishment of a Reference Group comprising Member representatives from Micronesia, Melanesia, Polynesia and metropolitan countries during November 2013. The second step is to engage an Independent Review Team (IRT) to undertake the review.

The purpose of the Reference Group is to:

1. oversee the review processes;
2. work closely with the Secretariat in finalising the ToR for the reviews;
3. provide guidance to the Secretariat and IRT during review implementation and sub-regional consultations;
4. review draft IRT reports.

The Secretariat proposes membership of the Reference Group from Cook Islands, Fiji and Nauru to represent the Polynesia, Melanesia and Micronesia sub-regions, and Australia and New Zealand to represent metropolitan countries. In addition, it is also proposed that New Caledonia participate to represent territorial interests.

We anticipate that most of the work of the Reference Group will be undertaken through emails and teleconferences, with at least one physical meeting with the Secretariat and IRT once the review process timeline has been finalised. Reference Group members would also be expected to actively participate in consultations in their respective sub-regions in the case of Pacific island members.

Your early advice on willingness to participate in the Reference Group for these two important reviews will be greatly appreciated but no later than 6 December 2013.

Yours sincerely,



Kosi Latu
Acting Director General

Att.

DS/KL/ae