Attachment 1: 3rd International SIDS Conference – SPREP Action Plan (as of May 2014)

Introduction

SPREP is fully committed to contribute to making the 3rd SIDS Conference a success. We have developed this Action Plan to guide our contributions towards the success of the Conference. This Action Plan is an evolving document - changes are envisaged leading up to the SIDs conference. The three main Action Plan focal areas are:

I. Supporting SPREP members through the Preparatory Process;
II. Support to the Government of Samoa as Conference Host; and
III. Raising the profile of SPREP.

Actions

I. Supporting SPREP Members through the Preparatory Process

SPREP support to members started straight after Rio+20 where the call to host the conference was made. We have given support to members through the preparation of thematic briefs and support with negotiations. We also led the regional support to countries as co-chair of the CROP Sustainable Development Working Group.

Action	Focal Point	Due Date	Details
1. SPREP support to countries [as part of country delegations.]	Kosi Latu/ Sefa	May	• Circular to members offering **technical support** before/during/after the Conference.
2. Support to NY Missions.	Sefa/ Espen	April & June	• Continue technical support to preparatory meetings
	Sefa	Ongoing	• Continue to lead and coordinate SDWG support.
	Chris	May	• Link SPREP website to SIDS Conference Secretariat/UNDESA and vice versa.

II. Support to Government of Samoa as Conference Host

After discussions with our host government it was agreed that SPREP would focus its assistance on waste management, media relations and IT support.

Action	Focal Point	Due Date	Details
1. Assistance with Waste Management	Jope/Anama	May	• Undertake audits of Accomodation, Ports of Entries, Landfill, Meeting Facilities
	Jope/Anama	End July	• Remedial actions on audit findings/compliance with regs
	Anama	End May	• Procurement of litter booms. waste collection and recycling bins.
	Tony/Scott	August	• Oil spill equipment and litter boom training.
	Sefa/Anama	On-going	• Community & partner engagement (AMSA, JICA, UNEP, US)
2. IT Support	Chris Slaven	May	• Define support required with Samoa.
			• Plan and costing for support.
3. Communications and Media support.	Seema/Nan	May	• Coordinate communication and publications materials, prepare budget and secure funding
	Nan	July	• SPREP SIDS Conference Media Team in place

III. Raising the Profile of SPREP

The conference offers a once in a lifetime opportunity for SPREP to highlight and showcase our work. We will have profile raising activities at the conference site, at the SPREP campus and also at the port where many delegations will be accommodated on the cruise vessel "Pacific Jewell."

Action	Focal Point	Due Date	Details
1. Side Events at the Conference Venue **(See Attachment 1 for details)**	Seema	May/June	• Secure slot for SPREP side event.
	Silia	May	• Concept & engage partners for SPREP side event.
	Seema	Ongoing	• Coordinate engagement of SPREP in other side events .
	Seema	June	• Engagement of SPREP in partnership dialogues.
	Seema	May/June	• Secure display space.
2. Events at SPREP Campus and other venues **(See Attachment 2 for Details)**	Maraea/Stuart	May	• Improvements and maintenance of SPREP campus
	Kosi	May	• Duty free waiver for conference items.
	Easter	Ongoing	• Coordinate partnership events at SPREP Campus.
	Stuart	May	• Tree planting in Apia
	Easter	Ongoing	• Coordinate high profile visitors to meet the DG or visit SPREP.
	Makoto	May/June	• JPRISM/Japan activities.
3. Apia Port	Scott/ Seema	June/July	• Secure venue for SPREP displays at the Port.
		May	• Discuss with NZ (Stu Horne) usage of PJ to show promo videos.

Implementation Arrangements

Implementation of the action plan is an all of SPREP activity and is coordinated through our SIDS Conference Working Group led by the Deputy Director General. Funding for the activity is sourced from within SPREP and also through funding and joint implementation with SPREP partners.

Attachments

1 a) SPREP Side events at SIDS Conference Venue;
1 b) Events at SPREP Campus and other sites

Attachment 1a: PROPOSED SPREP SIDE EVENTS AT SIDS CONFERENCE VENUE

	Event Name	Brief Description	SPREP Contact	Lead organiser	SPREP Role	Other Partners
1.	Sustainable Energy Partnerships [title tbc]	*Concept note under development*	*Espen Ronneberg* EspenR@sprep.org	*SPREP*	Lead Organiser	*SPC IUCN PPA UNDP IETC*
2.	BIOGAS DEMO	*Demonstration of biogas projects in Samoa*	*Sili'a Ualesi Kilepoa* SiliaU@sprep.org	*PIGGAREP Samoa lead*	Speaker	*Samoa*
3.	Weather and Climate Services in SIDS	*Targeting a high level audience, this event will raise awareness of how weather and climate services are linked and profile the role of effective national meteorological services in providing climate services in small island states.*	*Salesa Nihmei* SalesaN@sprep.org	*WMO lead*	Co-organiser/ key partner	*WMO NMS*
4.	IPCC WG 1, 2, 3 Side Event	*This event will provide an overview of the IPCC AR5 Report and encourage discussion on how this will feed into the current CC negotiations process.*	*Netatua Pelesikoti* NetatuaP@sprep.org	*IPCC*	*Support, Lead Author (Neta)*	*IPCC USP SPC*
5.	The Pacific Approach to Integrated Climate and Disaster Resilient Development	The event will share Pacific progress in the development of an integrated Strategy for Climate and Disaster Resilient Development (SRDP). The side event will also provide the opportunity to showcase a proposed regional institutional arrangement, the Pacific Resilience Partnership, which is intended to provide an umbrella consultative mechanism at the regional level to support Climate Change and Disaster Risk Management.	*Tagaloa Cooper* TagaloaC@sprep.org	*Government of Tonga*	Co-organiser Panellists or Moderator	*UN Agencies CROP/SPC*
6.	International cooperation	The effective management of climate change data and	*Makelesi Gonelevu*	*Govt of Vanuatu*	Co-organiser	SPREP Griffith

	on climate change data and information management. *ICLIM & Pacific CC Portal*	information is critical for supporting decision-maker, researchers and practitioners to identify the data and information they require for climate change adaptation and resilience planning. Although this concept is well known, SIDS members could benefit from greater guidance on strategies that enhance the discovery, accessibility and useability of key climate change data and information.	MakelesiG@sprep.org			SPC GIZ USP
7.	PACC	The event aims to launch the film documentary 'Vital Harbours' following a brief presentation. A panel discussion will follow that include key stakeholder reps and cast featured in the film.	*Peniamina Leavai* PeniaminaL@sprep.org	*Cook Islands*	Co-organiser	*GEF* *UNDP* *Australia* *Countries*
8.	Choiseul Integrated EBA		*Stuart Chape* StuartC@sprep.org *Carlo Iacovino* CarloI@sprep.org	*Solomon Islands*		*GIZ* *Solomon Islands* *USAID*
9.	Abaiang - Whole of Island Approach		*Azarel Mariner* AzarelM@sprep.org *Carlo Iacovino* CarloI@sprep.org	*Kiribati Govt (tbc)*	Co-organiser / key partners	*GIZ* *SPC* *Kiribati* *USAID*
10	Capacity Building in Environmental Governance and Leadership	*Highlights the work carried out through the ACP MEAs project to build capacity for environmental governance and leadership especially its successes in the pacific and Caribbean SIDS regions.*	*Sefanaia Nawadra* SefanaiaN@sprep.org	*UNEP*	Co-organiser	*CARICOM*
11	Pacific National Sustainable Development Strategy (NSDS) Regional Support Partnership	*Launch the Pacific NSDS partnership as a mechanism to strengthen NSDS formulation and support the Cairns compact review process through implementation of its findings.*	*Sefanaia Nawadra* SefanaiaN@sprep.org	*PIFS*	Co-organiser	*SDWG members*

12	Launch of the Pacific Ocean Initiative		*PIFS*
13	Nansen Initiative	*Ewan Cameron EwanC@sprep.org*	*Nansen Initiative*

Attachment 1b: EVENTS AT SPREP CAMPUS AND OTHER SITES

SIDS EVENTS AT SPREP CAMPUS
Timetable

Date/Time	Event name	Type of Event	Event organizer/partners	SPREP Venue	Contact person	**Status**
Monday 1st September, 2014						
12:00pm - 1:00pm	Global oceans	tbc	tbc	TEC	Mike Donoghue michaeld@sprep.org	TBC
3:00pm - 4:30pm	Increasing the resilience of local Communities through Climate Information: Lessons learned from the Pacific Region (TBC)	Launch/showcase of Global Framework for Climate Services in the Pacific initiatives.	SPREP, FINPAC, NIWA, COSPP and PACCSAP	TEC	Salesa Nimei salesan@sprep.org	Confirmed
Tuesday 2nd September, 2104						
12:00pm - 1:00pm	The experience of J-PRISM as an example of regional cooperation framework for SIDS	Lunch time Presentation	J-PRISM	TEC and/or Fale	Makoto Tsukiji tsukijimkt@gmail.com	Confirmed
6:00pm - 8:00pm	Launch of the partnership for the Regional Framework for Nature Conservation and Protected Areas in the Pacific Islands region 2014-2020	Launch with reception	Pacific Islands Round Table for Nature Conservation, SPREP	TEC and/or Fale	Easter Galuvao easterg@sprep.org	Confirmed
Wednesday 3rd September, 2104						
12:00pm - 1:00pm	Ocean acidification	tbc	tbc	TEC	Salesa Nimei salesan@sprep.org	TBC
Evening (time tbc)	IOC/5Cs/SPREP	Launch	IOC, 5Cs and SPREP	TEC and Fale	Rodney Lui rodneyl@sprep.org	Confirmed
tbd	SIDS Dock	High level forum	SIDS Dock Secretariat, 5Cs, SPREP, AOSIS	tbd	Espen Ronneberg espenr@sprep.org	TBC

Dates and times shown tentative

INFORMATION ON THE THIRD INTERNATIONAL CONFERENCE ON SMALL ISLAND DEVELOPING STATES

1 – 4 September 2014

APIA, INDEPENDENT STATE OF SAMOA

DATES AND VENUE OF THE CONFERENCE:

1. The Third International Conference on Small Island Developing States (SIDS) will be held from 1 to 4 September 2014 at the Faleata Sports Complex in Apia, Independent State of Samoa to be preceded by pre-Conference activities from 28 to 31 August 2014, also in Apia Samoa.

2. The Faleata Sports Complex is situated about 10 Kilometers from the center of Apia. It is comprised of the following six buildings:
   - Upolu Plenary Hall
   - Savaii Partnerships Hall
   - Nu'utele Accreditation Centre
   - Manono Media Centre (including space for side events)
   - Namu'a Food Court
   - Apolima Secretariat

3. The Faleata Golf course, which is adjacent to the Conference venue will serve as the venue for pre-conference activities from 28–31 August 2014 and Parallel events from 1–4 September 2014.

PROGRAMME:

4. A provisional agenda, organization of work and rules of procedure will be issued.

Plenary Meetings:

5. Morning plenary meetings will be held from 10:00am to 1:00pm and Afternoon plenary meetings from 3:00pm to 6:00pm. All plenary meetings will be held in the Upolu Plenary Hall.

6. The opening plenary meeting, to be held on Monday, 1 September from 10:00am to 1:00pm, will feature statements by the President of the Conference, the President of the General Assembly, the Secretary-General of the United Nations, the Chair of the Alliance of Small Island States and the Secretary-General of the Conference. The plenary meeting will also hear statements from other political groups in accordance with the practice of the General Assembly.

7. The closing plenary meeting, to be held in the afternoon of Thursday, 4 September 2014 is expected to conclude with reporting on multi-stakeholder partnership dialogues, to be followed by the adoption of the Outcome Document and the report of the Conference.

Multi-stakeholder Partnerships Dialogues:

8. Six multi-stakeholder partnership dialogues under the following clusters will be held from 1-4 September in parallel with the plenary meetings in the Savaii Partnerships Hall.

DAY	DATE	TIME	CLUSTER
Monday	1 Sept 2014	3.00–6.00 p.m	Climate change & Disaster Risk management
Tuesday	2 Sept 2014	10.00–1.00 p.m	Oceans, Seas & Biodiversity
√√	2 Sept Sept	3.00– 6.00 p.m	Water & Sanitation, Food security & Water Management
Wednesday	3 Sept 2014	10.00-1.00 p.m	Sustainable economic development
√√	3 Sept 2014	3.00-6.00 p.m.	Sustainable energy
Thursday	4 Sept 2014	10.00-1.00 p.m	Social development etc, Health, NCDs, Youth & Women

The **S.M.A.R.T** criteria (*SIDS-specific, Measurable & Monitorable, Achievable and Accountable, Resource-based & Results-focused, Timelines for Implementation & Transparency by all parties*) will be applied to help pre-select partnerships to participate in the Partnerships dialogues.
More information on the partnerships dialogues is available on the Conference website at (**http://www.sids2014.org/index.php?menu=1507**).

Side events:

9. Side events will be organized during the Conference from 1 to 4 September 2014, inside the Faleata Sports Complex . More information on parallel events will be available on the Conference website at (**http://www.sids2014.org/index.php?menu=1534**).

Parallel events:

10. Parallel events related to the Conference will be organized from 1 to 4 September 2014, outside the Faleata Sports Complex and in select locations in Apia. More information on parallel events will be available on the Conference website at (**http://www.sids2014.org/index,php?menu=1498**).

Exhibitions:

11. The "**SIDS Home in My Home**" (SHIMH) is the venue (village concept) where different SIDS gather to display/sell/interact/have fun in a Trade Fair format. SIDS

can bring their wares etc to display and sell from this venue dedicated for them. The size of space to be allocated to individual SIDS will depend on the number of SIDS interested to participate and what they will be bringing. Space will be used at no cost to SIDS as part of host country's hospitality to all its guests.

Deadline for registration of interest to display/sell wares and for booking space at the SIDS village will be 1 July 2014.

More details on the SHIMH will be made available shortly on Samoa's official website for the Conference (**www.sidssamoa2014.ws**) and the Conference website (**www.sids2014.org**).

Meetings of major groups and other civil society organizations:

12. During the Conference from 1 to 4 September 2014, there will be daily morning meetings of major groups and other civil society organizations organized in the Conference Rooms, First Floor of the Manono Media Centre. Further details of these meetings will be made available on the Conference website at (**www.sids2014.org**).

PRE-CONFERENCE ACTIVITIES:

28 – 31 August 2014 (Faleata Golf course)

Private Sector Forum:

13. A Private Sector Partnerships Forum will be organized by UN-Office of the High Representative for LDCs, LLDCs and SIDS (UN-OHRLLS) in collaboration with the Government of the Independent State of Samoa and the Samoa Chamber of Commerce on 30 to 31 August 2014 to provide a platform where genuine and durable partnerships to support the sustainable development of SIDS can be showcased and announced. The Forum will also facilitate networking and interaction between senior business and government leaders to enhance private sector partnerships for SIDS and the sharing of information and best practices within SIDS regarding policies, programs and practices geared towards strengthening business and industry in the pursuit of sustainable development. The Forum will focus on key areas: (1) Agriculture, (2) Connectivity (through ICTs and Transport), (3) Disaster Risk Reduction, (4) Fisheries and Marine Resources, (5) Renewable Energy, and (6) Sustainable Tourism. More information on the Forum including the venue and registration is available at **http://unohrlls.org/private-sector-partnerships-forum-2014-sids-conference.**

Youth Forum

14. A Youth Forum will be organized on 28 August 2014 at the Faleata Golf course jointly by the Government of Samoa, UNSECO and UNDP. Further information on this event will be posted on the Conference website (**www.sids2014.org**) shortly.

Major Groups and Other Stakeholders Forum:

15. A Major Groups and Other Stakeholders Forum will be held on 29 August 2014 at the Faleata Golf course to be organized by DESA in collaboration with the major groups. Further information will be made available on the Conference website (**www.sids2014.org**).

Renewable Energy Forum:

16. A Renewable Energy Forum will be held on 30 August 2014 at the Golf course. This Forum is being organized jointly by the New Zealand Government and IRENA with support from other relevant stakeholders including UNDP and the Government of Samoa. Further information will be made available on the Conference website (**www.sids2014.org**) shortly.

PARTICIPATION, ACCREDITATION AND REGISTRATION:

17. Governmental and Non-governmental stakeholders must be accredited to the United Nations in order to participate in the Conference. The following participants may attend or be represented: States members of the United Nations or members of Specialized Agencies, Inter-Governmental Organizations, Associate Members of the Regional Commissions, United Nations System, Major Groups and other Stakeholders and Media.

18. Access to the conference site and conference rooms will be granted upon presentation of a **valid United Nations Conference pass issued by the United Nations.** Participants holding a Conference pass are subject to screening at the Nu'utele Accreditation Centre. VIP groups including Heads of States or Governments, Vice-Presidents/ Deputy Prime Ministers, Crown Princes/Princesses and Cabinet Ministers, as well as their spouses will be exempted from screening.

19. The on-site accreditation and issuance of Conference passes to all accredited participants will begin on Wednesday, 27 August 2014 at the Nu'utele Accreditation Centre inside the Faleata Sports Complex in Apia.

A. States Members:

Accreditation of official delegations of States Members is handled by the United Nations Protocol and Liaison Service. Delegations are required to submit a letter with an official stamp and signed by an authorizing official, **no later than Wednesday, 20 August 2014** providing a list of official delegation with names, functional titles and affiliations, through their Permanent Missions or Liaison Offices to the United Nations Protocol and Liaison Service in New York:

United Nations Protocol and Liaison Service
Attn: Ms. Wai Tak Chua
Fax: +1(212) 963-1921
http://www.un.int/protocol

A copy should be also sent to:

General Assembly and ECOSOC Affairs
Division/DGACM
Mr. Kenji Nakano
Attn: Mr. Paolo Dua
Email: **duap@un.org**

Submission of the letter with the list of official delegation should be followed by on-line registration via **http://iAccredit.un.org.** This website will be open for online registration at a date to be announced.

Upon verification of the information on the lists of delegations, the Protocol and Liaison Service will authorize pass applications submitted online. **It is to be noted that no approval of conference pass will be granted prior to receipt of the official lists of delegations or letters of nomination.** Delegations are kindly reminded to send in their official lists before the **deadline on Wednesday, 20 August 2014.**

In order for a conference pass to be issued, the following registration procedure must be completed by logging onto **http://iAccredit.un.org:**

Step 1: Register and confirm your account by clicking the link in confirmation email.

Step 2: Log onto the website and create your personal and business profiles.

Step 3: Upload your photograph.

Step 4: Submit your profile for the conference.

Step 5: Upon verification, an approval email will be sent to the email address registered.

Step 6: Present the approval email either on a hard copy or on a mobile device/tablet together with a passport or a government photo ID for badging at the Accreditation Centre in Apia.

Missions and Liaison Offices are kindly reminded **not** to include media personnel and members of security details of the VIP groups in their official lists of governmental delegations.

- Accreditation for media personnel including photographers and video/cameramen of the official delegations or the VIP will be handled by the Media Accreditation and Liaison Unit (Tel: +1(212) 963-6934 and email: **malu@un.org**).

  Information on the accreditation procedure of media personnel will be made available at a later stage via their website at **http://www.un.org/en/media/accreditation**.

- Members of security details of VIP groups will be handled by the United Nations Security and Safety Unit.

- Missions and Liaison Offices are also reminded not to include in the list of delegation representatives of NGOs who are not members of the official government delegations to the conference.

B. Intergovernmental Organizations:

Representatives of Intergovernmental Organizations are required to follow the same accreditation procedure as that for States Members by submitting a letter with a list of delegation to the Protocol and Liaison Service and registering on line.

C. Associate Members of the Regional Commissions:

Representatives of Associate members of the regional commissions (American Samoa, Anguilla, Aruba, Bermuda, British Virgin Islands, Cayman Islands, Commonwealth of the Northern Mariana Islands, Curacao, French Polynesia, Guadeloupe, Guam, Martinique, Montserrat, New Caledonia, Puerto Rico, Turks and Caicos Islands, and United States Virgin Islands) are required to follow the same accreditation procedure as that for States Members by submitting a letter with a list of delegation to the UN Protocol and Liaison Service and registering online.

D. Specialized Agencies and related Organizations:

Representatives of Specialized Agencies and related organizations (ILO, FAO, UNESCO, ICAO, WHO, World Bank, IMF, UPU, ITU, WMO, IMO, WIPO, IFAD, UNIDO, UN-WTO, IAEA, CTBTO, ICC, OPCW and WTO) are required to follow the same accreditation procedures as that for States Members by submitting a letter with a list of delegation to the Protocol and Liaison and registering online.

E. UN Funds and Programs and other entities:

UN funds and programs and other entities (UN, UNOG, UNHCHR, UNOV, UNODC, UNON, UN-HABITAT, ECA, ECE, ECLAC, ESCAP, ESCWA, UNCTAD, UNDP, UNEP, UNHCR, UNRWA, UNICEF, UNFPA, WFP, UN-WOMEN, UNFCCC, UNCCD, CBC, UNU, ITC,

UNAIDS, UNITAR) should communicate the composition of their delegations to the Conference Secretary-General. Correspondence should be addressed to the attention of Ms. Federica Pietracci at her email: pietracci@un.org by Tel: (to be conveyed later).

F. Non-Governmental Organizations and other Major Groups:

Pre-registration:

NGOs and other major groups that are eligible for pre-registration are those that are:

- In consultative status with the Economic and Social Council;
- Accredited to previous conferences on the sustainable development of the Small Island Developing States, held in Barbados and Mauritius.

NGOS and other major groups and other accredited organizations can pre-register their representatives for the Conference through the Conference website at **www.sids2014.org.** When the pre-registration is completed, each nominated representative will receive a confirmation letter via email.

Once pre-registration is closed, on site registration by representatives of non-accredited NGOs or major groups will not be accepted. **All representatives that intend to attend the Conference must be pre-registered before the deadline of 1 August 2014.**

Additionally, if a representative of an accredited organization is not able to attend the Conference, he or she cannot be replaced by another representative of the same organization.

Pre-registered participants must come to Accreditation Centre with a copy of the confirmation letter and valid photo identification (passport, driver's license) for identification purposes.

Application for Accreditation:

Non-governmental organizations and other major groups who are currently not eligible for pre-registration (see above) but who wish to attend and contribute to the Conference may apply to the Secretariat for that purposes, in accordance with guidelines available on the Conference website at www.sids2014.org. **The deadline for submitting accreditation applications is 12 May 2014.**

Visa Requirement, Travel and Hotel Accommodation

20. Visas will be granted free of charge to all participants upon arrival, provided that:

- ❖ You have a valid return or onward ticket;
- ❖ Your passport remains valid six (6) months from intended departure date from Samoa.

Please also check the entry or transit permit requirements for transit countries at their nearest Embassy or Consulate. Transit countries immediate to Samoa are New Zealand (Auckland), Australia (Sydney, Brisbane), Fiji (Nadi), and USA (Los Angeles, Hawaii and American Samoa).

21. The following Airlines provides services for Samoa:

- ❖ Air New Zealand – out of Auckland, New Zealand
- ❖ Virgin Samoa – out of Brisbane or Sydney, Australia
- ❖ Fiji Airways – out of Nadi in Fiji and Honolulu, USA
- ❖ Inter Island Airways and Samoa Airway – between American Samoa and Independent State of Samoa.

22. Transportation will be provided to all Conference participants daily between airports and hotels and the Conference venue.

23. A centralized accommodation booking system is available at **www.sidssamoa2014.ws.** A "Booking Process" document is attached as a useful guide for booking accommodation on-line.

Pacific Jewel (cruise liner) is flexible with its 5-night minimum stay for

- Heads of Government
- Heads of International Organization;
- Ministers.

All other delegates including Officials, UN staff, Media and NGOs will need to comply with the minimum stay requirements of five nights.

Deadline for online registration for hotels is **30 June 2014** for people to be assured of their preferred booking. After this date, whatever hotel rooms left are for late-comers. It could be the most expensive, most far away in terms of travel distance etc.