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

Natural Solutions for Island Resilience

CIRCULAR

FILE: SPM 21/1
DATE: 24 July 2014
CIRCULAR: 14/67

TO: SPREP National Focal Points
CROP Organisations
SPREP Partner Organisations

Subject: Invitations and Arrangements – Twenty-Fifth SPREP Meeting (25SM) Majuro, Marshall Islands, 25th September – 3rd October 2014

Further to our Circular Number No. 14/52, I am pleased to extend to you an invitation to attend the 25th SPREP Meeting to be held from 25th September – 03rd October 2014 in Majuro, Marshall Islands.

1. 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 **8th August 2014** or as soon as possible by email or facsimile.

Invitations – SPREP Members

2. 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 – SPREP Partner Organisations

3. CROP Organisations, United Nations Agencies, other Intergovernmental and Non-Government Organisations that collaborate and work closely with SPREP in the implementation of SPREP's Strategic Plan and related activities - are also invited to nominate advisers and observers at their own expense.

Venue

4. The Meeting will be held at the International Conference Centre (ICC), the venue of the 2013 Forum Leaders meeting in Majuro, Marshall Islands.

Accommodation

5. The Marshall Islands Government has made block bookings at selected hotels and will arrange hotel reservations on request. Details of hotels and tariffs are attached.

6. Should participants wish to reserve rooms, please contact the hotels directly and their contacts provided in the attachment. The RMI Government focal point for SPREP Meeting inquiries is Mr Warrick Harris warwick47@gmail.com. Reservations will need to be done as soon as possible in order to secure rooms.

Travel Costs and Per Diems

7. 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.

8. 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 Majuro; and
- a per diem allowance at prevailing SPREP rates to cover nights necessarily spent in transit to and from Majuro 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.*

9. 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

10. Citizens of all member countries receive Entry Visas to the Marshall Islands upon arrival at Majuro. On route to Majuro, please ensure that you have current Australian, New Zealand or USA entry visa if traveling via one of those countries. Passports must be valid more than 6 months from date of travel. Please note that it is the responsibility of the participant to arrange any necessary visa(s) required for travel.

Working Papers and Provisional Agenda

11. The revised Provisional Agenda for the SPREP Meeting is attached for your information. Electronic copies of all meeting documents will be sent six weeks before the meeting. All these documents 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. The Provisional Agenda for the Waigani and Noumea Conventions is being sent separately.

12. The current schedule of side events for the SPREP meeting is also attached.

Official Languages

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

Liability for Personal Injury

14. 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

15. For further information relating to the logistical arrangements for the Meeting, please contact **Audrey Brown Pereira** and/or **Apiseta Eti**, for travel & accommodation arrangements please contact **Maraea Pogi**, at the addresses provided below. For information on Meeting Working Papers, Agenda and other non-logistical matters, please contact **Kosi Latu**, Deputy Director General or **Audrey Brown Pereira** and/or **Apiseta Eti**.

16. Please note that nominations should be sent by e-mail or fax **as soon as possible.**

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We look forward to receiving your nomination(s) to the Twenty-Fifth SPREP Meeting.

Yours sincerely,



Kosi Latu
Acting Director General

Att.

KL/ae