SPREP
Secretariat of the Pacific Regional Environment Programme

PO Box 240, Apia, Samoa
E: sprep@sprep.org
T: +685 21929
F: +685 20231
W: www.sprep.org

CLEAN PACIFIC 2012

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

CIRCULAR

FILE: SPM 19/1
DATE: 26 June 2012
CIRCULAR: 12/53

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

Subject: Invitations and Arrangements – Twenty-Third SPREP Meeting (23SM) and Associated Meetings, Noumea, New Caledonia, 30th August – 7th September 2012

Further to our Circular Number No. 12/23 dated 30 March 2012, I am pleased to extend to you an invitation to attend the 23rd SPREP Meeting to be held from 4th – 7th September 2012 in Noumea, New Caledonia. Invitations are also extended to the Conferences of the Parties to the Waigani and SPREP Conventions to be held just prior to the SPREP Meeting on 30th – 31st August at the same venue.

2. As the meetings are fast approaching and we are in the process of finalizing arrangements, we would appreciate receiving your nominations and all relevant information on your delegations at the latest **by 13th July 2012** by email or facsimile. Kindly fill in the attached form and return to the Secretariat at your earliest convenience.

3. To facilitate and assist with the arrangements for all delegations to the Meetings, your assistance and cooperation is requested to provide us at your earliest, a list of your delegations including travel itineraries and accommodation preferences. Attached is a list of hotels and rates.

Invitations – SPREP Members

4. 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

5. 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

6. The Meeting will be held at the SPC Headquarters, Noumea, New Caledonia.

Address: Secretariat of the Pacific Community (SPC)
B.P. D5
98848 Noumea Cedex,
New Caledonia
Phone: (687) 26 2000
Fax: (687) 26 3818

Accommodation

7. The Secretariat wishes to make block bookings of suitable hotels in Noumea (refer att.) depending on the timeliness of your response.

8. Should your delegation wish to take advantage of this offer, please advise the Secretariat as soon as possible or no later than **13th July 2012** to enable us to reserve rooms.

Travel Costs and Per Diems

9. 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.

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

11. For the above identified smaller island members which are also Parties to the Waigani and SPREP (Noumea) Conventions and attending these Conventions on Thursday, 30th and Friday, 31st August, they would be paid an additional per diem if appropriate to allow them to participate at those meetings.

12. 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

13. Visas are **no longer** required for entry into New Caledonia for stays of up to three months for nationals of all SPC member countries except Fiji, Papua New Guinea, Vanuatu and Tonga. Participants from Tonga, the only one of these countries without an in-country French mission, should contact SPC for assistance with visa procedures as soon as their delegation to SPREP Meeting is confirmed. On route to New Caledonia, 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.

Working Papers and Provisional Agenda

14. All working papers (electronic copies) will be sent six weeks ahead of the Meetings in accordance with Meeting Rules of Procedure. 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.

15. The revised Provisional Agenda and other information related to the meeting are attached for your information and preparation.

Official Languages

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

Liability for Personal Injury

17. 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

18. For further information relating to the logistical arrangements for the Meeting, please contact **Alofa Tu'uau or Apiseta Eti**, 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**.

19. Please note that nominations should be sent by fax or e-mail **as soon as possible to secure accommodation**.

SPREP
PO Box 240
Apia, Samoa

Phone: (685) 21929
Fax: (685) 20231
Email: SPREP: sprep@sprep.org
Kosi: kosil@sprep.org
Alofa : alofat@sprep.org
Pauline: paulinef@sprep.org
Apiseta: apiseta@sprep.org

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

Yours sincerely,

David Sheppard
Director General

Att.

DS/KL/ae