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

Natural Solutions for Island Resilience

CIRCULAR

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DATE: 18 June 2014

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TO: SPREP National Focal Points (Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu)

PIGGAREP National Coordinators (CK, FJ, FSM, KI, NR, NU, PL, RMI, SA, SI, TO, TV, VU)

Crop Organizations (PIFS, PPA, SPC, USP)

SPREP Partner Organisations (IUCN ORO, UNDP Multi-Country Offices in Fiji, PNG and Samoa)

SUBJECT: **FINAL Multipartite Review Meeting of the PIGGAREP Nadi, Fiji, 30th July – 1st August, 2014**

Background

1. The Pacific Islands Greenhouse Gas Abatement through Renewable Energy Project (PIGGAREP) completing its final year at the end of 2014 and the annual Multipartite Review (MPR) meeting offers an opportunity for the project stakeholders to review performance and progress since Inception in 2007, share the impacts and results, successes and also lessons learnt from the PIGGAREP activities and to plan for the PIGGAREP Terminal Reporting.
2. The PIGGAREP Project Board will also be holding its 20th Meeting on the 1st August at the end of the MPR to endorse decisions made at the MPR and discuss future options and opportunities to continue PIGGAREP efforts.
3. This year, the MPR will be held back to back with the Pacific Adaptation to Climate Change (PACC) project MPR which is also implemented by SPREP in partnership with UNDP. The PACC MPR will be held from 28th July to 1st August 2014. A separate invitation will be sent out for this meeting.

Objective

4. The objectives of the PIGGAREP MPR are to:
   - Review PIGGAREP results and impacts against targets and objectives since inception, based on the project document, inception report and annual work plans (2007 to June 2014). What has PIGGAREP achieved?
   - Review and discuss the GHG Emission Reduction Report against the PIGGAREP target of a CO2 reduction of 2million tons, ensure high quality reporting.
   - Identify success stories and lessons learnt (risks and challenges) from each country.
   - Review the draft Annual Project Report (APR) / Project Implementation Review (PIR) 2013/2014 and approve for finalization;
   - Discuss the Terminal Evaluation which will begin end 2014 and approve ToRs;
   - Review and discuss project audit, financial delivery against annual targets per country (annual work plan) and assess budgetary implications for non-performing countries for the terminal reporting.

Venue and Date

5. The meeting will be held on 30th July – 1st August 2014 at the Tanoa International Hotel, Nadi, Fiji.

Working Hours

6. The proposed working hours will be from 8:30 a.m. to 5.30 p.m. The program will be sent directly to the nominated participant(s). The meeting will be officially opened on Wednesday 30th July at 1pm and will be completed on Friday 1st August at 5.30pm.

Participants

7. The country participants to the MPR should be the PIGGAREP National Coordinators (NC) only but if the PIGGAREP NC is not able to attend then the representative should be someone who has actively participated in the implementation of the project. ***List of PIGGAREP National Coordinators is attached in Annex 1.***

8. The PIGGAREP will fund one participant each from its 10 participating PICs (Cook Islands, Fiji, Kiribati, Nauru, Niue, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu). Additional participants funded from other sources are most welcome. ***Nominations are to be submitted to the Secretariat as soon as possible and no later than 27th June 2014.***

Travel, Accommodation and Working Arrangements

9. Upon confirmation of PIGGAREP-funded participants, the Secretariat will make all necessary travel and accommodation arrangements. A draft meeting programme will be forwarded together with the working arrangements directly to the nominated participants.

Visa Requirements

10. Participants are responsible for obtaining the necessary visas for their travels to and from Nadi, Fiji. Participants are strongly advised to apply for their transit visas, if necessary, well in advance. Kindly note that the earlier we receive and confirm participants, the earlier we can provide a travel itinerary with indications of the needed visas.

Insurance

11. SPREP **does not** insure participants while attending the meeting or during travel to and from Nadi, Fiji and will not be responsible for expenses arising from sickness, injury or other disability or loss of life.

Language

12. The meeting will be conducted in English.

Contact Information

13. The coordination of the workshop is led by the PIGGAREP Project Manager (Ms. Silia Kilepoa Ualesi - siliau@sprep.org;) and assisted by Nixon Kua (nixonk@sprep.org). Kindly direct communications about this meeting to Silia and Nixon.

Yours sincerely,



David Sheppard
Director General

DS/NP/sku/nk