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

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 August 2015
CIRCULAR: 15/54

TO: SPREP National Focal Points
CROP Organisations
SPREP Partner Organisations

Subject: **Invitations and Arrangements – Twenty-Sixth SPREP Meeting (26SM) and Associated Meetings Apia, Samoa 21st – 24th September 2015**

Dear Members,

I am pleased to extend to you an invitation to attend the 26th SPREP Meeting to be held from 21st - 24th September 2015 in Apia, Samoa.

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 **4th September 2015**. Please send to Apiseta Eti apiseta@sprep.org and Audrey Brown-Pereira audreyp@sprep.org

Invitations – SPREP Members

2. All Governments and Administrations are invited to nominate representatives together with any alternates and advisers. Please advise the number of persons who will be in your delegation 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. As always, the SPREP meeting provides an excellent opportunity for networking with SPREP member countries and with other organisations.

Working Papers and Provisional Agenda

4. The revised Provisional Agenda for the SPREP Meeting and meeting documents are available on the SPREP website link: www.sprep.org/sprep-meeting. All meeting documents are available in English and French, with the exception of the PEF and Waigani Convention papers which are in English only.

Venue

5. The Meeting will be held at the Tanoa Tusitala Hotel http://www.tanoatusitala.com/ in Apia, Samoa.

Accommodation

6. The Secretariat has made block bookings at the Tanoa Tusitala Hotel. Details of hotels and tariffs are attached.

7. Should participants wish to reserve rooms, please contact the hotels directly and their contacts provided in the attachment. Reservations will need to be done as soon as possible in order to secure rooms.

Travel Costs and Per Diems

8. 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.

9. The Secretariat will therefore meet the following costs for one representative from each of the above countries.

- one return economy class airfare, or excursion if available, by the most economic direct route between that country and Apia; and
- a per diem allowance at prevailing SPREP rates to cover nights necessarily spent in transit to and from Apia 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.*

10. 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

11. Except for travellers using United States passports who are US nationals normally resident in American Samoa, visitors to Samoa do not require an entry visa for stays of up to 60 days, on the condition visitors have an onward or return ticket and valid passport (six months or more) and the right of re-entry into their countries of normal residence. US Nationals ordinarily resident in American Samoa must obtain a 30 day single entry permit or a multiple entry permit.

Side Events during the SPREP Meeting

12. The current schedule of side events which will be held during the SPREP meeting is also attached.

Pacific Environment Forum

13. The Pacific Environment Forum will be held prior to the SPREP Meeting on Monday 21st September. This year's PEF will focus on climate change finance, opportunities and challenges, with a particular focus on how members and SPREP can work together to improve access to the Green Climate Fund (GCF), the Adaptation Fund (AF) and other funds. This will also be relevant to strategizing for COP 21 in Paris on climate change finance issues. The concept note and latest agenda are attached.

COP Meetings for Waigani and Noumea Conventions

14. As noted in Circular 15/46 the 13th Ordinary Meeting of the Contracting Parties to the Convention for the Protection of the Natural Resources and Environment of the South Pacific Region and related protocols (Noumea Convention) will be held in Apia, on Thursday, 17th September 2015.

15. As noted in Circular 15/50 the Eighth Meeting of the Conference of the Parties to the Waigani Convention (COP-8), will convene in Apia, Samoa, on 18th September, 2015 prior to the SPREP Meeting.

16. The meeting documents for both COP Meetings are available from the following SPREP website links:

- Waigani Convention www.sprep.org/sprep-meeting/8th-meeting-of-the-waigani-convention
- Noumea Convention www.sprep.org/sprep-meeting/13th-meeting-of-the-noumea-convention

Official Languages

17. Simultaneous interpretation into English and French will be provided for the SPREP Meeting and Noumea Convention. The PEF and Waigani Convention will convene in English only.

Liability for Personal Injury

18. 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

19. 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, **Audrey Brown-Pereira** and/or **Apiseta Eti**. For more information on the PEF please contact **Espen Ronneberg** and **Joyce Tulua**.

20. Please note that nominations should be sent by e-mail **as soon as possible** to Apiseta Eti apiseta@sprep.org and Audrey Brown-Pereira audreyp@sprep.org

Key contact persons at SPREP for the SPREP Meeting are:
Phone: (685) 21929
Email:
SPREP: sprep@sprep.org
Kosi: kosil@sprep.org
Apiseta: apiseta@sprep.org
Audrey: audreyp@sprep.org
Maraea: maraeap@sprep.org
Espen : espenr@sprep.org
Joyce : joycet@sprep.org

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

Yours sincerely,



David Sheppard
Director General

Att.

DS/KL/rmg