SCHEDULE A			
Month and Duration	**Name of Meeting, Workshop, Consultation**	**Place**	**Key persons**
January			
1	**New Year's Day (Holiday)**		
2	**Day after New Year's Day (Holiday)**		
26	SMT	**SPREP**	SMT
27	Staff Meeting	**SPREP**	All Staff
29	COP 21 De-briefing to All Staff	**SPREP**	All Staff
February			
1-2	All Staff consultation with Change Factory on Strategic Plan	**SPREP**	All Staff
3-5	Change Factory Facilitation with Divisions	**SPREP**	CCD, CS, EMG, WMPC
4-5	Divisional Workshops on Planning and Strategic Plan	**Samoa**	CCD, WMPC, BEM
5		**Samoa**	CS
Week of 15th		**Samoa**	EMG
15-17	Post-COP21 Climate Change Conference and signing of MoU with Victoria University of Wellington	**NZ**	Executive
Week of 22nd	PDP appointments with SMT	**SPREP**	Executive and SMT
29	SMT	**SPREP**	SMT
29	Extra day for PDP for SMT (if required)	**SPREP**	SMT
March			
1	Extra day for PDP for SMT (if required)	**SPREP**	SMT
3	**National Elections** (Holiday)		
4	**National Elections** (Holiday)		
7-8	Internal (Interdivisional) Workshop on Strategic Plan	**SPREP**	All Staff
25-28	**Easter** (Holiday)		
29	SMT	**Apia**	SMT
April			
6-8	High Level Support Mechanism	**Samoa**	CCD
11 (TBC)	Audit Committee	**SPREP**	Executive, Legal Adviser, HR Adviser, Finance & Admin Adviser & Internal Auditor, Troika
11- 15	Troika	**SPREP**	Executive and HR

12-15	Trilaterals	**SPREP**	SMT
13 (TBC)	Meeting on Strategic Plan with Troika and Friends of the Chair	**SPREP**	Taskforce
26	SMT	**SPREP**	SMT
May			
9	**Mother's Day** (Monday Holiday)		
16-18	Cleaner Pacific Roundtable	**Fiji**	Executive, WMPC
31	SMT	**SPREP**	SMT
June			
1	**Independence** (Holiday)		
16	**SPREP Day** (Holiday)		
28-30	CRGA-46, SPC	**Fiji**	Executive
28	SMT	**SPREP**	SMT
July			
Week of 18 (TBC)	Regional Workshop on Strategic Plan	**TBC**	SMT, Taskforce
26	SMT	**SPREP**	SMT
August			
15	**Father's Day** (Monday Holiday)		
30	**SMT**	**SPREP**	**SMT**
September			
1-10	IUCN World Conservation Congress Meeting	**USA**	Executive, BEM, EMG
7-11	47th Pacific Islands Forum and Related Meetings	**FSM**	Executive, SMT
17	SPREP Pacific Environment Forum	**Niue**	All SPREP
19-21	27th SPREP Meeting Officials	**Niue**	All SPREP
22	Environment Ministers Session of the SPREP Meeting	**Niue**	All SPREP
27	SMT	**SPREP**	SMT
October			
10	**Lotu Tamaiti (White Sunday for Children)** Monday Holiday		
25	SMT	**SPREP**	SMT
November			
29	**SMT**	**SPREP**	**SMT**
December			
TBC	**SMT**	**SPREP**	**SMT**
4-17	CBD CoP	**Mexico**	Stuart Chape & Easter Galuvao
25	**Christmas Day**		
26	**Boxing Day**		
27	**For Observance of Christmas Day** (which falls on a Sunday)		