SPREP
Secretariat of the Pacific Regional Environment Programme

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

CIRCULAR

FILE: SPM 23/2
DATE: 12 August 2016
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TO: SPREP National Focal Points
CROP Organisations
SPREP Partner Organisations

Subject: Invitations and Arrangements – Twenty-Seventh SPREP Meeting (27SM) of Officials and Associated Meetings from 17th – 22nd September 2016 – Alofi, Niue

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I am pleased to extend to you an invitation to attend the 27th SPREP Meeting and Associated Meetings to be held from 17th – 22nd September 2016 in Alofi, Niue.

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 **26th August 2016** 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.

Working Papers and Provisional Agenda

4. The revised Provisional Agenda and current schedule of side events are attached for your information. The Working documents (electronic copies) for the SPREP Meeting will be sent as soon as available. 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. All working papers are currently being translated and will be circulated as soon as translation is completed.

Pacific Environment Forum

5. The Pacific Environment Forum will be held prior to the SPREP Meeting proper on Saturday, 17th September. This year's PEF will be hosted by the Biodiversity and Ecosystem Management Division and will be held in two sessions. The morning session will focus on the State of invasive species and management in the Pacific and the afternoon session will focus on the Year of the Whale in the Pacific islands and the emerging threats to whales. A draft agenda is attached and may be subject to change.

Venue

5. The Meeting will be held at the Millenium Hall, Ekalesia Niue, Alofi, Niue.

Accommodation

6. The Niue Government has made block bookings at Scenic Matavai Resort and will arrange hotel reservations on request. Details of hotels and motels around Niue is also attached. Should participants wish to reserve rooms, please contact:

- Ms Olar Jacobsen: Email contact: olah.jacobsen@mail.gov.nu Phone: +683 4224
- Natasha Tohovaka: Email Contact: Natasha.tohovaka@mail.gov.nu

7. Reservations will need to be done as soon as possible in order to secure rooms. Also attached the information booklet of Niue where you will find information on other accommodations, visa requirements, departure tax etc.

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 these members:

- one return economy class airfare, or excursion if available, by the most economic direct route between that country and Niue; and
- a per diem allowance at prevailing SPREP rates to cover nights necessarily spent in transit to and from Niue 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 the following countries, whom on arrival will be seeking a visitor permit for no longer than 30 days.

Andorra	Finland	Kiribati	New Caledonia	Sweden
Australia	France	Liechtenstein	Norway	Switzerland
Austria	Germany	Luxembourg	Portugal	Tonga
Belgium	Greece	Malta	Samoa	Tuvalu
Canada	Iceland	Marshall Islands	San Marino	United Kingdom
Cyprus	Ireland	Monaco	Singapore	United States of America
Denmark	Italy	Nauru	Solomon Islands	Vanuatu
Fiji	Japan	Netherlands	Spain	Vatican City

Additional:

- Visitors are required to hold a confirmed accommodation reservation and documents required for their next destination.
- Entry permits for non-residents of New Zealand are issued by the Chief of Immigration in Niue or through any New Zealand consulate overseas.
- Extension of stay is possible
- Please check entry requirements for New Zealand as you may have to issue transit visa for transition onto Niue and the same upon return.
- Filling in the Arrival Card is deemed to be applying for a Visa.

Official Languages

12. 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 **Maraea Pogi** and/or **Apiseta Eti** at the addresses provided below. For information on Meeting Working Papers, Agenda and other non-logistical matters, please contact **Roger Cornforth**, Deputy Director General or **Audrey Brown Pereira** and/or **Apiseta Eti**.

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

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

Yours sincerely,



Kosi Latu
Director General

Att.

KL/ae