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

PROTECT PACIFIC WHALES – OCEAN VOYAGERS

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

CIRCULAR

FILE: SPM 24/2
DATE: 12 August 2017
CIRCULAR: 17/41

TO: SPREP National Focal Points
CROP Organisations
SPREP Partner Organisations

Subject: Invitations and Arrangements – Twenty-Eighth SPREP Meeting (28SM) of Officials and associated meetings from 14th – 21st September 2017 Apia, Samoa

Dear Members and SPREP Partners,

I am pleased to extend to you an invitation to attend the 28th SPREP Meeting and Associated Meetings to be held from 14th – 21st September 2017 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 **31st August 2017**.

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

2. 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.

3. As advised in earlier circulars 17/38 & 17/39 the COPs for both the Waigani and Noumea Conventions will be held the previous week (14 and 15 September) at the same venue.

Working Papers and Provisional Agenda

4. The revised Provisional Agenda and current schedule of side events are attached for your information. All working documents for the 28th SPREP Meeting of Officials, as well as for the Noumea and Waigani Convention meetings will be available on the SPREP website: www.sprep.org for downloading in case you don't have the bandwidth to receive large emails. As is the organisation's policy, all the Meeting documents will be available in English and French.

Pacific Environment Forum

5. The Pacific Environment Forum (PEF), will be held prior to the Officials meeting on the 18th September. The PEF Agenda is attached for your information.

Venue

6. All Meetings (Noumea and Waigani COPs, the PEF and SM28) will be held at the Tanoa Tusitala Hotel, Apia, Samoa.

Accommodation

7. The Secretariat has made block bookings for a limited number of rooms at Tanoa Tusitala Hotel for the meeting. Please send your request directly to Tanoa Tusitala for reservations and we stand by ready to assist if needed. Details of hotels and motels around Apia are also attached. 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 agreed 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 should 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 Samoa; and
- a per diem allowance at prevailing SPREP rates to cover nights necessarily spent in transit to and from Samoa 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 an e-ticket for that 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 valid permit or visas to Samoa.

Official Languages

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

Liability for Personal Injury

13. 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

14. For further information relating to the logistical arrangements for the Meeting, please contact **Audrey B. Pereira** 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**.

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

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

Yours sincerely,



Roger Cornforth
Acting Director General

Att.

RC/ae