

# CIRCULAR

**FILE:** AP\_6/15 **TO:** SWAP Project Focal Points,  
**DATE:** 21 February 2024 SWAP Project Steering Committee Members,  
**CIRCULAR:** 24/08  
**SUBJECT:** **Invitation to attend the SWAP Project Steering Committee Meeting in Apia, Samoa, May 2024**

Dear SWAP Steering Committee Members,

The *Committing to Sustainable Waste Actions in the Pacific (SWAP)* project plans to conduct its Fourth and Final Annual Steering Committee meeting in the week of the 13<sup>th</sup> May 2024 in Apia, Samoa; the exact dates will be confirmed later based on flights availability. Thus, the Secretariat, through the SWAP Project is pleased to invite members from the SWAP Steering Committee Members to attend the Steering Committee Meeting in person.

The three (3) day Steering Committee Meeting will discuss project progress since inception as well as deliberate on the 2024 annual workplan and budget. This will also be an opportunity to assess the SWAP Phase I and initiate discussions to prepare Phase II. As such, members will be given an opportunity to inform the committee on their country specific priorities and expectations for phase II. The draft meeting agenda for the meeting will be circulated to nominated participants 2-4 weeks prior to the meeting.

Your attendance is vital as the SWAP Project Steering Committees is charged with the overall responsibility of ensuring the project's objectives are achieved. Members who are unable to attend should delegate an alternative representative to attend the meeting on his/her country's behalf.

Please note that one representative will be sponsored to attend. The representative must be endorsed/approved by the SWAP Country Focal Point (via the Nomination Form - Annex 1) and complete the Registration Form annexed (Annex 2) hereto. It is important nominated members attach a scanned copy of their passport when filling in the registration form.

SWAP will cover costs of airfare and daily substance allowance (DSA) for the nominated participant in accordance with the SPREP Travel Policy. All other travel related costs which include but not limited to passports, travel/medical insurance, visas, clearances etc are the responsibility of the participants/nominating governments. It is important that your travel itineraries are properly checked. Travel Tickets once approved/ issued are non-transferrable and any changes will be borne by the nominating government.

Kindly send all nomination and registration forms to Mrs Julie Pillet at [juliep@sprep.org](mailto:juliep@sprep.org) and copy Mrs Memoree Imo at [memoreei@sprep.org](mailto:memoreei@sprep.org) no later than COB 25 March 2024, to assist with the logistics of the meeting.

Looking forward to your participation and thank you for your cooperation.

Yours sincerely,



Easter Chu Shing

**Acting Director General**

ECS/JP/rmg

Att.