

## CIRCULAR

**FILE:** AP 1/1 **TO: SPREP Members and Staff**  
**DATE:** 3 November 2018  
**CIRCULAR:** 18/66  
**SUBJECT:** **SPREP Executive Board Meeting Assessment**

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Dear SPREP Members and Staff

1. The first meeting of the SPREP Executive Board (EB) convened in Apia, Samoa on Sept 10-11, 2018.
2. At SM27, Members agreed to establish an EB as a new governance mechanism to take the necessary key decisions of SPREP in alternate years to the SPREP Meeting and designed the EB to be a cost-effective, sustainable, and inclusive body accountable to Members.
3. The EB is guided by principles of environmental leadership, equity, transparency, accountability, flexibility, economy and sustainability in alignment with the priorities of Pacific Members. The 2016 SM27 decision also required the Secretariat to undertake an evaluation of the EB and report its findings to the SM within 2 years.
4. The following survey is designed to assess the effectiveness and efficiency of the Executive Board following its first Meeting. The survey seeks the views of SPREP Members, EB members and the Secretariat on whether the 1<sup>st</sup> EB Meeting, met expectations, how well it met its terms of reference, and whether overall it achieved the results expected of it. We are particularly interested in the efficacy of constituency mechanism. This survey embraces lessons learnt including but not limited to coordination of the activity, timeliness in addressing issues, and meeting the expectations of participating Members.
5. Your reflections on this survey will help the Secretariat improve its governance mechanism in providing key decisions to Members. This survey has four parts: Part 1- Profile of Respondents, Part II: Descriptors of EB 2018; Part III- Impressions on the 1<sup>st</sup> EB meeting, and Part IV- Open-ended qualitative questions.

The survey will be open for input over 4 weeks and will close on December 14, 2018.

Completion of the survey is expected to take no more than 15-20 minutes and is available in both English and French (see links below) using Survey Monkey platform.

- English: c/o IT <https://www.surveymonkey.com/r/EBMeeting2018Eng>
- French: c/o IT <https://www.surveymonkey.com/r/EBMeeting2018Fr>

6. For further information regarding the assessment of the SPREP Executive Board Meeting, please contact Ms. Rebecca Polestico ([rebeccap@sprep.org](mailto:rebeccap@sprep.org)), Monitoring and Evaluation Adviser.

Yours sincerely,



Roger Cornforth  
**Acting Director General**