

## CIRCULAR

**FILE:** ADM 1/1/6/4  
**TO:** SPREP National Focal Points  
**DATE:** 22 March 2019  
**CC:** Partners and CROP  
**CIRCULAR:** 19/24  
**SUBJECT:** Pacific Climate Change Centre (PCCC) Advisory Board Teleconference Meeting

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Dear SPREP Members and Partners,

As we come closer to the completion of the construction of the Pacific Climate Change Centre (PCCC) and target for handover in August 2019, it is my pleasure to call the first meeting of the PCCC Advisory Board. As you may recall the First SPREP Executive Board Meeting held in September of last year:

- noted progress with planning for the PCCC;
- endorsed SPREP's role in leading the development of the Strategy and Business Plan for the PCCC; and
- endorsed the Strategy and Business Plan for the PCCC.

It is proposed that the PCCC Advisory Board meeting, convene on Friday March 29 via teleconference at 2pm (Samoa date and time).

As noted in the SPREP Executive Board endorsed PCCC Strategy and Business Plan the Advisory Board will comprise of representatives from the following:

- 3 countries (*one from each sub-region, where the 3 countries will be those on the SPREP's Executive Board to reduce travel burden*<sup>1</sup>) on an annually rotating basis; the Government of Samoa, SPREP, JICA, The Chair of the Pacific Meteorological Council (PMC); The Chair of the Pacific Resilience Partnership (PRP) Taskforce; one CROP agency representative (on a rotating basis); and one Development Partner representative (selection process to be determined). In addition, up to two PCCC partner research organisations would be invited to attend as non-permanent members.

The Advisory Board will:

- receive reports from the PCCC Manager on partnerships and PCCC activities;

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<sup>1</sup> An additional country from each sub-region will be selected each year in case the primary country is unavailable.

- provide strategic direction for the Centre with regard to country needs, emerging research and partnership opportunities;
- provide inputs and ideas regarding the sustainability and future funding of PCCC-related activities;
- support the promotion of PCCC outputs.

As you may recall from earlier circular advice, the position of PCCC Manager is currently being advertised by SPREP with the closing date for applications on 22 March 2019. The recruitment process will follow forth thereafter.

Noting the above the PCCC Advisory Board will consist of:

- Three (3) countries (*one from each sub-region, where the 3 countries will be those on the SPREP Executive Board*)
  - a. Polynesia - Cook Islands
  - b. Melanesia – Fiji
  - c. Micronesia – Federated States of Micronesia
- Government of Samoa
- JICA
- The Chair of the Pacific Meteorological Council
  - a. Solomon Islands
- The Chair of the Pacific Resilience Partnership (PRP) Taskforce
  - a. French Polynesia
- One (1) CROP agency representative
  - a. On a rotating basis
- One (1) Development Partner representative
  - a. Selection process to be determined.
- Up to two (2) PCCC partner research organisations would be invited to attend as non-permanent members.
- SPREP

Please find attached the draft agenda for the PCCC Advisory Board meeting, the draft Terms of Reference, and the record of the PCCC Steering Committee meeting held prior to the SPREP Executive Board.

Your kind advice of the confirmed representative with email and landline telephone contact details is gratefully appreciated by Wednesday 27 March 2019 to the Executive Officer [audreyp@sprep.org](mailto:audreyp@sprep.org). For CROP agencies and development partners who are interested in being a member of the Advisory Board, please also forward your interest and contact details to the Executive Officer.

Yours sincerely,



Kosi Latu  
**Director General**