



**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

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**TO:** SPREP National Focal Points  
CROP Organisations  
SPREP Partner Organisations

**Subject: Invitations and Arrangements – Twenty-Ninth SPREP Meeting (29SM) of Officials and associated meetings from 29 August – 6<sup>th</sup> September 2019 Apia, Samoa**

Dear Members and SPREP Partners,

I am pleased to extend to you an invitation to attend the 29<sup>th</sup> SPREP Meeting and Associated Meetings to be held from 29<sup>th</sup> August – 6<sup>th</sup> September 2019 in Apia, Samoa. Invitations are also extended to the Conferences of the Parties to the Noumea and Waigani Conventions to be held just prior to the SPREP Meeting on 29<sup>th</sup> and 30<sup>th</sup> August respectively at the same venue. Provisional Agendas and meeting arrangements for the Conferences of the Waigani and Noumea Conventions will be sent separately.

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 **31<sup>st</sup> July 2019**.

### **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.

3. To facilitate and assist with the arrangements for all delegations to the Meetings, your assistance and cooperation is requested to provide us, at your earliest, a list of your delegations including travel itineraries and accommodation preferences.

### **Invitations – SPREP Partner Organisations**

4. 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.

### **Working Papers and Provisional Agenda for the SPREP Meeting**

5. The revised Provisional Agenda is attached for your information. All working documents for the 29<sup>th</sup> SPREP Meeting of Officials, Noumea and Waigani Conferences of the Parties, as well as the High Level Ministerial Segment will be available on the SPREP website( [www.sprep.org](http://www.sprep.org)) for downloading as soon as available. As is the organisation's policy, all the Meeting documents will be available in English and French.

## **Pacific Environment Forum (PEF)**

6. The Pacific Environment Forum (PEF), will be held prior to the Officials meeting on the 2<sup>nd</sup> September. The PEF Agenda will be sent separately.

### **Venue**

7. All Meetings (Noumea and Waigani COPs, the PEF, 29SM and the High Level Ministerial Segment) will be held at the Tanoa Tusitala Hotel, Apia, Samoa.

### **Accommodation**

8. The accommodation package offered by Tanoa Tusitala Hotel for the 29SM is \$310.00 per night inclusive of buffet breakfast + IGB capped WIFI. Please send your request directly to Tanoa Tusitala for reservations and we stand by ready to assist if needed. Also attached is a list of Hotels around Apia, for your information.

### **Travel Costs and Per Diems**

9. 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.

10. 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.*

11. For the above identified smaller island members that are also Parties to either or both of the Noumea and Waigani Conventions and attending the meetings on Thursday, 29<sup>th</sup> and Friday, 30<sup>th</sup> August respectively, an additional per diem will be paid if appropriate to allow for participation at those meetings.

12. 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**

13. 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

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

## Liability for Personal Injury

15. 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

16. For further information relating to the logistical arrangements for the SPREP Meeting, please contact **Apiseta Eti** and/or **Rosanna Galuvao** 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**.

17. Please note that nominations should be sent by e-mail **as soon as possible** to Apiseta Eti [apiseta@sprep.org](mailto:apiseta@sprep.org) or Rosanna Galuvao [rosannag@sprep.org](mailto:rosannag@sprep.org).

We look forward to receiving your nomination(s) to the Twenty-Ninth SPREP Meeting, Fifteenth Ordinary Meeting of the Parties to the Noumea Convention, and Tenth Ordinary Meeting of the Parties to the Waigani Convention.

Yours sincerely,



Roger Cornforth  
**Acting Director General**

Att.

RC/ae