

CIRCULAR

FILE: SPREP 2/9/1
DATE: 31 January 2020
CIRCULAR: 20/05
SUBJECT: **SPREP ADVISORY ON PREVENTATIVE MEASURES FOR THE CORONAVIRUS**

TO: SPREP National Focal Points
CROP
SPREP Partners

Dear SPREP Members and Partners,

This serves to inform you all of the preventative measures SPREP is undertaking with respect to the coronavirus and is in compliance with the Government of Samoa, as the host government of the Secretariat.

A declaration has been signed by the Minister of Health pursuant to Section 2 of the Health Ordinance 1959 which recognises the coronavirus as an infectious disease. The declaration authorises the Chief Executive Officer of the Ministry of Health to *“monitor, protect and shield Samoa from this infectious disease”* and includes the authority to invoke such measures as travel restrictions.

The Senior Management Team (SMT) of SPREP have met and informed all staff of the following, which will impact proposed travel and work within and beyond the region. We are apologetic of the disruption this may cause but note it is necessary for the prevention and protection of the region we serve and the Secretariat staff.

1. There will be no travel by all Secretariat staff to or through countries listed in the Government of Samoa travel restriction advisories.
2. All Directors will submit a prioritised list of essential and non-essential travel for the next three (3) months for the consideration and final decision of the Director General.
 - a. Even if it is deemed as essential travel, staff who do not feel comfortable travelling will be given consideration and may choose not to travel.
 - b. This message is for all SPREP staff including outposted staff.
3. There will be an update to all staff every two days and the HR team will circulate upon receipt. It is important for staff to check these updates regularly as they will be subject to change as new information comes to hand.

4. All Directors and staff to consider other options such as:
 - a. the changing of travel routes to not include countries on the list
 - b. teleconference or equivalent; and/or
 - c. to postpone travel.
5. An emergency response team has been established which includes the Director General, Deputy Director Generals, Directors of Finance and Human Resources as well as Legal Counsel. The role of this response team is to consider the position and response of SPREP and to provide timely guidance to the Senior Management Team.
6. All Directors are to advise inbound staff, consultants, and visitors the travel advisory restrictions set by the Government of Samoa noting it will be subject to change, as more information comes to hand.
7. With respect to all travel for the next three (3) months the Director General will have the final say, which will be based upon the advice of Directors.
8. For all outposted staff Ms. Marion Tuipulotu-Chan Chui marionc@sprep.org will be the focal point copied to humanresources@sprep.org. *All relevant government advisories should also be shared with Ms. Tuipulotu-Chan Chui for onward dissemination to all staff from HR.*
9. As per standard practice the Secretariat HR team will disseminate the official advice regarding travel restriction advisories and other relevant information within the Secretariat.

We seek the patience and understanding of all our Members and Partners noting these are preventative measures prioritised by the Secretariat which are in compliance with the Government of Samoa, and as official information is shared with the Secretariat.

Kind regards



Kosi Latu
Director General