

## CIRCULAR

**FILE:** SPM 26/1 **TO:** SPREP National Focal Points  
**DATE:** 27 September 2021  
**CIRCULAR:** 21/117  
**Subject:** **Special SPREP Meeting – 15 October 2021 @12.00 – 5.00pm Samoa local time**

---

Dear Members,

At the conclusion of the 30<sup>th</sup> SPREP Meeting in September, Members proposed and endorsed a Special SPREP Meeting to discuss 2 agenda items below:

- 1. Agenda Item 6.1: SPREP 3<sup>rd</sup> Independent Corporate Review and Mid-Term Review of the SPREP Strategic Plan 2017 – 2026: Initial findings; and**
- 2. Agenda Item 6.4: Review of Staff Remuneration: Terms and Conditions**

I am pleased to invite Members to attend this Special Meeting to be convened virtually on 15 October 2021 from 12.00pm – 5.00pm Samoa local time. Please find attached Provisional Agenda for your information and feedback, if any.

Translations and interpretations services will be provided. The meeting will be held using the interactive virtual platform which was used for the 30<sup>th</sup> SPREP Meeting. There will be at least two virtual test runs prior to the actual meeting and Members will be notified accordingly.

Updated documentations for the meeting will be sent via email in both English and French languages as soon as available.

We kindly request Members to send nominations with correct official email addresses in order to facilitate the virtual placing of all registered participants on the system. Please send your nominations at your earliest convenience preferably by COB 4th October to [rosannag@sprep.org](mailto:rosannag@sprep.org) or [apiseta@sprep.org](mailto:apiseta@sprep.org). Grateful if you could also indicate the lead official for your country delegation and the total number of your delegation when submitting your nominations. Also please indicate the official IT contact person from your side, to liaise closely with our IT team to make sure the internet connections and virtual platform for this meeting are as secure as possible. For IT related issues, please contact Christian Slaven on [christians@sprep.org](mailto:christians@sprep.org) or [SPREP\\_IT@sprep.org](mailto:SPREP_IT@sprep.org)

For the Agenda and non-logistical matters, please contact Deputy Director General, Ms Easter Chu Shing: [easterc@sprep.org](mailto:easterc@sprep.org) and copy [SPREP\\_Registry@sprep.org](mailto:SPREP_Registry@sprep.org).

Yours sincerely,



Kosi Latu  
**Director General**

Att.

KL/ECS/ae