

## CIRCULAR

**FILE:** SPM 26/4

**TO:** SPREP National Focal Points

**DATE:** 5 October 2021

**CIRCULAR:** 21/124

**SUBJECT: Working Papers for the 30SM Special Meeting (virtual) on 15 October 2021**

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Dear Members,

Further to Circular 21/117 of 27 September 2021, please find attached the following working papers for the Special SPREP meeting:

- WP 2 – Adoption of Agenda and Suggested hours of work
- WP 2/Att.1 – Provisional Agenda
- WP 2/Att.2 – Suggested hours of work
- WP 3.1 – SPREP 3rd Independent Corporate Review and Mid-Term Review of the SPREP Strategic Plan 2017-2026 Report
- WP 3.1/Att.1 – Final Report of the Third Independent Corporate Review of SPREP and Mid-Term Review of the Strategic Plan 2017 – 2026 (Refer Circular#21/108)
- **WP 3.2** – Review of Staff Remuneration Terms and Conditions will be circulated as soon as available.

The French translations for these Working Papers will be circulated as soon as available.

Members are also kindly reminded to submit your nominations as early as possible preferably by Friday, 8 October 2021 to assist your Secretariat in setting up logistics for the virtual meeting.

Please contact the Secretariat if you have any queries on the Special SPREP Meeting.

I thank you for your continued support and cooperation.

Yours sincerely,



Kosi Latu  
**Director General**

KL/ECS/ae