



SPREP

Secretariat of the Pacific Regional
Environment Programme

CIRCULAR

FILE: AP_6/15 **TO:** SWAP Project Focal Points
DATE: 1 December 2022 **SWAP Project Steering Committee**
CIRCULAR: 22/103
SUBJECT: **Invitation to attend the SWAP Project Steering Committee Meeting in Honiara, Solomon Islands, 13-17 March 2023**

Dear SWAP Steering Committee Members,

The *Committing to Sustainable Waste Actions in the Pacific (SWAP)* project plans to conduct its Third Annual Steering Committee meeting in March 2023 in Honiara, Solomon Islands. The Secretariat, through the SWAP Project is pleased to invite members from the SWAP Steering Committee and SWAP Country Focal Points to attend the SWAP Steering Committee meeting in person. One representative will be sponsored to attend. The three-day meeting is scheduled for the week of March 13, 2023; exact dates will be confirmed later based on flights availability.

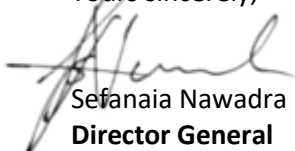
Your attendance is vital as the SWAP Project Steering Committees is charged with the overall responsibility of ensuring the project's objectives are achieved. Members who are unable to attend should delegate an alternative representative to attend the meeting on your country's behalf. The three (3) day project steering meeting will discuss project progress since inception as well as deliberate on the 2023 annual workplan and budget forecast for the SWAP project. Members will also be given an opportunity to inform the committee on their country specific priorities and plans. The draft meeting agenda for the meeting will be circulated to nominated participants 2-4 weeks prior to the meeting.

SWAP will cover costs of airfare and daily subsistence allowance only for selected & nominated participants in accordance with the SPREP Travel Policy. All other travel related costs such as travel insurance (eg. COVID-19, flight disruptions including cancellations/delays, lost baggage, etc) and the most appropriate Solomon Islands and transit country visas are the responsibility of the participant. All registrations for confirmed or nominated participants are to be submitted using the Registration Form annexed (Annex 2) hereto and must be endorsed/approved by the SWAP Country Focal Point (via the Nomination Form - Annex 1). It is important nominated members attach a scanned copy of their passport when filling in the registration form.

Kindly send all registration and nomination forms to Mrs Julie Pillet at juliep@sprep.org and copy Ms Tooa Brown tooab@sprep.org by no later than COB Friday 20 January 2023, to assist with the logistics of the meeting.

Looking forward to your participation and thank you for your cooperation.

Yours sincerely,



Sefanaia Nawadra
Director General

JP/TB

Att.