

## CIRCULAR

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**DATE** 11 April 2023  
**CIRCULAR** 23/24

**TO:** **Inform Project National Focal Points**  
Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.  
**CC** SPREP National Focal Points

**SUBJECT: Invitation to the Inform Project Regional Meeting, 20 - 21 June 2023, Nadi- Fiji**

Dear Focal Points,

The Environmental Monitoring and Governance (EMG) Programme of SPREP is currently executing the GEF funded Inform Project, implemented through UN Environment, which has delivered a several key, targeted interventions to support environmental decision making in the region.

The project is in its final stages of implementation, and the SPREP and UNEP project teams are working to ensure that there is a closure to the project, integrating the Inform project's results and lessons learned with other projects and initiatives. Additionally, to assist in the development of the next phase of the project.

A regional meeting for the project is planned to bring together all the stakeholders and related partners to reflect on and discuss the above. The meeting will be held from the **20<sup>th</sup> – 21<sup>st</sup> June 2023**, in Nadi, Fiji. By bringing together national focal points, implementing partners and stakeholders, the regional meeting objectives are outline below;

- Consolidate the results and achievements of the Inform Project
- Discuss the forward-looking strategy and plans to replicate, expand, and sustain the Inform Project results including opportunities to integrate results into the UNEP-led and GCF-funded programme 'Enhancing Climate Information and Knowledge Services for resilience in 5 island countries of the Pacific Ocean', EU funded ACPMEA3 and other initiatives and programmes
- Share lessons, best practices, knowledge, and experiences through south-south exchange.
- Establish and strengthen partnerships and networking across and among key stakeholders and partners.

It is envisaged that through this regional meeting, several key outcomes would be achieved which could include:

- Consolidation of results and achievements documented and shared.
- Roadmap developed on strategies to replicate, expand, and amplify results and lessons.

- Partnership opportunities and support to the new project concept developed.
- Awareness and understanding on environmental data management and reporting strengthened.

In light of the above, I have the pleasure of inviting you to nominate **one participant**. Ideally, the nominee would have experience in the implementation of the Inform Project activities including your national environment data portal.

SPREP will cover costs of the meeting through funding support from the Inform Project and the ACP/MEA Phase 3 Programme. For all sponsored participants, SPREP will cover costs for the most direct and economical return air ticket including Daily Subsistence Allowance in accordance with SPREP's approved travel policy and prevailing DSA rate.

To assist with logistics of the meeting, appreciate if the attached Nomination Form is completed and submitted to SPREP no later than **Friday 21<sup>st</sup> of April 2023**. The timely receipt of nominations will assist the organisers in making advanced travel and logistical arrangements. Please email completed forms to Lagi Reupena at [lagir@sprep.org](mailto:lagir@sprep.org).

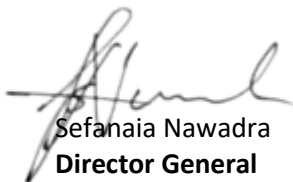
In addition, countries that may wish to bring additional participants related to this project are free to do so with their own funding. A detailed annotated agenda for the meeting and venue in Fiji will be circulated to meeting participants in due course and prior to the actual meeting.

Kindly note that the meeting organisers will liaise directly with the nominated participants on preparations for the meeting including materials and resources to prepare prior to attending the meeting. An Information Note detailing logistics of the meeting will also be circulated once nominations are confirmed.

For more information, please contact Lagi Reupena at [lagir@sprep.org](mailto:lagir@sprep.org)

Thank you for your continued support and cooperation.

Yours sincerely,

  
Sefanaia Nawadra  
**Director General**

SN/JD/rmg

**Attach: Nomination Form**