

## CIRCULAR

**FILE:** SPM 28/3  
**DATE:** 16 April 2025  
**CIRCULAR:** 25/24

**TO:** SPREP National Focal Points  
**CC:** CROP Organisations  
SPREP Partner Organisations

**SUBJECT: Thirty Second SPREP Meeting (32SM) of Officials and associated meetings:  
Invitation and Meeting Arrangements, 1-5 September 2025, Apia, Samoa**

Dear SPREP Members,

I am pleased to extend to you an invitation to the 32<sup>nd</sup> SPREP Meeting and associated meetings as follows:

- i. Second SPREP Partnership Dialogue, 1 September 2025;
- ii. Thirty Second SPREP Meeting (32SM) of Officials, 2-4 September 2025; and
- iii. Environment Ministers High Level Talanoa, 5 September 2025.

### **Working Papers and Provisional Agenda for the SPREP Meeting**

The draft Provisional Agenda will be circulated to Members for comments in due course. All working documents for the 32<sup>nd</sup> SPREP Meeting of Officials, and associated meetings will be available on the SPREP website ([www.sprep.org](http://www.sprep.org)) and we will inform you once they are ready. The meeting papers will be in English and French in accordance with the SPREP Meeting Rules of Procedures.

### **Assistance for Smaller Island Members**

The Fifth SPREP Meeting in 1992 agreed to assist Smaller Island Members only with payment of travel and per diem expenses associated with the SPREP Meeting. Those eligible for assistance include Cook Islands, Kiribati, Republic of Marshall Islands, Nauru, Niue, Tokelau, and Tuvalu.

The Secretariat will meet the following costs for one representative only from each of the Smaller Island Members:

- one return economy class airfare, or excursion if available, by the most economical and direct route between that country and Samoa; and
- a per diem allowance at the prevailing SPREP rate to cover for accommodation, meals, and miscellaneous expenses for the duration of the Meeting including any necessary nights in transit to and from Samoa.

For those Smaller Island Members that are also Parties to either or both the Noumea and Waigani Conventions and attending the SPREP Officials meeting and related meetings from 1 to 5 September 2025, an additional per diem will be paid for those dates. The Secretariat will initiate travel arrangements for representatives of small island members receiving SPREP assistance once nominations are received.

## Venue

The Second SPREP Partnership Dialogue, 32<sup>nd</sup> SPREP Meeting of Officials and the Environment Ministers High Level Talanoa will be held at Sheraton Samoa Aggie Grey's Hotel & Bungalows, Apia, Samoa.

## Accommodation

Meeting participants are responsible for organising their own accommodation in Apia. Information on accommodation is available on the Samoa Tourism website <https://www.samoa.travel/plan-book/samoa-accommodation/>

Kindly also note that the Sheraton Aggies Hotel & Bungalows is offering a special rate for the 32<sup>nd</sup> SPREP Meeting delegates of **SAT\$ 469.00** inclusive of tax and breakfast and subject to availability, but bookings need to be done as soon as possible. If you are interested in the Sheraton Aggies Hotel & Bungalow's offer, please book directly with Margaret Te'o on email [Margaret.Te'o@sheraton.com](mailto:Margaret.Te'o@sheraton.com) and must quote SPREP 32 SPREP Meeting (32SM).

You are highly encouraged to make reservations and secure accommodation and flights at your earliest as August and September are busy months in Apia.

## Official Languages

The official languages of the SPREP Meeting are English and French. Thus, simultaneous interpretation in English and French will be provided.

## Liability for Personal Injury

SPREP shall not accept liability for any injury suffered by a person sponsored by SPREP to attend any conference or meeting. We strongly recommend that every nominee should take out personal travel insurance (at his/her own expense) for the period s/he is sponsored or is traveling to or from the Meeting.

## Further Information

For further information relating to the logistics of the SPREP Meeting, please contact Maraea Slade-Pogi on [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy Apiseta Eti on [apiseta@sprep.org](mailto:apiseta@sprep.org).

For information on substantive matter relating to the 32<sup>nd</sup> SPREP Meeting and associated meetings please contact Ms. Easter Chu Shing, Deputy Director General [easterc@sprep.org](mailto:easterc@sprep.org)

Thank you for your continued support and cooperation.

Yours sincerely,



Sefanaia Nawadra  
**Director General**

Encl.

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