



Fifth Executive Board Meeting (5EBM) 12 - 13 August 2026

Information Note for Delegates



Table of Contents

1. Meeting Dates and Venue	3
2. Registration	3
3. Working Papers and Provision Agenda	4
4. Translation and interpreting services	4
5. Official Language	4
6. Dress Code	4
7. Entry Requirements & Passport	4
8. Airport Transport Arrangements.....	4
9. Internet, Communication and Foreign Exchange	4
10. Currency	4
11. Accommodation	5
12. Health and Safety	5
13. Additional information about Samoa	5
14. Electricity voltage and adaptor	5
15. Climate and weather	5
16. Local transportation	5
17. Further Information.....	6

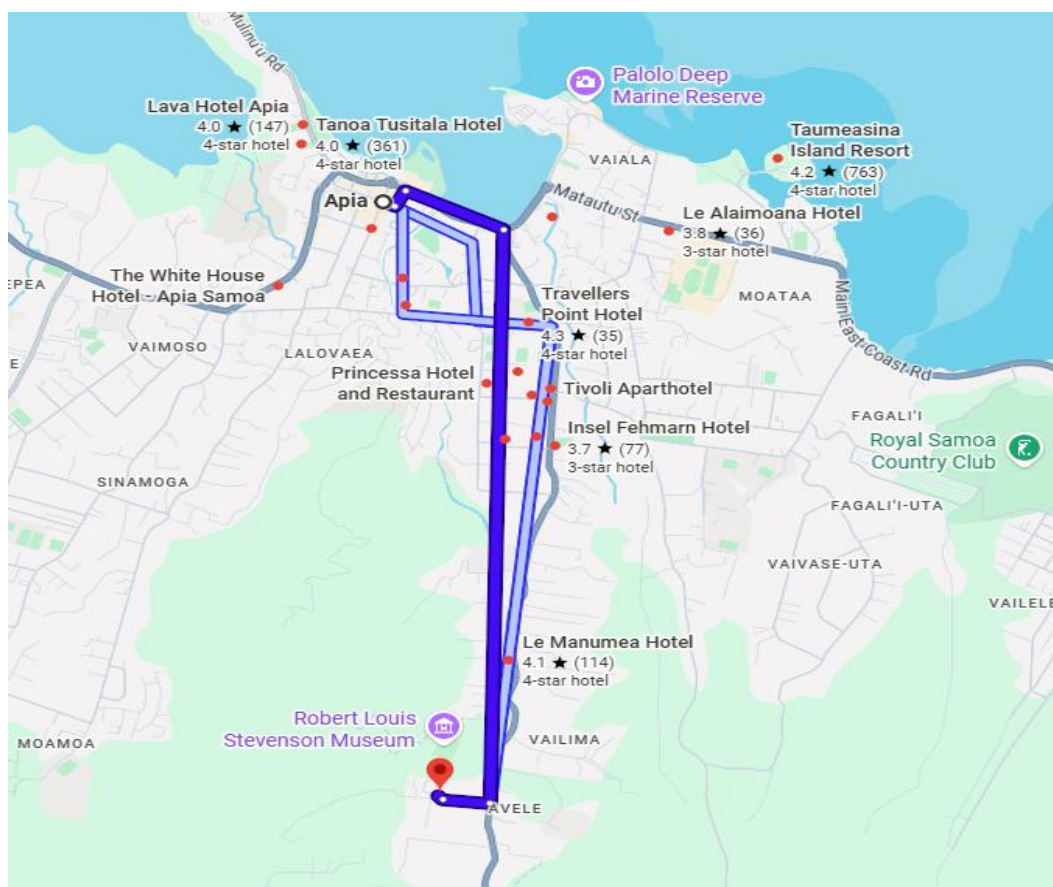
1. Meeting Dates and Venue

Dates of the Meeting: 12 and 13 August 2026

Venue: The Meeting will be held at the Pacific Climate Change Centre at the SPREP Headquarters, Vailima, Apia, Samoa

Modality: In-person meeting

Directions to SPREP Headquarters at Vailima



2. Registration

A Registration desk will be in the PCCC foyer outside of the Main Meeting Room.

The check-in system which was introduced at the 32nd SPREP Meeting in 2025 will be used again for the Fifth Executive Board Meeting. Once registered, your QR code and PIN number will be emailed to you. You may use the digital version on your mobile device to scan for entry.

Each delegate will receive an identification badge with a personal QR code. Please ensure your badge is always worn during the meeting(s) for security and logistical purposes.

Please note to rescan your QR code for every entry to the Main Meeting Room.

3. Working Papers and Provision Agenda

All working papers for the 5EBM, including the provisional agenda are available on the SPREP website <https://www.sprep.org/5th-executive-board-meeting-2026>. The meeting papers are in English and French in accordance with the SPREP Meeting Rules of Procedures.

4. Translation and interpreting services

2M Language Services which has been contracted by the Secretariat will be providing interpretation and translation services virtually using Zoom Channels.

5. Official Language

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

6. Dress Code

As usual, formal business/Pacific attire is expected for the meeting.

7. Entry Requirements & Passport

Visitors to Samoa can apply for a 90-day Visitor Permit on arrival using the arrival card.

Travellers must have:

- a passport valid for at least 6 months beyond the intended stay
- confirmed onward tickets (Return Ticket)
- visas for the next country of destination (if required)
- sufficient funds to support themselves (while in Samoa)
- confirmed residential contact address

More information [HERE](#)

Pre-Departure requirements for Entering Samoa [HERE](#)

8. Airport Transport Arrangements

Delegates are advised to arrange their own airport transfer. Public transport is available by taxi or shuttle service if arranged in advance with your accommodation provider.

9. Internet, Communication and Foreign Exchange

Immediately outside the exit from the Customs Clearance area at the Faleolo International Airport, there are two booths of Samoa's main mobile service providers: Digicel and Vodafone. Both offer SIM and data services, and you are encouraged to purchase these at the airport for convenience.

There is a Bank of South Pacific and Western Union - Number 1 Currency counter inside the arrival terminal for foreign exchange as well as outside the terminal including ANZ Bank and BSP ATMs.

Sheraton Samoa Aggie Grey's Hotel and Bungalows also have a Bank of South Pacific ATM and ANZ ATM located in the main lobby area.

10. Currency

Samoa currency is Tala (SAT). All major currencies are generally accepted in main banks and foreign exchange counters.

The current exchange rate is approximately USD 1 ≈ SAT 2.78 subject to fluctuation. Credit/debit cards are accepted by all major hotels, major restaurants, and some supermarkets.

11. Accommodation

Meeting participants are responsible for organising their own accommodation in Apia.

You may visit the Samoa Tourism website [Samoa Accommodation | Find & Book Online Here](#) for accommodation options in Apia.

You are highly encouraged to make reservations and secure accommodation and flights as soon as possible due to high demand during this busy time.

12. Health and Safety

You are encouraged to bring a face mask as a precautionary measure. Also, an insect repellent and sunscreen or a hat. Please visit the Samoa Ministry of Health website for latest and up to date information <https://www.health.gov.ws/>

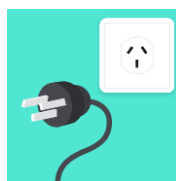
It is recommended that you apply a risk-based approach to your health and safety as you would at home, by not leaving valuables unattended, and investing in both travel insurance and a basic travel first aid kit. In the unlikely event of an emergency in Samoa please call 911.

13. Additional information about Samoa

Should this be your first-time visiting Samoa and you'd like to learn more, please refer to the Samoa Tourism Authority website which has a wealth of information <https://www.samoa.travel/>

14. Electricity voltage and adaptor

For Samoa the associated plug type is I, which is the plug that has three flat pins in a triangular pattern. Samoa operates on a 230V supply voltage and 50Hz. See below.



15. Climate and weather

Samoa's climate and weather is warm and humid throughout the year. The temperature in August is usually between 24 to 30 degrees Celsius.

16. Local transportation

Taxi is the best way to commute between your hotel and the meeting venue. The hotel can arrange this for you, provide direction and advise on the taxi fare.

17. Further Information

- a) On protocols and logistics of the 5EBM Meeting, please contact Maraea S. Pogi on email: maraeap@sprep.org, Apiseta Eti on email: apiseta@sprep.org and Rosanna Galuvao rosannag@sprep.org.
- b) On matters relating to the 5EBM Working Papers, Agenda, and other non-logistical matters, please contact Ms. Easter Chu Shing, Deputy Director General easterc@sprep.org
- c) All other matters, email sprep@sprep.org and copy executivesuport@sprep.org
- d) The SPREP Office Number is +685 21929 should you wish to call the office.

The Secretariat looks forward to welcoming you to the 32nd SPREP Meeting and associated meetings.

Safe travels to Apia!