



CIRCULAR

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DATE: 10 July 2026

CIRCULAR: 26/63

TO: SPREP National Focal Point

CC: Official Focal Points GEF
(Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and Timor Leste)

SUBJECT: Progress Update and Action Requested for - SPREP Support to Global Environment Facility (GEF) Operational Focal Points (OFPs) for GEF-8-Project Oversight

Dear GEF Operational Focal Points,

The Secretariat of the Pacific Regional Environment Programme (SPREP) wishes to update you on progress to date with the SPREP Support to Global Environment Facility (GEF) Operational Focal Points (OFPs) for GEF-8 Project Oversight.

The Secretariat is of the understanding that you are all aware of the no-cost-extension granted by GEF for the above project, with the **Activity Completion Date now extended to 30 September 2026** followed by **Final Reports to be submitted by 31 October 2026**. To ensure alignment with the new timelines, **all countries are required to submit their revised workplan and budget to SPREP** to facilitate preparation of their contract renewals (LOA or EOL). Please refer update below for your consideration and necessary action.

Required Document	Submission received by Country	Countries yet to provide submission
Revised Workplan and Budget (for Contract Renewals)	Cook Islands, Fiji, Kiribati, Nauru, Palau, Samoa, Solomon Islands, Timor-Leste, Tuvalu, Tonga, Vanuatu	Federated States of Micronesia (FSM), Niue, Papua New Guinea (PNG), and Republic of the Marshall Islands (RMI)
Progress and Financial Updates (Countries receiving Direct Funding)	Cook Islands, Tuvalu, Timor-Leste	- FSM, RMI - Kiribati, Palau and Tonga

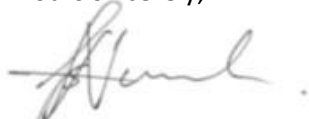
To ensure timely processing of contract renewals and commitment of funds within the limited timeframe remaining for implementation of approved oversight activities, we kindly urge those who have not yet submitted the required documentation—**particularly the Revised Workplan and Budget** - to do so as soon as possible, and **no later than 15 July 2026**. Templates have been circulated for ease of use.

In addition, we also urge countries who have received **direct funding into their designated account to provide brief progress and financial updates monthly** to enable the Secretariat to consolidate the overall progress of the project and report to GEF as required from time to time (next reporting is the end of July 2026). The updates will provide the Secretariat with financial records and assist with the overall coordination and management of the project across the 15 countries. **Simplified reporting templates** have been prepared for ease of use. We encourage all the countries to adhere to the conditions agreed to in your respective LOAs to ensure accountability and transparency for this funding support.

Should you have any questions or require further clarification, please contact Ms. Salome Tukuafu, Strategic Partnerships and Donor Relations Adviser, at salomet@sprep.org and copy Elu Motootua, Grant Officer at elum@sprep.org

Thank you for your continued support and cooperation.

Yours sincerely,



Sefanaia Nawadra
Director General

Att.

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