

CIRCULAR

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DATE: 21 July 2026
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TO: GEF ISLANDS Focal Point
Copy SPREP National Focal Point

SUBJECT: Ad Hoc Project Steering Committee (PSC) Meeting and Meeting Papers

Dear SPREP GEF ISLANDS National Focal Points,

I am pleased to inform you that an Ad Hoc Project Steering Committee (PSC) Meeting for the GEF ISLANDS Pacific Child Project has been scheduled to take place virtually on **30th July 2026**, from 14:00 to 16:30 (Samoa Time).

The primary purpose of this meeting is to review the progress of the GEF ISLANDS project, seek strategic guidance from the PSC, and secure formal endorsements on key implementation documents to ensure the project is well-positioned for the accelerated implementation period ahead.

To support your preparation, please find attached the Excel file '**Working Paper Annex**', which contains the supporting documents, including:

- **Working Paper 1: Project Update**
- **Working Paper 2: Project Workplan** (Tab: *Workplan*)
- **Working Paper 3: Project Budget** (Tab: *Budget*)
- **Working Paper 4: Procurement Plan** (Tab: *Procurement Plan*)
- **Provisional Agenda**

Meeting Details:

- **Date:** 30th July 2026
- **Time:** 14:00 – 16:30 (Samoa Time)
- **Platform:** Virtual (Microsoft Teams). A link to the meeting will be sent to you in a separate email closer to the date.

We kindly request that you review the meeting papers in advance of the meeting. Your input and guidance will be important to the successful implementation of this project. The PSC will be invited to note the progress made and endorse the workplan, budget, and procurement plan.

We look forward to your active participation in this important meeting.

Should you have any further questions, please do not hesitate to contact Dean Solofa at deans@sprep.org or +685 21929 Ext 371 or Sainimili Bulai at sainimilib@sprep.org or +685 21929 Ext 339.

Yours sincerely,



Easter Chu Shing
Acting Director General

Att.

ECS/dt