



SPREP

Secretariat of the Pacific Regional
Environment Programme

PO Box 240, Apia, Samoa
E: sprep@sprep.org
T: +685 21929
F: +685 20231
W: www.sprep.org



The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

CIRCULAR

FILE: MTG 1/11
DATE: 17 August 2018
CIRCULAR: 18/43

To: Australia, Cook Islands, FSM, Fiji, France
TROIKA Members: PNG, Palau, Niue
Copy: SPREP National Focal Points

SUBJECT: **Administrative Note for Executive Board Meeting from 10-11 September 2018, Apia, Samoa**

Further to SPREP Circular 18/14 of 5 March, and Cir. 18/22 of 26 April 2018 I am pleased to confirm the venue for the Executive Board Meeting at the **Tanoa Tusitala Hotel**, Apia, Samoa.

The revised Provisional Agenda is attached for your information. All working documents will be available on the SPREP website: www.sprep.org for downloading in case you don't have the bandwidth to receive large emails. As is the organization's policy, all Meeting documents will be available in English and French.

A kind reminder to the Members of the Executive Board this year, please send in your nomination as representative of your constituency as soon as possible. Nominations should be sent by e-mail to Audrey B. Pereira audreyb@sprep.org and/or Apiseta Eti apiseta@sprep.org.

For further information relating to the logistical arrangements for the Meeting, please contact **Audrey or Apiseta** at the addresses provided. For information on Meeting Working Papers, Agenda and other non-logistical matters, please contact **Roger Cornforth**, Deputy Director General or **Audrey**.

Thank you for your kind cooperation.

Yours sincerely,

Roger Cornforth
Deputy Director General

RC/ae

