



SPREP

Secretariat of the Pacific
Regional Environment
Programme

PROE

Programme régional
océanien de
l'environnement

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SPREP Circular

File: SPM 16/4
Date: 22 June 2009
Circular: 09/38
To: SPREP National Focal Points
Copy: CROP Agencies
Collaborating Countries/Organisations
Institutional Focal Points
Subject: **Twentieth SPREP Meeting (20SM) Invitations and Arrangements
Apia, Samoa, 01 – 04 September 2009**

Further to our Circular Number 09/17 dated 09 March 2009, I am pleased to extend to you an invitation to attend the 20th SPREP Meeting to be held from 01 – 04 September 2009 in Apia, Samoa.

2. As we are in the process of finalizing arrangements, we would appreciate receiving your nominations and all relevant information at the latest **by 31 July 2009** by email or facsimile.

3. To facilitate and assist with the arrangements for all delegations to the Meeting, your assistance and cooperation is requested to provide us at your earliest, a list of your delegations including travel itineraries and accommodation preferences. Attached is a list of hotels and rates.

Invitations – SPREP Members

4. All Governments and Administrations are invited to nominate representatives together with any alternates and advisers. It would be appreciated if an advance indication of the approximate size of your delegation could be sent to SPREP by the above deadline.

Invitations – Advisers and Observers

5. CROP Organisations, United Nations Agencies, other Intergovernmental and Non-Government Organisations that collaborate and work closely with SPREP in the implementation of SPREP's Action Plan and related activities – are also invited to nominate advisers and observers at their own expense.

Venue

6. The Meeting will be held in Apia, at Gym 1, Faleata Sports Complex.



Accommodation

7. The Secretariat wishes to make block bookings of suitable hotels in Apia depending on the timeliness of your response.

8. Should your delegation wish to take advantage of this offer, please advise the Secretariat no later than **31 July 2009** to enable us to reserve rooms.

Travel Costs and Per Diems

9. The Fifth SPREP Meeting in 1992 decided to assist smaller island members only, with payment of travel and per diem expenses associated with the SPREP Meeting. It was agreed that other members pay their own expenses. The smaller island members eligible for assistance are Cook Islands, Kiribati, Republic of Marshall Islands, Nauru, Niue, Tokelau and Tuvalu.

10. The Secretariat will therefore meet the following costs for one representative from each of these members:

- one return economy class airfare, or excursion if available, by the most economic direct route between that country and Apia; and
- a per diem allowance at prevailing SPREP rates to cover nights necessarily spent in transit to and from Apia and accommodation, meals and miscellaneous expenses for the duration of the Meeting.

NB. These allowances will be paid on the first day of the Meeting.

11. On receipt of the name of the smaller island member representative to whom the assistance is directed, the Secretariat will organize a Prepaid Ticket Advice (PTA) to cover the necessary airfares for one participant only. Please provide nominations as soon as possible to the Secretariat either by email or facsimile.

Visas and Entry Requirements

12. Except for travellers using United States passports who are US nationals, visitors to Samoa do not require an entry visa for stays of up to 60 days, on the condition visitors have an onward or return ticket and valid passport (six months or more) and the right of reentry into their countries of normal residence. However, the local authorities have offered to grant exemption from entry visas for members travelling on US passports who are US nationals. In this regard you are kindly requested to provide the Secretariat at an early date with the names and passport details of your delegation.

Working Papers and Provisional Agenda

13. All working papers (hard copies) will be sent six weeks ahead of the Meetings in accordance with Meeting Rules of Procedure. Electronic copies will also be emailed and posted on the SPREP website: www.sprep.org. As is the organization's policy, all the Meeting documents are available in English and French.

Official Languages

14. Simultaneous interpretation into English and French will be provided.

Liability for Personal Injury

15. 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 insurance (at his/her own expense) for the period s/he is sponsored or is traveling to or from the Meeting.

Further Information

16. For further information relating to the logistical arrangements for the Meeting, please contact **Mr Taito John Roache**, for travel & accommodation arrangements please contact **Ms Pauline Fruean**, Conference and Travel Officer, at the addresses provided below. For information on Meeting Working Papers, Agenda and other non-logistical matters, please contact **Ms Apiseta Eti**, Personal Assistant to the Deputy Director, SPREP.

17. Please note that nominations should be sent by fax or e-mail **as soon as possible to secure accommodation.**

SPREP

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Yours sincerely,



Kosi Latu
Acting Director

Att.

KL/ae

SPREP Hotel Rates (20th SPREP Meeting 1-4 September 2009)

Hotels	Standard Room from WST	Standard Room from.. USD
Hotel Millenia Samoa	250.00	91.00
Sebrina Lodge	110.00	40.00
Aggie Greys Hotel	295.00	108.00
Marina Hotel	230.00	84.00
Hotel Elisa	250.00	91.00
Hennie's Motel	109.00	40.00
Edens Edge	190.00	70.00
Tatiana Motel	109.00	40.00
Le Manumea Hotel Resort	350.00	128.00
Apia Central Hotel	120.00	44.00

All rates are inclusive of local Govt tax (12.5%). The USD rate varies depending on the daily Rate of Exchange.

For Hotel Bookings and further information on Hotel location, facilities and services, please contact

Ms Pauline Fruean
 Conference & Travel Officer
 Email: pauline@sprep.org
 Phone: 685-66225

Hotel Millenia-Samoa

