



SPREP

Secretariat of the
Pacific Regional
Environment
Programme

PO Box 240, Apia,
Samoa

E : sprep@sprep.org

T : +685 21 929

F : +685 20 231

W : www.sprep.org

SPREP Circular

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To: SPREP National Focal Points
CROP Agencies
Collaborating Countries/Organisations
Institutional Focal Points

Subject: Invitations and Arrangements - Twenty-First SPREP Meeting (21SM) and Associated Meetings, Madang, Papua New Guinea, 2nd – 10th September 2010

Further to our Circular Number 10/17 dated 25 February 2010, I am pleased to extend to you an invitation to attend the 21st SPREP Meeting to be held from 6th – 10th September 2010 in Madang, Papua New Guinea. Invitations are also extended to the Conferences of the Parties to the Waigani and SPREP Conventions to be held just prior to the SPREP Meeting from 2nd – 3rd September at the same venue. Provisional Agendas and meeting arrangements for the Conference of the Waigani and SPREP Conventions will be sent separately.

2. As the meetings are fast approaching and we are in the process of finalizing arrangements, we would appreciate receiving your nominations at the latest **by 2nd July 2010** by email or facsimile.

3. To facilitate and assist with the arrangements for all delegations to the Meetings, 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 at the Madang Resort, Madang, Papua New Guinea.



Accommodation

7. The Secretariat wishes to make block bookings of suitable hotels in at the Madang Resort 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 **2nd July 2010** 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 Madang; and
- a per diem allowance at prevailing SPREP rates to cover nights necessarily spent in transit to and from Madang 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. For the above identified smaller island members which are also Parties to the Waigani and SPREP (Noumea) Conventions and attending these Conventions on Thursday, 2nd and Friday, 3rd September, they would be paid an additional per diem if appropriate to allow them to participate at those meetings.

12. 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

13. Citizens of all member countries receive Entry Visas to Papua New Guinea upon arrival at Port Moresby. On route to Port Moresby, please ensure that you have current Australian, New Zealand or USA entry visa if traveling via one of those countries. Passports must be valid more than 6 months from date of travel.

Working Papers and Provisional Agenda

14. 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

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

Liability for Personal Injury

16. 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

17. For further information relating to the logistical arrangements for the Meeting, please contact **Alofa Tu'uau or Apiseta Eti**, for travel & accommodation arrangements please contact **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 me or my Assistant, **Apiseta Eti**.

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

SPREP
PO Box 240
Apia, Samoa

Phone: (685) 21929

Fax: (685) 20231

Email: SPREP: sprep@sprep.org

Kosi: kosil@sprep.org

Pauline: paulinef@sprep.org

Apiseta: apiseta@sprep.org

We look forward to receiving your nomination(s) to the Twenty-First SPREP Meeting.

Yours sincerely,


Kosi Latu
Acting Director

Att.

KL/ac