

CIRCULAR

FILE: MTG 1/12 **TO:** SPREP National Focal Points

DATE: 1 May 2020

CIRCULAR: 20/38

SUBJECT: Dates for the SPREP Executive Board Meeting: 3 and 4 September 2020

Dear SPREP Members,

As you may recall from our Circular 19/74 'Clarification on the Rotation of Membership on the SPREP Executive Board' dated 20 September 2019, the composition of the SPREP Executive Board is as follows:

- **Troika** – Samoa (2019 Chair), Palau (2018 Chair) and Solomon Islands (incoming 2020 Chair)
- **Melanesia** - New Caledonia
- **Micronesia** - Guam, Kiribati
- **Polynesia** - American Samoa
- **Metropolitan** - New Zealand

Noting the composition of the Board, the 2nd SPREP Executive Board Meeting is proposed to convene in Samoa hosted by the Secretariat on:

- Thursday 3 September
- Friday 4 September

The impact of COVID-19 throughout our region however requires the Secretariat to seek your guidance on the preferred mode of meeting by Members of:

- 1) Meeting in person **OR**
- 2) Virtual meeting

Your feedback will help guide the Secretariat on next steps for hosting the meeting, noting we are also finalising the analysis on the IT Connectivity Survey conducted. The IT analysis will guide the support required for virtual engagement should this be the preference of Members.

The Secretariat kindly seeks your advice on the preferred engagement for the 2nd SPREP Executive Board Meeting and the nominated country representative to the Executive Board by 15 May 2020. The advice to include name and contact details, which should be sent to the Executive Officer (audreyp@sprep.org).

Please also note the provisional agenda will be shared in the next coming weeks.

I look forward to your feedback and guidance in preparation of our 2nd SPREP Executive Board Meeting.

Kind regards

A handwritten signature in blue ink, appearing to read 'Kosi Latu', is positioned above the printed name.

Kosi Latu
Director General