

CIRCULAR

FILE: MTG 1/12 **TO:** SPREP National Focal Points
DATE: 25 August 2020
CIRCULAR: 20/70

SUBJECT: Logistical arrangements - Virtual Meeting for the Second SPREP Executive Board Meeting from 2 – 4 September 2020

Dear Members,

Further to Circular 20/57 of 3 July 2020, this circular provides an update on arrangements in place for SPREP's 2nd Executive Board Meeting, to be held virtually from 2-4 September 2020.

Due to the Covid-19 restrictions under which we are all operating, the virtual context of our Meeting has required some differences in format to those of the 1st Executive Board Meeting, and SPREP Governance Meetings in general:

1. Our Chair (Solomon Islands), and Vice Chair (Guam) will carry out their functions remotely, while the Secretariat will physically host the Meeting in the PCCC Conference Room on the SPREP campus.
2. In the interests of efficiency and time-management, it is proposed that there be no drafting committee. Instead, the record of the Executive Board meeting will be circulated to Members soon after the meeting for review and comments before it is finalized.
3. After consultation with our French-speaking Executive Board Members New Caledonia (Melanesian constituency representative) and French Polynesia (Polynesian constituency representative), as a one-off concession to the financial challenges of Covid-19 on the SPREP core budget and to assist in simplifying the technical aspects of the virtual meeting, there will be no live interpretation provided during the meeting. This gesture is very much appreciated by the Secretariat which remains fully committed to bilingualism for the organisation. Full translation services are being provided for the Meeting as per usual.
4. Finally, Members will have noted that the agenda is more streamlined and that the meeting is now spread over three days with breaks in between sessions. We hope that this enables the Meeting to progress as productively and as comfortably as possible for Members in the virtual context. An updated version of the proposed Hours and Programme of Work and the current version of the Draft Provisional Agenda are attached for your information.

Sub-regional constituencies

The first Executive Board Meeting showed the importance of Secretariat support to the constituencies in preparations for the Meeting, and in their reporting back to their constituency Members. Preparatory meetings are now well in hand assisting constituency representatives to hold discussions with, and carry into the Meeting, the views of their Members.

You will have seen that all papers were uploaded to the SPREP website in English and nearly all French versions, 5 weeks prior to Meeting. We should have all French versions by the end of this week.

For your information Membership of the Second SPREP Executive Board is repeated below:

1. **New Zealand** representative for Metropolitan members
 - Sub-grouping - Australia, France, New Zealand, United Kingdom, and United States of America
2. **French Polynesia** representative for Polynesian members
 - Sub-grouping – American Samoa, Cook Islands, French Polynesia, Niue, Samoa, Tokelau, Tonga, Tuvalu, Wallis and Futuna
3. **Guam and Kiribati** for Micronesian members
 - Sub-grouping – Federated States of Micronesia, Guam, Kiribati, Marshall Islands, Nauru, Northern Mariana Islands and Palau
4. **New Caledonia** representative for Melanesian members
 - Sub-grouping – Fiji, New Caledonia, Papua New Guinea, Solomon Islands, and Vanuatu.

The Executive Board will also include the Troika of:

1. **Samoa** (2019 Chair)
2. **Solomon Islands** (Incoming 2020 Chair)
3. **Papua New Guinea** (2018 Chair)

As per the SPREP Meeting procedures, Members wishing to attend the Meeting as an observer should write formally to the Chair in advance of the Meeting to seek consideration of potential observership. At this point Fiji and the Cook Islands have requested and been provided observer status.

We look forward to receiving your nomination(s) by e-mail **as soon as possible** and should be sent to rosannag@sprep.org or apiseta@sprep.org.

The Secretariat will send Zoom details and advice on meeting protocols early next week.

For further information relating to the logistical arrangements and working documentations please contact apiseta@sprep.org copy rogerc@sprep.org.

Yours sincerely,



Kosi Latu

Director General

Att.