



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## CIRCULAR

**FILE:** MTG 1/13  
**DATE:** 9 August 2022  
**CIRCULAR:** 22/68

**TO:** Members of the 3<sup>rd</sup> Executive Board 2022:  
Papua New Guinea, Marshall Islands, Nauru,  
Niue, United Kingdom, Wallis and Futuna  
TROIKA: Tonga, Tokelau, Solomon Islands  
**COPY:** National Focal Point

**Subject: REMINDER: Arrangements for the Third SPREP Executive Board Meeting**

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Dear Executive Board Members,

As the Meeting is getting closer, you are kindly reminded of below arrangements for the Executive Board Meeting from 8-9 September 2022.

To ensure a smooth virtual meeting, the Secretariat is organising a connectivity test for members of the Executive Board via a Zoom Link on the **6<sup>th</sup> and 7<sup>th</sup> September** between **12.00pm and 2.30pm Samoa local time**. This will be conducted by SPREP IT team. The link for the virtual test will be sent to the registered Members closer to the dates indicated. For the virtual test run, you are kindly requested to:

- a) join the virtual test from the computer and location they will be using during the actual SPREP Meeting
- b) connect via zoom or a fast reliable mobile connection for internet (NOT sharing a connection with any other participants)
- c) use a Headset with built-in microphone or a video conferencing unit in a quiet space to avoid background noise

The Secretariat kindly reminds the Executive Board Members who are yet to submit nominations (form reattached) to please do so as early as possible. This will assist in organising logistics and arrangements of virtual connections for the 3<sup>rd</sup> Executive Board Meeting including the test run.

The meeting documents are available on the SPREP website <https://www.sprep.org/3rd-executive-board-meeting-2022> for your information. Also please note that the Meeting Papers for Agenda Item 6.4 and Agenda Item 10.2 will be circulated as soon as they are available.

For any queries on the Executive Board Meeting, please contact [executivesupport@sprep.org](mailto:executivesupport@sprep.org)

I thank you for your continued assistance and cooperation.

Yours sincerely,

Easter Chu Shing  
**Acting Director General**

SN/ECS/ae