



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## CIRCULAR

**FILE:** CONV\_2/4/12  
**DATE:** 20 October 2022  
**CIRCULAR:** 22/95

**TO:** SPREP National Focal Points: The Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu

**SUBJECT:** **Support for Pacific CBD Delegates Participation at the CBD COP15, 3 – 19 December 2022, Montreal, Canada**

Dear Members,

The Secretariat of the Pacific Regional Environment Programme (SPREP) is pleased to inform you of the funding support from the Government of Australia through the Australia Aid Identifier to fund Pacific delegates to the CBD COP15. In this regard, we invite you to nominate one delegate to be supported by SPREP through this funding.

Kindly note that the funding support for your nominated delegate includes the most direct return economy airfare to Montreal and daily subsistence allowance, in accordance with the SPREP Travel Policy. The support however does not include travel insurance, visa arrangements, transit costs, all other travel costs including port entry requirements (e.g. COVID tests, health clearance etc) and changes that may be requested once the ticket is issued, including all related costs. Such exclusions are the responsibility of the nominating country.

Please complete the attached nomination form for your delegate (Annex 1) and submit via email to Amanda Wheatley [amandaw@sprep.org](mailto:amandaw@sprep.org) copied to [juneyw@sprep.org](mailto:juneyw@sprep.org) **no later than close of business Wednesday 26 October 2022, Samoa Local Time and Date.**

The nomination must be accompanied with passport details to help facilitate the urgent travel arrangements. *Once the nomination is received and processed by the Secretariat, SPREP will not be able to accommodate any changes, given the time limitations and alignment with procurement policy.*

For more information, please contact Amanda Wheatley [amandaw@sprep.org](mailto:amandaw@sprep.org) or Juney Ward [juneyw@sprep.org](mailto:juneyw@sprep.org)

Yours sincerely,

Easter Chu Shing  
**Acting Director General**

Attach:

ECS/JW/ma