

## CIRCULAR

**FILE:** AP\_3/43

**TO:** SPREP PICS National  
Focal Points  
Climate Change Focal Points

**DATE:** 26 February 2026

**CIRCULAR:** 26/13

**SUBJECT:** Invitation to a Technical training on the use of the ETF Reporting Tools for Pacific Island Countries, 14-17 April 2026, Apia, Samoa

Dear Focal Points,

The Secretariat of the Pacific Regional Environment Programme (SPREP), in partnership with the United Nations Framework Convention on Climate Change (UNFCCC) Secretariat, is pleased to invite Pacific Island Countries to a hands-on training on the Enhanced Transparency Framework (ETF) Reporting Tools. The training will be held from 14-17 April 2026 in Apia, Samoa.

This interactive workshop aims to strengthen participants' understanding of the ETF reporting requirements, including the Common Reporting Tables (CRTs), Common Tabular Formats (CTFs), and the relevant modalities, procedures, and guidelines (MPGs). The programme will include practical exercises, one-on-one support, and peer-to-peer exchange, tailored to the national context. Further details are provided in the attached Concept Note.

Members are kindly requested to nominate two (2) climate change officials to attend the training, preferably those registered on the ETF Focal Point list. Members who have not yet registered officials are still encouraged to submit nominations using the attached nomination form.

Please submit completed nomination forms by 5 March 2026 to Ms. Teuila Fruean ([teuilajane@sprep.org](mailto:teuilajane@sprep.org)) and Ms. Foini Fesolai ([foinijanceyf@sprep.org](mailto:foinijanceyf@sprep.org)).

Members who have not yet submitted their official list of nominees to access and use the ETF Reporting Tools are requested to send these directly to the UNFCCC Secretariat at [tools.support@unfccc.int](mailto:tools.support@unfccc.int). It is strongly recommended that this be completed prior to the training to ensure participants can access the ETF tools on their laptops during the workshop.

Participants are requested to bring their laptops and relevant national data for use in the practical training sessions.

SPREP will arrange the most direct and economical return airfare and provide per diems in accordance with SPREP's travel policy upon receipt of nominations by the deadline. Participants will be responsible for arranging their own accommodation, as these costs are factored into the per diem.

Please refer to the attached Concept Note for further details. A draft agenda will be circulated in due course.

For further information regarding the training, please contact Mr. Tim Breese ([timb@sprep.org](mailto:timb@sprep.org)) and Mr. Ewan Cameron ([ewanc@sprep.org](mailto:ewanc@sprep.org)).

Yours sincerely,



Jope Davetanivalu  
**Officer-In-Charge**