

## CIRCULAR

**FILE:** AP\_6/15 **TO:** SWAP2 Project Focal Points  
**DATE:** 30 March 2026 SWAP2 Project Steering Committee  
**CIRCULAR:** 26/25 Members  
**SUBJECT:** **Invitation to participate in the SWAP2 Project Steering Committee Meeting in Apia, Samoa, 28-29 July, 2026**

Dear Steering Committee Members,

The *Sustainable Waste Actions in the Pacific (SWAP)* project will convene the second annual meeting of its Steering Committee on 28 and 29 July 2026 in Apia, Samoa. In this regard, the Secretariat is pleased to invite Steering Committee members to participate in this in-person meeting.

The meeting will provide an opportunity to review progress made since the project's inception, and to deliberate on the annual work plan, budget forecasts, as well as ongoing and planned activities. On this occasion, members will also be invited to present their country or territory's specific priorities and expectations in relation to the implementation of the project.

The draft meeting agenda will be shared with designated participants two to four weeks prior to the meeting. Participants are expected to attend all sessions included in the agenda.

Your participation is essential, as the Steering Committee is responsible for ensuring the effective implementation of the SWAP2 project and the achievement of its objectives. Members who are unable to attend are kindly requested to nominate an alternate representative to participate on behalf of their country or territory.

Please note that only one representative per country or territory will be sponsored to attend the meeting. The nominated representative must be endorsed by the SWAP2 national focal point and complete the attached registration form. Participants are required to submit a scanned copy of their passport together with the registration form.

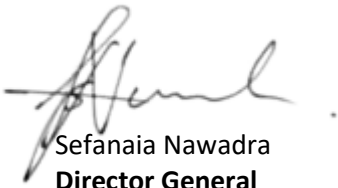
The SWAP2 project will cover the cost of airfare and daily subsistence allowance (DSA) for nominated participants, in accordance with SPREP Travel Policy. All other travel-related costs, including passports, visas (if required, including for transit countries), exit permits, and any other related expenses, will be the responsibility of the participants or their respective governments. **Participants are also reminded that obtaining travel/medical insurance is mandatory and remains their responsibility.**

Please note that travel itineraries must be carefully checked prior to confirmation. Passport validity must not be less than 6 months from travel date and any necessary visa arrangements must be in place prior to travel. Once tickets are issued, they are non-transferable, and any changes will incur costs borne by the participant or their nominating government.

Kindly submit the completed forms to Ms Julie Pillet ([juliep@sprep.org](mailto:juliep@sprep.org)), with a copy to Mrs Memoree Imo ([memoreei@sprep.org](mailto:memoreei@sprep.org)), no later than Friday 29 May 2026, to facilitate the logistical arrangements for the meeting.

We look forward to your participation and thank you for your cooperation.

Yours sincerely,



Sefanaia Nawadra  
**Director General**

SN/JP/rmg

Att.