

CIRCULAR

FILE: AP_6/1/15 **TO:** SPREP National Focal Points

DATE: 7 May 2026

CIRCULAR: 26/41

SUBJECT: **Confirmation of PICTs Representatives to the CPRT Steering Committee and Technical Working Groups**

Dear Members,

The Secretariat is pleased to inform you of the ongoing preparations for the 5th Clean Pacific Roundtable (CPRT) and the implementation of regional waste management governance structures. In accordance with the endorsed CPRT Steering Committee Terms of Reference (TOR), the Secretariat is officially inviting each Pacific Island Country and Territory (PICT) to confirm their national representation.

Specifically, we request that you confirm and nominate:

- One core (primary) representative and one alternate representative for the CPRT Steering Committee; and
- Nominated focal points or technical representatives for the relevant Technical Working Groups (TWGs).

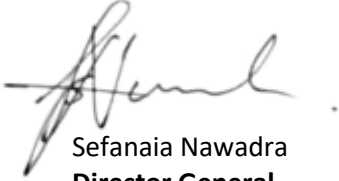
This request directly supports the establishment and operationalisation of the governance arrangements for the upcoming 5th Clean Pacific Roundtable, as well as the ongoing implementation of the *Cleaner Pacific 2025* strategy and the development of the *Cleaner Pacific 2036* strategy. As outlined in the TOR, the Steering Committee serves as the primary decision-making body composed exclusively of all 21 PICTs. Conversely, technical participation and expertise are supported through the Technical Working Groups, operating under a broader technical advisory structure.

When completing the attached nomination template, please ensure that you provide the nominee's full name, formal title, organisation/institution, email address, telephone number, and designated area(s) of responsibility. Nominations for the TWGs may be made according to your national priorities and the availability of relevant technical expertise.

We kindly request that completed nominations be returned to the Secretariat no later than **16th May 2026**.

Further details regarding the CPRT Steering Committee and TWGs are outlined in the Annexes below. Please do not hesitate to contact Ms Susana Telakau at susanat@sprep.org and Ms Davina Tiitii at davinat@sprep.org should you require any further information or clarification.

Yours sincerely,



Sefanaia Nawadra
Director General

Att.

ANNEX 1: PICT Nomination Template

Note: Nominations for the Technical Working Groups (TWGs) may be made according to national priorities and the relevant technical expertise available within your country/territory.

Body/Group	Name	Title	Institution	Email	Telephone	Notes / Area of Responsibility
CPRT Steering Committee – Core Member						
CPRT Steering Committee – Alternate Member						
Marine Litter & Plastics TWG – Core Focal Point						
Marine Litter & Plastics TWG – Alternate Focal Point						
Circular Economy TWG – Core Focal Point						
Circular Economy TWG – Alternate Focal Point						
Hazardous Waste TWG – Core Focal Point						
Hazardous Waste TWG						

Body/Group	Name	Title	Institution	Email	Telephone	Notes / Area of Responsibility
– Alternate Focal Point						
Solid Waste TWG – Core Focal Point						
Solid Waste TWG – Alternate Focal Point						
Disaster Waste TWG – Core Focal Point						
Disaster Waste TWG – Alternate Focal Point						

ANNEX 2: Detailed TOR Summary – CPRT Steering Committee (CPRT-SC)

Purpose and Mandate

The CPRT Steering Committee (CPRT-SC) serves as the primary governing body for the biennial Clean Pacific Roundtable. It ensures the roundtable is administered effectively and provides long-term strategic guidance for waste and pollution management across the Pacific.

Composition and Membership Arrangement

The Steering Committee is composed exclusively of representatives from all twenty-one (21) Pacific Island Countries and Territories (PICTs). Each PICT is required to designate one primary (core) representative and one alternate representative to ensure continuous engagement.

Sub-region	Included PICTs	Count
Polynesia	American Samoa, Cook Islands, French Polynesia, Niue, Samoa, Tokelau, Tonga, Tuvalu, Wallis and Futuna	9
Melanesia	Fiji, New Caledonia, Papua New Guinea, Solomon Islands, Vanuatu	5
Micronesia	Federated States of Micronesia, Guam, Kiribati, Marshall Islands, Nauru, Northern Mariana Islands, Palau	7
Total		21

Authority and Core Responsibilities

- **Authority:** Strategic decision-making body with final authority on policy and strategic directions. Voting rights are exclusive to PICT representatives (one vote per PICT).
- **Strategic Mandate:** Support the development of the *Cleaner Pacific 2036* strategy, and coordinate/implement the *Cleaner Pacific 2025* and *Cleaner Pacific 2036* frameworks.
- **Core Responsibilities:** Provide strategic planning and guidance, oversee roundtable organization and program development, coordinate resource mobilization, make policy decisions, engage stakeholders, and provide guidance to Technical Working Groups (TWGs).

Leadership and Secretariat Support

- **Leadership:** The Chair is selected through an Expression of Interest (EOI) process to host the biennial CPRT and is endorsed by the Steering Committee. The Chair serves a two-year term aligned with the biennial cycle. An Alternate Chair is selected from the same host country/territory.
- **Secretariat Support:** Comprehensive administrative, strategic, and technical support is provided by the Secretariat of the Pacific Regional Environment Programme (SPREP).

Quorum, Voting, and Meetings

- **Quorum:** A minimum of 11 PICTs must be present, with representation from at least two sub-regions.
- **Voting:** Consensus is the primary and preferred method for all decisions. If consensus cannot be reached, a simple majority is required. Proxy voting is permitted with prior written authorization (PICT to PICT only), with a maximum of two proxy votes held by any single PICT.
- **Meetings:** Conducted a minimum of bi-annually (virtual or in-person). An annual face-to-face meeting is recommended, alongside a dedicated Steering Committee session integrated into the biennial CPRT meeting.
- **Reporting:** Regular progress bulletins, annual reports, and strategic review documents are maintained and communicated to stakeholders.

ANNEX 3: Detailed TOR Summary – CPRT Technical Working Groups (TWGs)

The Technical Working Groups (TWGs) operate under the technical advisory structure to provide specialized, evidence-based expertise to the Steering Committee. All TWGs maintain an open technical participation model, allowing representation from a broad range of sectors. TWGs are required to prepare annual work plans, submit regular progress reports, coordinate closely with SPREP, and report to the Steering Committee through the designated advisory arrangements.

1. Marine Litter & Plastics TWG

- **Thematic Focus:** Marine plastic pollution, microplastics, and ocean cleanup initiatives.
- **Purpose:** To address the impacts of marine debris and support single-use plastic reduction.
- **Scope of Work:** Develop regional monitoring protocols, support single-use plastic bans, promote cleanup initiatives, and facilitate microplastics research.
- **Membership:** Open to relevant technical experts, government agencies, and civil society partners.
- **Expected Outputs:** Regional marine debris monitoring reports, model legislation/guidelines for plastic reduction, and community cleanup toolkits.

2. Circular Economy TWG

- **Thematic Focus:** Circular economy principles and waste-to-resource initiatives.
- **Purpose:** To reduce waste generation and maximize resource recovery across the Pacific.
- **Scope of Work:** Promote circular business models, support local recycling industries, facilitate waste-to-energy discussions, and encourage extended producer responsibility schemes.
- **Membership:** Open to technical experts, private sector entities, and relevant practitioners.
- **Expected Outputs:** Policy recommendations, best practice documentation, and technical guidance on circular resource recovery.

3. Hazardous Waste TWG

- **Thematic Focus:** Management of hazardous and toxic waste materials.
- **Purpose:** To ensure the safe handling, treatment, and disposal of dangerous substances.
- **Scope of Work:** Address medical waste, chemical waste disposal, pesticide/agricultural chemicals, and industrial waste treatment.
- **Membership:** Open to health and environment professionals, specialised agencies, and technical experts.
- **Expected Outputs:** Safety protocols, disposal guidelines, technical capacity building, and compliance updates.

4. Solid Waste TWG

- **Thematic Focus:** Municipal solid waste management, collection, disposal, and infrastructure development.
- **Purpose:** To improve baseline waste collection and disposal systems in Pacific island communities.
- **Scope of Work:** Optimise collection/transportation systems, landfill design and management, material recovery facilities, and community-based waste initiatives.
- **Membership:** Open to municipal authorities, public works experts, and solid waste practitioners.
- **Expected Outputs:** Infrastructure development guidelines, operational best practices, and waste minimisation program frameworks.

5. Disaster Waste TWG

- **Thematic Focus:** Disaster waste management, emergency response, and post-disaster debris handling.
- **Purpose:** To enhance preparedness and resilience against large-scale waste generation from natural disasters.
- **Scope of Work:** Disaster waste planning, debris removal strategies, hazardous material handling during crises, and regional coordination for emergency response.

- **Membership:** Open to disaster management authorities, emergency responders, and technical advisors.
- **Expected Outputs:** Preparedness plans, emergency response protocols, and recovery strategy guidelines.

Common Governance Summary

Governance Element	TOR-aligned Provision
Lead Organisation / Coordinator	Each TWG has a designated lead organisation and coordinator.
Membership Openness	Open to all relevant technical experts and multi-sectoral stakeholders without limitation.
Reporting	Regular reporting to the Steering Committee (typically quarterly).
Work Plans	Must develop and execute annual work plans with clear deliverables.
Coordination	Coordinated through the Technical Advisory structure with Secretariat support from SPREP.
Strategic Alignment	Directly supports the implementation of <i>Cleaner Pacific 2025</i> and the formulation of <i>Cleaner Pacific 2036</i> .