



Secretariat of the
Pacific Regional
Environment Programme

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SPREP Circular

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Date: 23 September 2011

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To: SPREP Focal Points (Cook Is., Fiji, Kiribati, Nauru, Niue, PNG, Samoa, Solomon Is, Tonga; Tuvalu and Vanuatu)

Cc: PIGGAREP National Coordinators
CROP Agencies (PIFS, PPA, SPC, & USP)
PIGGAREP Co-financing Development partners (IUCN & REEEP)

Subject: **Fourth Multipartite Review Meeting of the PIGGAREP; Nadi, Fiji: 7th – 11th November 2011**

Background

1. The Pacific Islands Greenhouse Gas Abatement through Renewable Energy Project (PIGGAREP) has completed its fourth year of implementation and the annual Multipartite Review (MPR) meeting will be held 7-11 Nov 2011. .
2. During this year's MPR, the following related events will take place: i) the Climate Change Mitigation Working Group (CCMWG) Meeting; ii) the Pacific Energy Oversight Group (PEOG) Meeting; iii) the Sustainable Energy Industries Association of the Pacific Islands (SEIAPI) Training Workshop on RE Guidelines; and iv) the SIDD.DOCK National Coordinators Meeting. Also during this week, the PIGGAREP Project Board will convene its 14th meeting. Such back-to-back arrangements offer an opportunity for the participants to participate in related meetings.
3. As in 2009, this 4th PIGGAREP MPR will be held jointly with the IUCN Oceania EESLI's 2nd Annual Review Meeting

Objectives

4. The specific objectives of the PIGGAREP MPR are to:
 - Review, discuss, and approve the 2010-2011 Annual Project Report (APR) / Project Implementation Review (PIR);
 - Review and critically assess performance during 2010-2011 in terms of results and impacts achieved by the project against its set 2011 targets and objectives;
 - Discuss policy, technical, operational, etc issues and recommend practical ways to improve project performance;
 - Provide preliminary input so a draft 2012 and 2013 work-plans can be prepared; and,
 - Review and appoint new members to the PIGGAREP Project Board (PB) and hold its first face-to-face meeting in 2011.

Date, Venue and Program

5. The workshop will be held on 7th – 11th November 2011 at the Novotel Hotel in Nadi, Fiji. Please refer to the tentative draft program attached.

Working Hours

6. The proposed working hours will be from 8:30 a.m. to 5.30 p.m.

Participants

7. The country participants to the MPR should be the PIGGAREP National Coordinators and/or representatives from national agencies who have actively participated in the implementation of the PIGGAREP project. Attached is the list of all PIGGAREP National Coordinators for your information.
8. The PIGGAREP will fund one participant each from its 11 participating PICs and will liaise with IUCN on the representative from PICs that are participating in both the PIGGAREP MPR and the IUCN EESLI Annual Review Meeting and Project Review. Additional participants funded from other sources are most welcome to attend. Nominations are to be submitted to the Secretariat as soon as possible and no later than 7th October 2011.

Travel, Accommodation and Working Arrangements

9. Upon confirmation of PIGGAREP-funded participants, the Secretariat will make all necessary travel and accommodation arrangements. A final workshop programme will be forwarded together with the working arrangements directly to the nominated participants.

Visa Requirements

10. Participants are responsible for obtaining the necessary visas for their travels to and from Nadi, Fiji. Participants are strongly advised to apply for their transit visas, if necessary, well in advance. Kindly note that the earlier we receive and confirm participants, the earlier we can provide a travel itinerary with indications of the needed visas.

Insurance

11. SPREP **does not** insure participants while attending the meeting or during travel to and from Nadi, Fiji and will not be responsible for expenses arising from sickness, injury or other disability or loss of life.

Language

12. The workshop will be conducted in English.

Contact Information

13. The coordination of the workshop is led by the PIGGAREP Project Manager (Ms Silia Kilepoa Ualesi – siliau@sprep.org) and assisted by Nixon Kua (nixonk@sprep.org) and Joyce Tulua (joycet@sprep.org). Kindly direct communications about this workshop to these staff members for effective response to any queries you may have.

Yours sincerely,



Kosi Latu
Acting Director