



## CIRCULAR

**FILE:** AP 6/5/9 **TO:** GEF ISLANDS Pacific Project Focal  
Points  
**DATE:** 4 October 2022 GEF ISLANDS Pacific Project Steering  
Committee  
**CIRCULAR:** 22/90  
**SUBJECT:** **Invitation to attend the ISLANDS Pacific Child Project First Project Steering Committee Meeting (PSC) in Suva, Fiji, 15-17 November 2022**

Dear GEF ISLANDS Pacific Child Steering Committee Members,

We are pleased to invite you to attend the first GEF ISLANDS PSC meeting which will be held from the **15-17 November 2022 at the Tanoa Hotel, in Suva, Fiji**. The three (3) day meeting will discuss project progress since inception and deliberate on the 2023 annual workplan and budget forecast. Participating countries will also be given an opportunity to inform the meeting on their country specific priorities and plans. The draft meeting agenda will be circulated to you in advance of the meeting.

The PSC is charged with the overall responsibility of ensuring the project achieves its objectives and as such your attendance is vital. The TOR of the PSC is reattached for information.

We would like to thank all the countries who have submitted nominations for the PSC as per SPREP Circular 22/73 dated 14 September 2022. Following discussions with nominees regarding the planned PSC and as agreed please complete the attached registration form and attach a copy of your passport to help facilitate your travel arrangements. Members who are unable to attend should delegate an alternative representative to attend the meeting on your country's behalf.

SPREP will fund travel and daily subsistence allowances in accordance with the SPREP Travel Policy for nominated members of the PSC from each of the 14 participating countries. All other travel related costs such as travel insurance and visas are the responsibility of the participant.

Please email your registration form and copy of your passport to the GEF ISLANDS Project's Finance and Administration Officer, Renee Kamu via [reneek@sprep.org](mailto:reneek@sprep.org) by the close of business 12 October 2022.

We look forward to receiving your completed registration forms and to welcome you to the first inaugural Project Steering Committee meeting.

Yours sincerely,

Easter Chu Shing  
**Acting Director General**

Att.

ECS/JS/rk