

CIRCULAR

FILE: MTG 1/15

DATE: 24 June 2024

CIRCULAR: 24/35

TO: Members of the 4th Executive Board 2024

Copy SPREP National Focal Points

Subject: Invitation and Arrangements for the Fourth SPREP Executive Board Meeting to be held virtually from 4-6 September 2024

Dear Members,

Further to Circular 24/20 of 23 April 2024, I am pleased to extend to you an invitation to attend the 4th Executive Board Meeting to be held virtually from 4-6 September 2024.

The Chair (United Kingdom) and Vice Chair (Tonga) will carry out their functions remotely, while the Secretariat will physically host the Meeting in the PCCC Conference Room on the SPREP campus. The Terms of Reference of the Executive Board is reattached for ease of reference.

As this would be a virtual meeting, it will follow similar arrangements as we had for past SPREP meetings held virtually.

1. There will be no drafting committee.
2. There will be interpretation services for the meeting. Full translation services are being provided for the Meeting as per usual requirement of the SPREP governing council meetings.
3. Documentations for the Meeting will be uploaded to the SPREP website as soon as available (<https://www.sprep.org>) and will also be available in both English and French.

The Secretariat will be providing you with additional information on arrangements for the meeting including details of the virtual platform to be used to conduct the meeting.

The Secretariat encourages the representative of the sub-groups to convene consultations with their respective groups in preparation for the Fourth Executive Board Meeting. This follows the same practice as was done for the Third Executive Board Meeting.

For your information, the Membership of the Fourth SPREP Executive Board is provided below:

1. **United States of America** representative for Metropolitan members
 - Sub-grouping - Australia, France, New Zealand, United Kingdom, and United States of America
2. **Samoa and Tokelau** are representatives for Polynesian members
 - Sub-grouping – American Samoa, Cook Islands, French Polynesia, Niue, Samoa, Tokelau, Tonga, Tuvalu, Wallis and Futuna
3. **Palau** representative for Micronesian members
 - Sub-grouping – Federated States of Micronesia, Guam, Kiribati, Marshall Islands, Nauru, Northern Mariana Islands, and Palau

4. **Solomon Islands** representative for Melanesian members
 - Sub-grouping – Fiji, New Caledonia, Papua New Guinea, Solomon Islands, and Vanuatu.
5. **France** representative of the French speaking Members.

The Executive Board will also include the Troika which comprises of:

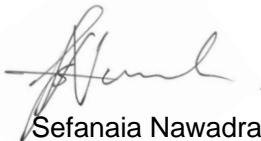
1. **United Kingdom** (Incoming 2024 Chair)
2. **Tuvalu** (2023 Chair)
3. **Tonga** (2022 Chair)

Members wishing to attend the Meeting as an Observer should write formally to the Chair in advance of the Meeting to seek consideration of potential observership.

For Members of the Executive Board including Troika, kindly complete the attached nomination form and submit it via email to rosannag@sprep.org or apiseta@sprep.org by COB 16 August 2024.

For further information relating to the logistical arrangements and working documentations please contact apiseta@sprep.org copy easterc@sprep.org.

Yours sincerely,



Sefanaia Nawadra
Director General

Att.

SN/ECS/ae