



## CIRCULAR

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**DATE:** 4 July 2024  
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**TO:** SPREP National Focal Points for  
CBD: Cook Islands, Federated States of  
Micronesia, Fiji, Kiribati, Marshall Islands,  
Nauru, Niue, Palau, Papua New Guinea,  
Samoa, Solomon Islands, Tonga, Tuvalu,  
Vanuatu

**SUBJECT: Pacific Regional Preparatory Meeting for the 16th Conference of the Parties (COP16) to the Convention on Biological Diversity (CBD), 9 - 14 September 2024, Apia, Samoa**

Dear Members,

In preparation for the 16<sup>th</sup> Conference of the Parties to the Convention on Biological Diversity (CBD COP16), the Secretariat of the Pacific Regional Environment Programme (SPREP) in collaboration with the Food and Agriculture Organization of the United Nations (FAO) will be convening a preparatory meeting for the Pacific islands region from **9 - 14 September 2024** at the SPREP headquarters in **Apia, Samoa**.

The CBD COP16 is a major opportunity for ensuring that the special situation of **Small Island Developing States** is considered effectively in the design of biodiversity protections and monitoring as well as resourcing of biodiversity-related actions over the next decade.

The main objectives of the Preparatory meeting are to provide a forum for the Pacific Parties to:

- discuss key regional priority issues and prepare regional positions, as appropriate;
- strengthen engagement at the COP meeting;
- ensure a cross-sectoral approach to biodiversity management;
- enhance political support, including across sectors;
- increase confidence and skills for negotiation; and
- continue with the One Pacific Voice for top priorities for the Pacific which has been an effective approach adopted by Pacific island countries at past COP meetings.

The Secretariat and FAO would like to invite up to **three (3) nominated country participants from the environment and agriculture sectors**.

This would include **one (1) nominated country participant** who is to be a lead negotiator and on the National delegation to the CBD COP16 or concurrent meetings of the COP-MOP in Colombia. This activity is supported through the *SPREP Support – Climate change (Activity) under the New Zealand Aid Programme*.

With additional funding provided by FAO through the European Union-funded Project on the *African, Caribbean and Pacific Multilateral Environmental Agreements (ACP MEA Phase 3)*, **up to two (2) representatives from the Agriculture Sector** (fisheries, forestry and agriculture) per country are invited to attend this meeting as part of the work on mainstreaming biodiversity across agricultural Sectors, including crops, livestock, forestry and fisheries.



A return economy airfare for the most direct and economical route and daily subsistence allowance will be provided for the nominated representatives (1 from environment sector and 1 or 2 from agricultural sector) for the duration of the meeting. Travel arrangements for the Agricultural Ministry participants will be organised by FAO. SPREP will organise travel arrangements for the Environment Ministry participants.

Additional Environment sector representatives may be funded by Members directly through their Early Action Support Grants, as desired. Members may also want to consider broader involvement by legal officers or youth (young professionals) in country delegations for COP16 and we welcome their participation in the pre-COP meeting. You could consider supporting additional delegates participation in the pre-COP and COP16 through using your Early Action Support grant funding from UNDP or UNEP.

Members are kindly invited to submit their nominations of **up to three delegates (1 from Environment/ up to 2 from Agriculture) no later than by close of business of Monday, July 2024** by completing the attached nomination form (**Annex 1**) and conveying to the contacts below or [register online](#). To facilitate travel arrangements, we request a scanned copy of your valid passport biodata page. **Once the nominations are received and processed, SPREP will not be able to accommodate any changes given the time limitations and alignment with the SPREP travel policy.**

The agenda for the meeting will be shared in due course.

For more information, please contact Amanda Wheatley, Biodiversity Adviser [amandaw@sprep.org](mailto:amandaw@sprep.org) or Juney Ward, Coastal and Marine Ecosystem Adviser [juneyw@sprep.org](mailto:juneyw@sprep.org).

For more information concerning the nomination of delegates from the agricultural sectors please contact Francesca Mancini, Biodiversity and Sustainable Agriculture Specialist, [francesca.mancini@fao.org](mailto:francesca.mancini@fao.org).

Yours sincerely,

Easter Chu Shing  
Acting Director General

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Sub-Regional Representative for the Pacific Islands,  
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Apia, Samoa