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MEETING ANNOUNCEMENT

TO: Representatives of Governments and Administrations; American Samoa, Australian, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, New Zealand, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, United States of America, Vanuatu and Wallis & Futuna

No.: 17/25

cc: CEOs and Directors of Energy, Finance and Planning
Power Utilities' CEOs and Board Members
National Designated Authorities of the Green Climate Fund
Members of the Pacific Energy Oversight Group (IUCN, PIFS, PPA, SPREP & USP)
Development Partners (ADB, Australia DFAT, EU, GEF, GCF, IRENA, GiZ, NZ MFAT, PRIF, SIDS Dock, UNDP, UNIDO, UNEP, UN ESCAP and World Bank)
Private sector energy companies and representatives
Commercial and Development Banks in the Pacific Islands

FILE: PRO 135/1/6/2

DATE: 3 November 2017

SUBJECT: 8TH MEETING OF THE PACIFIC ENERGY ADVISORY GROUP, 2ND MEETING OF THE PCREEE STEERING COMMITTEE AND WORKSHOP ON ACCELERATING RENEWABLE ENERGY DEPLOYMENT IN SMALL ISLAND DEVELOPING STATES), SUVA, FIJI: 11-15 DECEMBER 2017

PURPOSE OF NOTICE

1. Under the two coordination mechanisms for the Framework for Action on Energy Security in the Pacific [FAESP 2010 – 2020], the Pacific Energy Advisory Group (PEAG) is to guide and provide advice to the Pacific Energy Oversight Group on the implementation of the FAESP. The PEAG has met annually since 2010 and this year will be its 8th meeting.
2. In April 2017, Pacific Energy Ministers met and adopted a vision for the Pacific to be 100% on renewable energy and launched the Pacific Centre of Excellence for Renewable Energy and Energy Efficiency (PCREEE) as a vehicle for accelerating the progress towards their vision by empowering the private sector and the business community. The PCREEE is guided by a Steering Committee, which had its inaugural meeting on 25 April 2017.
3. The Pacific Community and its PCREEE, Ministry of the Environment of Japan, Asian Institute of Technology, Institute for Global Environmental Strategies, the State Department of the USA and the International Renewable Energy Agency have jointly organised various workshops and training programmes to promote renewable energy deployment in SIDS. For instance, in 2015 they first co-organised a workshop on Transforming Pacific Islands Energy Systems in Honolulu and a workshop on Financing for Renewable Energy in SIDS in Kuala Lumpur (Malaysia). This was followed with a workshop on Financing for Renewable Energy in SIDS in Nadi (Fiji) on December 2016 and a training programme to Support Renewable Energy Deployment in Asia-Pacific Island Nations in Tokyo and Kobe (Japan) in February and October 2017.

Pacific Community (SPC) Headquarters: Noumea, New Caledonia. Regional offices: Suva, Fiji, and Pohnpei, Federated States of Micronesia.
Country office: Honiara, Solomon Islands.

For contact details – Website: www.spc.int Email: spc@spc.int

Siège de la Communauté du Pacifique (CPS) : Nouméa (Nouvelle-Calédonie), Antennes régionales : Suva (Fidji) et Pohnpei (États fédérés de Micronésie)
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4. One of the major observations from these events was the need for continuous capacity building, for government officials, private sector, financing institutions and key stakeholders on accessing the available financing options. The joint organisers intend to continue their collaboration by organising a three-day training programme to support the development of project proposals to access climate finance by the various stakeholders through various entities including local banks, the Green Climate Fund (GCF), the Climate Investment Funds (CIFs) and the Global Environment Facility (GEF).
5. This notice is:
 - To inform SPC member country governments and territory administrations that the joint events are open-ended but sponsorship is only for:
 - ✓ Members of the PCREEE Steering Committee and PEAG: Solomon Islands, Tonga, Wallis & Futuna and private sector representatives from PNG and RMI; and
 - ✓ The workshop: Fiji–2 participants, Maldives–3 participants and Samoa–3 participants
 - An invitation to other agencies, organisations, companies, and individuals with an interest in energy in the Pacific region, to attend the meeting and take the opportunity for discussion with other representatives and specialists, and with each other. There is no registration fee, and given sufficient notice, SPC can help in negotiating special rates at local hotels.
6. All nominations for sponsored participants:
 - Need to be received by **17 November 2017** so that flight bookings can be made
 - Need to provide a copy of their passport photo page at the time of nomination
 - No change to sponsored nominations will be accepted
 - Failure to confirm itinerary by 30 November 2017 forfeits sponsoring in its entirety.

PURPOSE OF MEETING

7. To discuss and adopt the PCREEE's Business Plan: 2018 - 2021 and its work plans for 2018.
8. To discuss the progress and plans from the 2017 Pacific Energy and Transport Ministerial Communiqué and the new institutional structure for the Regional Energy Programme at SPC;
9. Work with the stakeholders [governments, private sector, banks, etc.] from the participating countries to focus on the identification and development of renewable energy projects in the context of NDCs and national energy plans;
10. Improve the understanding of the operational policies and procedures of different climate finance entities (CFEs) including the national banks, the Global Environmental Facility and the Green Climate Fund;
11. Develop draft concept notes for renewable energy projects in preparation of submission to CFEs for access to climate finance.

PROVISIONAL AGENDA

12. The Agenda details are appended as **Annex I**.
13. Any relevant documents for the meeting will be available on the PRDR (Pacific Regional Data Repository) website at the address (prdrse4all.spc.int/).

LANGUAGE

14. The meeting will be conducted in English only.

REPORT

15. The formal report of the meeting will consist of a list of decisions, outcomes and recommendations identified by the Chair / Organisers for each meeting, and agreed by consensus, usually called the “Outputs” of the meeting.

TRAVEL, ACCOMMODATION AND TRANSPORTATION ARRANGEMENTS

16. An economy class return ticket by the most economical route will be provided to all sponsored representatives. If participants choose to travel by a route other than the one proposed, all additional costs will be at their own expense. Travel orders cannot be issued until the official nominations have been received. Please retain all boarding passes and hotel receipts while in transit as proof of travel.
17. A per-diem will be provided to sponsored official representatives. Hotel accommodation will be booked and paid directly for the entire stay during the venue. If you want to stay with family or friends, please advise upon submission of the nomination form. A per diem covering meals (not provided by Organisers) and incidentals will be paid. If an overnight transit is necessary, full per diem will be paid (hotel, meals and incidentals), however you are responsible for these hotel arrangements. Hotel receipts will be required as proof of accommodation being used.

VISA REQUIREMENTS

18. SPC is pleased to advise that visas to Fiji will be issued upon arrival for stays of up to four months for nationals of all SPC member countries. However, your passport must be valid for at least 6 months.
19. Transit visas are the responsibility of delegates. However, SPC may be able to assist, through a letter of introduction, if required.
20. To facilitate administrative arrangements we will also require passport details of each delegate. We would be very grateful if each delegate can send a scanned-copy of the photo page of your passport to Ms Pooja Pal (poojap@spc.int) and Ms Lyan B. Villacorta (Lyan.Villacorta@RRCAP.AIT.ASIA).

MEETING CONTACTS

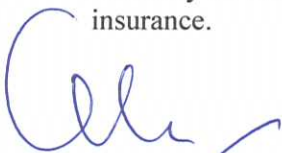
21. Completed nomination forms, see **Annex II**, should be submitted to, and further details about this workshop can be obtained from, Ms Pooja Pal and Ms Lyan B. Villacorta as per details below:

Ms Pooja Pal
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Ph: +66-2-516-6496, C: +66-955647889
Email: Lyan.Villacorta@RRCAP.AIT.ASIA

INSURANCE

22. The Pacific Community does not insure participants while attending meetings or during travel to and from Fiji, and will not be responsible for any expenses arising out of loss, sickness, injury, other disability or loss of life. It is participants' own responsibility to ensure that their travel is covered by insurance.



Dr Colin Tukuitonga
Director-General

Original text: English