

MEETING ANNOUNCEMENT

TO : Representatives of Governments and Administrations **NO. :** 24/82

COPY : Heads of Energy (Pacific Island Countries and Territories) and Development Partners

FILE REF. : SPC TECHSEC: 156 **DATE :** 8 July 2024

SUBJECT: Pacific Regional Energy Meeting Series: ***Pacific Senior Energy Officials Meeting, Waste-to-Energy Symposium and Pacific Women in Energy Conference***
23 – 27 September 2024, [Nadi, Fiji]

Dear Members,

Greetings from the Pacific Community (SPC).

PURPOSE OF NOTICE

1. This is an invitation to attend the Pacific Regional Energy Meeting Series, this entails the Pacific Senior Energy Officials Meeting, to be held in conjunction with a Waste-to-Energy Symposium and the Pacific Women in Energy Conference, in Nadi, Fiji from 23 to 27 September 2024. The three-day Pacific Senior Energy Officials Meeting will be held from 23 to 25 September, the Waste-to-Energy Symposium on 25 September, and a two-day Women in Energy Conference from 26 to 27 September 2024.
2. This notice is:
 - a. A request for SPC member country government and territory administrations to nominate one official energy representative, preferably Director, Head or Energy Focal Point, as appropriate through PICTs individual institutional arrangements, to attend the Pacific Senior Energy Officials Meeting, the Waste-to-Energy Symposium and the Women in Energy conference, from 23 to 27 September 2024.
 - b. An invitation to SPC member countries to share national priority topics in line with the Framework for Energy Security and Resilience in the Pacific (FESRIP) and the 5th PRETMM Efate outcome document to inform the agenda (please submit these before 9th August 2024).

Pacific Community (SPC) Headquarters: Noumea (New Caledonia). Regional offices: Suva (Fiji); Micronesia Regional Office: Pohnpei (Federated States of Micronesia); Melanesia Regional Office: Port Vila (Vanuatu); Polynesia Regional Office: Nuku'alofa (Tonga)

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Siège de la Communauté du Pacifique (CPS) : Nouméa (Nouvelle-Calédonie). Antenne régionale : Suva (Fidji) ; Bureau régional pour la Micronésie : Pohnpei (États fédérés de Micronésie) ; Bureau régional pour la Mélanésie : Port-Vila (Vanuatu) ; Bureau régional pour la Polynésie : Nuku'alofa (Tonga).

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- c. Advice to Officials that prior to the event, PICTs national energy officials will have a planning meeting virtually. The objective of this meeting is to ensure member input so countries can shape and receive greatest benefit from their participation in their 2024 Senior Energy Officials Meeting. This will include, but is not limited to consideration of the agenda, meeting papers, contribution from potential guest experts and involvement of development partners. Nominated officials will be sent a meeting link in mid-August.

COMPOSITION OF DELEGATION

3. To receive SPC sponsorship, participants need to be aware of the following:
 - a. All nominations should be received by 2 August 2024 through the respective Foreign Affairs office to accommodate travel arrangements.
 - b. Participants must provide a copy of their passport biodata page at the time of nomination.
 - c. No change to SPC-funded nominations will be accepted within a month of the meeting dates.
 - d. Failure to confirm itinerary before this date forfeits SPC funding.
4. Financial support is available for the attendance of one representative from each SPC member country as described above in paragraph two. SPC will also fund the members of (Pacific Energy and Gender Initiative (PEGI) regional steering committee, and they will be contacted separately following this announcement.
5. Agencies and development partners can send representatives to the meetings at their own cost.
6. All funded and self-funded participants must complete the [Online Registration Form](#)

PURPOSE OF MEETINGS

7. The objectives of the 2024 Pacific Regional Energy Meeting Series follows:
 - 7.1 The main objectives of the Senior Energy Officials Meeting are:
 - a. To consider how to accelerate the attainment of the official Efate Outcome Statement of the 5th Pacific Regional Energy and Transport Ministers Meeting (PRETMM), held in Port Vila, Vanuatu in May 2023.
 - b. To review commitments and progress made by PICTs, CROP agencies and development partners arising from the Efate Outcome of the 5th PRETMM and to discuss relevant topics of regional interest.
 - c. To assess the implementation of the Framework for Energy Security and Resilience in the Pacific (FESRIP) 2021-2030 with a view to considering the Terms of Reference for the implementation plan ahead of the midterm review.

7.2 The main objective of the Waste to Energy (WtE) Technology Symposium is to explore WtE technologies, highlighting trends, opportunities, and challenges, and to facilitate knowledge exchange on best practices, policy frameworks, and innovative solutions for improving WtE plant efficiency and reducing emissions.

7.3 The Pacific Women in Energy Conference is convened to:

- a. Strengthen partnerships and networks between governments, institutions, the private sector, civil society organizations, and women working in the energy sector, on gender-responsive clean and renewable energy initiatives.
- b. Conduct consultations with Pacific Island Countries and Territories on developing gender-responsive energy policy.

PROVISIONAL AGENDA

8 The following items are provisionally included in the five-day agenda:

- a. Report from SPC Geoscience, Energy, and Maritime (GEM) Division on the implementation of its Business Plan 2023-2027 and key priorities for 2024 and beyond.
- b. Long-term implementation plan aligned with the SPC GEM Business Plan, SPC Strategic Plan 2022-2031, 2050 Strategy for the Blue Pacific Continent, the 2050 Implementation Plan 2023-2030, and Sustainable Development Goal 7.
- c. Priorities and implementation of the FESRIP and Terms of Reference for its implementation.
- d. Discussion on regional energy transition technical and policy matters, and emerging issues of concern, including those identified at the 5th PRETMM.
- e. Symposium on Waste-to-Energy technologies.
- f. Plenary session on women's leadership in the energy transition.
- g. Plenary session on innovation in women-led enterprises in the clean energy sector
- h. Consultation on the development of gender-responsive energy policy.
- i. Pacific Energy and Gender Initiative (PEGI) regional steering committee meeting.

9. The detailed agenda will be posted on the [Pacific Regional Energy Meetings Series Web Page](#) on 6 September 2024.

10. As part of the Senior Energy Officials Meeting, Members will be asked to deliver a 5-minute country presentation highlighting information on the energy sectors in their country or territory, issues they are facing in the energy transition sector and any experience or advice that they wish to share with peers from the region. A template will be shared with the members to provide guidance after nominations close on the 2 August 2024.
11. All relevant meeting documents will be available on the SPC website by the 1st week of September 2024.

LANGUAGE

12. As an official SPC sectoral meeting, the Pacific Regional Energy Meeting Series will be conducted in both English and French, with simultaneous interpretation, and translation of key meeting papers.

TRAVEL, ACCOMMODATION AND TRANSPORTATION ARRANGEMENTS

13. An economy class return ticket by the most economical route will be provided to all SPC-funded representatives. If representatives 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. SPC will require this documentation as proof of travel.
14. Per diem will be provided to SPC-funded representatives. Hotel accommodation will be booked and paid for directly by SPC for the entire duration of stay. A per diem covering meals (not provided by SPC) and incidentals will be paid. If an overnight transit is necessary, full per diem will be paid (hotel, meals, and incidentals), however, representatives are responsible for these hotel arrangements. Hotel receipts will be required as proof of accommodation being used.

VISA REQUIREMENTS

15. Representatives are required to ascertain visa entry requirements to Fiji and to ensure passports are valid for at least 6 months.
16. Transit visas are the responsibility of delegates. However, SPC may be able to assist, through a letter of introduction, if required.
17. Provide the passport details of each representative, to facilitate administrative arrangements.

MEETING CONTACTS

18. Official nominations, agenda items and papers are to be sent to Ms. Florence Ventura florencev@spc.int and Mr. Solomon Fifita solomonef@spc.int with a copy (cc) to energy_security@spc.int
19. Administrative and travel enquiries to be sent to Ms. Moala Vosaki moalav@spc.int with a copy (cc) to energy_security@spc.int. All nominees must complete the [Online Registration Form](#).

INSURANCE

20. The Pacific Community does not provide insurance to the representatives who will be attending meetings or during travel to and from Fiji. The Pacific Community will not be responsible for any expenses arising from loss of belongings, sickness, injury, other disability, or loss of life. It is the representatives' responsibility to ensure that their trip is covered by adequate insurance.

Thank you, and we look forward to your participation.



Ms. Emily Sharp

Acting Deputy Director-General, Science and Capability

Attach Annex:

1. **Provisional Agenda**
2. **Administrative Note**

Annex 1 Provisional Agenda

**Pacific Senior Energy Officials Meeting,
Waste-to-Energy Symposium and
Pacific Women in Energy Conference
23 – 27 September 2024
Nadi, Fiji**

Time	Day 1 Monday 23 September	Day 2 Tuesday 24 September	Day 3 Wednesday 25 September	Day 4 Thursday 26 September	Day 5 Friday 27 September
08.00-08.30	Registration				
08.30 -10.00am	Welcome and Opening for the week Group photo	SEOM FESRIP priorities Energy Planning, Capacity Development, PEGSAP	SEOM FESRIP Implementation Plan	Women in Energy Conference Opening and Group photo	Women in Energy Conference Partner presentations
10.00– 10.30	Morning Tea/Networking				
10.30 -12.30pm	Senior Energy Officials Meeting (SEOM) 5 th PRETMM Outcome and FESRIP	SEOM FESRIP priorities PPA, CLEARPICS, PCREEE & NDC Hub	SEOM Dialogue with development partners	Women in Energy Conference Keynote Speaker – Setting the scene	Women in Energy Conference Innovation in women-led enterprises
12.30-1.30	Lunch Break				
1.30 -3.00pm	SEOM Country Presentations	SEOM FESRIP priorities Renewable Energy, OPERA, E-Mobility and Energy Efficiency	SEOM ToR Senior Energy Officials Meeting Outcome document	Women in Energy Conference Women’s leadership in the energy transition	Women in Energy Parallel Sessions PEGI Steering Committee
3.00-3.30pm	Afternoon Tea/Networking				
3.30 -5.00pm	SEOM FESRIP priority 6 Financing of regional framework	SEOM Project Financing	Waste-to-Energy Symposium Group photo	Women in Energy Conference Consultation on gender-responsive energy policy	Women in Energy Parallel Sessions Women’s Network
5.00 -6.00pm	<i>Drafting committee</i>	<i>Drafting committee</i>			
6.00–8.00 pm	Opening Reception		Side event Reception	Evening Reception	Closing Reception

Annex 2 Administrative Note

This document provides information for SPC funded participants to the *Pacific Regional Senior Energy Officials Meeting, Waste to Energy Symposium, Women in Energy Conference* to be held from 23 – 27 September 2024.

Registration	<p>Registrations close 2 August 2024.</p> <p>Please note, the registration process must be completed for each person attending the Pacific Senior Energy Officials Meeting, Waste to Energy Symposium and Women in Energy Conference.</p> <p>To register, please click link: Online Registration Form</p>
Venue	<p>The Pacific Senior Energy Officials Meeting will be held back-to-back with the Waste to Energy Symposium and the Women in Energy Conference. These meetings will be held from Monday 23 September to Friday 27 September 2024 in Nadi Fiji:</p> <ul style="list-style-type: none"> • Venue: Novotel Nadi
Language	<p>As an official SPC sectoral meeting, the Pacific Regional Energy Meeting Series will be conducted in English and French translation will be provided.</p>
Virtual Arrangements	<p>All meetings will be held using a hybrid approach, enabling virtual presentations where appropriate.</p>
Accessibility and Dietary Requirements:	<p>Morning tea, lunch and afternoon tea will be provided during the meetings. Please indicate any dietary requirements and accessibility accommodations in the form.</p>
Insurance	<p>The Pacific Community does not provide insurance for participants attending meetings or during travel to and from Fiji and will not be responsible for any expenses arising out of loss of belongings, sickness, injury, or other disability, or loss of life. It is the participants' responsibility to ensure that their travel is covered by insurance. All costs incurred from medical treatment shall be borne by the participant and should be settled directly with the medical establishment, if needed.</p>
SPC Sponsored Participants	<p>SPC will provide travel and daily subsistence allowance (DSA)/per diem for sponsored participants.</p> <p>This will be provided in accordance with SPC policies and will include:</p> <ul style="list-style-type: none"> ▪ Round trip air ticket through the most economical class and route ▪ DSA/per diem at the current SPC rate <p>SPC will directly contact nominated participants who have registered for travel arrangements. Air tickets will be issued by the SPC Travel Agent. All travel arrangements will be in accordance with the SPC Travel Policy.</p>

Daily Subsistence Allowance (DSA) for SPC sponsored participants	<p>DSA will be deposited directly to nominated participants bank account. This is expected to cover meals not provided during the meeting days and incidentals.</p> <p>Accommodation will be prepaid directly for the hotel lodgings and deducted from DSAs.</p> <p>Any extra expenses (e.g., room service, laundry, telephone, mini bar, etc.) are the participant's responsibility.</p> <p>Participants who wish to stay beyond the official meeting dates must notify the team before flights are finalized and will bear any additional costs related to travel and accommodation.</p>
Boarding passes	<p>SPC sponsored participants are requested to submit boarding passes at the venue.</p> <p>Boarding passes for the return leg can be submitted by email to Moala Vosaki at moalav@spc.int and copy energy_security@spc.int</p>
Accommodation for SPC sponsored participants	<p>Nominated participants will be booked to stay at the hotel arranged by SPC. The SPC focal points will liaise directly with nominated participants on their hotel booking details. Accommodation at any other hotel that is not covered by SPC will be at the participant's own cost.</p> <p>All costs for other officials not sponsored will be at the delegation's expense.</p>
Other information	<p>Local information on Fiji (currency, electricity, weather etc.) can be found on https://www.myfiji.com/fiji-travel-guides/about-fiji/</p>
Conference organizers:	<p>The Pacific Regional Senior Energy Officials Meeting, the Waste-to-Energy Symposium and the Women in Energy Conference are being facilitated by SPC through the Georesources & Energy Programme (GEP) under the Geoscience, Energy and Maritime (GEM) Division.</p>
Contacts	<p>For any enquiries please contact: Ms. Moala Vosaki, Email: moalav@spc.int and Ms. Florence Ventura, Email: florencev@spc.int Copy (cc) energy_security@spc.int</p>