

MEETING ANNOUNCEMENT



ANNONCE DE RÉUNION

TO : Representatives of Governments and Administrations
Routine Distribution

No. : 12/19

FILE : PRO 137/1/1

DATE : 27 July 2012

SUBJECT : **SECOND MEETING OF HEADS OF GEOSCIENCES,
NOUMEA, NEW CALEDONIA, 3 - 9 NOVEMBER 2012**

DATES AND VENUE

1. The second meeting of the Heads of Geosciences organised by the Applied Geoscience and Technology (SOPAC) Division of SPC will be held at the SPC Headquarters in Noumea, New Caledonia, from 3 to 9 November 2012. The Secretariat has commenced arrangements for the meeting and will keep members informed of developments. Updates are also posted on the SOPAC Division website: www.sopac.org.
2. Members will be aware this meeting is the successor to the former Governing Council of the SOPAC Commission. As such it is the meeting that will be responsible for guiding and monitoring the work programme of the Applied Geoscience and Technology Division (SOPAC Division) of the SPC.

AGENDA AND MEETING FORMAT

3. Attached is the provisional agenda for Meeting (Annex 1). As you will see from the agenda, the Meeting will run for three days (Wednesday 7th to Friday 9th November) and be preceded by the SOPAC Science Technology and Resources (STAR) Meeting and a joint meeting of STAR and the Circum Pacific Council (CPC).

Saturday 3rd November	STAR Meeting
Sunday 4 th	Free
Monday- Tuesday 5-6 th	Joint STAR/CPC Meeting
Wednesday 7th Morning	Opening of the Heads of Geoscience Divisional Meeting and preliminary agenda items
Wednesday 7th Afternoon through Thursday 8 th	Technical and Scientific Agenda – reporting on work programme by Division Staff and Programme Monitoring and Evaluation Group (PMEG), presentations from SPC Members on the impact of SPC/SOPAC Division regional services to members; and statements from technical advisers from STAR and CPC
Friday 9th Morning	Consideration of SPC/SOPAC Division 2013 Work Programme and Budget,
Friday 9th Afternoon	Adoption of statement for consideration of CRGA 42 Closing

4. If you have comments to make on the provisional agenda, I would appreciate receiving notice as soon as possible and no later than Friday 10 August 2012. Please also provide supporting documentation, including working papers on items you wish to include in the agenda. These will be circulated to all members.
5. The Secretariat will endeavour to meet the requirement to disseminate papers in advance of the meeting and will send working papers and information papers by email to Members at least 15 working days before the meeting.

COMPOSITION OF DELEGATIONS

6. You will note from the draft agenda that the Meeting is very much a technical and scientific agenda. I very much hope that you will be able to nominate your representative to the Meeting from one of your technical ministries or departments with which the SOPAC Division work programme interacts.
7. It is my sincere belief that by nominating senior technical and scientific representatives to represent your country you will strengthen your country oversight of the technical aspects of the SOPAC Division. In suggesting the inclusion of representatives from your technical ministries, I also hope that Members can meet the costs for participation by these additional representatives, should more than one wish to attend.
8. With specific reference to the Meeting, to allow the necessary administrative arrangements to be completed in good time, I would be most grateful if governments and administrations could advise me of the names of your representative(s). Please fill in the attached nomination form (Annex 2) and return it by **Friday, 21 September 2012**.

FUNDING ARRANGEMENTS

9. As per the standing policy in SPC on support to Members for heads of division meetings, the Secretariat will meet the cost for one representative from each SPC Member Government and Administration, except for Australia, France, New Zealand and the United States of America, as outlined in paragraph 10.
10. SPC will meet the cost of return air fares (economy class), by the most direct or economical route, between the representative's country and Noumea, together with the per diem allowances.
11. All other representatives from Government and Administrations will be responsible for their own funding arrangements.
12. For further information on funding arrangements, please contact the SOPAC Division, Conference and Travel Officer :

Ms Laisa Baoa
SOPAC Division Conference and Travel Officer
Private Mail Bag
Suva, Fiji

Tel.: (679) 3381377 Fax: (679) 3370040
Email - laisa@sopac.org

ACCOMMODATION IN NOUMEA

13. The Secretariat will make hotel reservations on receipt of the nomination forms (Annex 2). It is therefore preferable to make hotel bookings through the SOPAC Division Conference and Travel Officer. Delegates are responsible for payment of their own hotel costs.

14. Names of delegation members, along with their intended arrival and departure dates (see Annex 2 – Nomination Form), should also be sent to: laisa@sopac.org.

VISA REQUIREMENTS AND TRAVEL TO NOUMEA

15. Visas are **not** required for entry into New Caledonia for stays of up to three months for nationals of all SPC member countries except Fiji Islands and Vanuatu. Participants from these countries are requested to contact the French embassies in their countries as well as the Secretariat for assistance.
16. Delegates are advised that flights to/from Noumea currently originate from several countries and visas may be required for transit/stopover.

AIRPORT TRANSFERS ON ARRIVAL AND DEPARTURE

17. SPC will organise airport transfers for all delegations on arrival and departure from Noumea.
18. To ease customs clearance, baggage should be clearly tagged with the names of meeting participants. Baggage labels will be sent ahead of travel commencing.

CAR RENTALS

19. Delegates wishing to rent a car during their stay in Noumea are asked to inform the SOPAC Division Conference and Travel Officer in advance so that assistance can be provided.

CURRENCY

20. The currency used in New Caledonia is the Pacific Franc. Current approximate exchange rates for some major currencies are as follows (1 July 2012). For CFP 100 the exchange rates are as follows :

- AUD 100 XPF
- EU 119 XPF
- USD 100 XPF
- NZ 79 XPF

21. Major international credit cards are accepted at most hotels, restaurants and stores.

POWER SUPPLY

22. New Caledonia uses 'French 2-pin plugs'. The power supply is 240 volts.

CLIMATE

23. The average daily temperature in New Caledonia in November is around 26 degrees Celsius.

MEDICAL FACILITIES

24. New Caledonia has a good health system. The Secretariat can help make an appointment for delegates requiring medical assistance.

INSURANCE

25. It should be noted that SPC does not insure participants while they are attending or travelling to and from meetings and is not responsible for any expenses arising from sickness, injury, other disability or loss of life.

MEETING ARRANGEMENTS

26. The venue for the Meeting is the SPC Headquarters.
27. The Secretariat is responsible for logistical arrangements for the meeting, including provision of secretarial services, facilities and support staff.
28. The Secretariat is also responsible for the management of the Meeting, including the preparation of agendas and meeting papers. The primary contact is: Dr Russell Howorth, Director SOPAC Division (e-mail – RussellH@spc.int).

TELECOMMUNICATION

29. Telephone, fax and Internet facilities will be available to delegates at the conference venue. Internet services will be free but the costs for international telephone calls and faxes will be the responsibility of the participants incurring them. Prepaid SIM cards for mobile phones are available for delegates wishing to buy them.

SPECIAL REPRESENTATIVES AND OBSERVERS

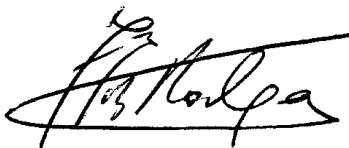
30. Representatives of CROP (Council of Regional Organisations in the Pacific) organisations, United Nations agencies, and other partners including donors, inter-governmental and non-governmental organisations as well as delegates to the STAR and CPC meetings and are associated with the SPC/SOPAC Division work in the region are invited to participate as technical advisers at their own expense.

LANGUAGES

31. The meeting will be conducted in English and French. Simultaneous interpretation and translation services will be available.

MEDIA ARRANGEMENTS

32. SPC meetings are open to the media, with all communication costs being the responsibility of media representatives.



Dr Jimmie Rodgers
Director-General

Attachs.

Original text: English

Annex 1

PROVISIONAL AGENDA

3 - 5 November 2012

**SCIENCE, TECHNOLOGY AND RESOURCES NETWORK (STAR) SESSION
in conjunction with a
CIRCUMPACIFIC COUNCIL SESSION**

Theme: The science of a changing world: addressing Pacific issues through the 21st Century
Sub themes will likely feature in the Second Circular to be released in July

6 - 9 November 2012

SPC/SOPAC DIVISION MEETING

(All delegates to STAR and CPC meeting invited to participate as technical advisers)

Tuesday (A joint session with STAR and CPC)

1. OPENING and WELCOME
2. AGENDA AND WORKING PROCEDURES
 - 2.1 Adoption of Agenda
 - 2.2 Explanation of Working Procedures
- 3 SOPAC DIVISION HIGHLIGHTS AND EMERGING ISSUES
Narrative case study presentations by country representatives, SOPAC technical staff and/ or STAR delegates concerning selected activities conducted over the year)

Wednesday

- 4 SOPAC DIVISION HIGHLIGHTS AND EMERGING ISSUES CONTINUED
- 5 STAR CHAIR REPORT

Thursday Morning

- 5 STRATEGIC PLANNING
(Presentations and consultations concerning SOPAC Division focus for the remainder of the current Strategic Plan period 2013 - 2015. This will include feedback on PMEG reports, commentary by countries, partner agencies and STAR scientists)

Friday Morning

- 6 MATTERS ARISING FROM FIRST SPC/SOPAC DIVISION MEETING
 - 7 2013 SOPAC DIVISION WORK PLAN AND BUDGET
 - 8 OTHER BUSINESS
 - 9 ADOPTION OF STATEMENT FOR CONSIDERATION BY CRGA
 - 10 CLOSING
-

Second SPC/SOPAC Division Meeting
3 - 9 November 2012
SPC Headquarters, New Caledonia
(This will be available electronically on the SOPAC website from mid-July)

REGISTRATION FORM

PART A: <i>To be completed fully by all participants</i>		
Name:		
Mailing Address:		
Telephone:	E-mail:	Fax:
I will be attending: <input type="checkbox"/> Meeting only <input type="checkbox"/> Both STAR/CPC & Meeting sessions <input type="checkbox"/> STAR/CPC only		
Country/Organisation Represented:		

PART B: <i>Submission at STAR/CPC</i>
Title of Paper:
Author(s):
Institutional Affiliation(s):
Presentation: (POSTER or ORAL)
To be presented by:
I am interested in participating in theWorking Group(s).
I would be interested in helping establish a Working Group on the following topic:

Please email or fax completed forms to:

ATTENTION: Laisa Baoa
SPC/SOPAC Division
Private Mail Bag, GPO
Suva, FIJI
Phone: (+679) 3381377 or 3381139 - Ext: 210
Facsimile: (+679) 3370040
E-mail:- laisa@sopac.org