MEETING ANNOUNCEMENT **ANNONCE DE RÉUNION**

TO:	Representatives of Governments and Administrations Routine Distribution	**No**.:	12/17
FILE:	CONF 3/11	**DATE**:	27 June 2012

SUBJECT: **FIFTH REGIONAL MEETING OF HEADS OF AGRICULTURE AND FORESTRY SERVICES (HOAFS), 24 - 27 September 2012 and THIRD REGIONAL CONFERENCE OF MINISTERS OF AGRICULTURE AND FORESTRY (MOAF), 28 September 2012**

DATES AND VENUE

1. The Fifth Regional Meeting of the Heads of Agriculture and Forestry Services (HOAFS) will be held on 24 - 27 September followed by the Third Regional Conference of the Ministers of Agriculture and Forestry (MOAF) on 28 September, in Nadi, Fiji. The venue is Tanoa International Hotel in Nadi, Fiji.

MEETING OBJECTIVES

2. The principal objectives of the conference include:

   i. Review progress in implementation of the LRD's Integrated Strategic Plan, 2009-2012, MOAF 2008 and HOAFS 2010 recommendations relating to agriculture, forestry and related fields;
   ii. Consider for endorsement, LRD's new Strategic Plan implementation framework, 2013-2016;
   iii. Provide guidelines for formulating the Secretariat's work plans for the next four years;
   iv. Discuss the Division's new initiatives;
   v. Address important regional issues.

MEETNG THEME

3. **Managing Strategic Risks to Agriculture and Forestry in the Pacific** as the theme for the Meeting. A special session during the Fifth Regional Meeting of the HOAF will focus on the theme.

ORGANISERS

4. The meeting will be convened by the Secretariat (SPC's Land Resources Division). The Secretariat will be working together with officials of the Fiji Government to finalise arrangements and will keep members informed of developments as the meeting dates approach.

COMPOSITION OF DELEGATION

5. From each member country and territory, we hope to invite two representatives of, as well as the Honourable Minister(s) responsible for, Agriculture and Forestry.

6. **Delegates to the Fifth Regional Meeting of the HOAFS should be at the Chief Executive level of the Ministries or Departments responsible for Agriculture and Forestry Services, or their deputies.** Nomination form **(Annex 3)** is attached**.**

7. **Delegates to the Third Regional Conference of the MOAF should be the Ministers, or their deputies, of the Ministries.** Nomination form **(Annex 4)** is attached.

8. Representatives of partner agencies and relevant regional and international organisations will also be invited as observers. Representatives of such agencies will be invited to give brief statements at the Fifth Regional Meeting of the HOAFS. Nomination form **(Annex 3)** is attached.

9. **Nomination forms to be completed and sent back to reach the Secretariat by 31 July 2012**.

AGENDA

10. The provisional agenda for HOAFS and MOAF is attached **(Annex 1 and Annex 2).** We hope to finalise the provisional agenda by end of **July**.

ACCOMMODATION IN FIJI

11. Accommodation for meeting delegates from PICTs will be arranged at the Tanoa International Hotel in Nadi.

TRAVEL ARRANGEMENTS

12. An Electronic ticket for confirmed travel will be arranged by SPC for the nominated representatives and forwarded to the Government/Administration concerned. Alternative bookings will only be made at the expense of the Government/Administration concerned. Governments and Administrations should arrange transit accommodation and other travel arrangements for their delegates.

13. In order to facilitate communications, agreement is sought for the Secretariat to correspond directly with intending delegates once their nominations are received. Unless we are advised otherwise, we will assume that this arrangement is acceptable.

FINANCIAL ARRANGEMENTS

14. The Secretariat of the Pacific Community is only able to provide funding for the official delegates from member PICTs. All observers invited to the meeting will need to fund their respective participation.

15. The Secretariat will meet the costs listed below for some representatives from the Agriculture (Crops and Livestock) and/or Forestry divisions from member governments or administrations. Please nominate members of your Delegation to receive this representation financial assistance, and inform the Secretariat accordingly.

a) return air fares (economy class), or excursion fares, if available, by the most direct route between the Representative's country and Nadi, Fiji;

b) per diem allowances at the prevailing SPC rates for the nights necessarily spent in transit to and from Nadi, Fiji, and for the duration of the meetings.

16. The Secretariat will not be responsible for the costs of observers' attendance. However, we will be glad to arrange hotel reservations upon requests.

COUNTRY STATEMENTS AND WORKING PAPERS

17. It would be appreciated if Governments and Administrations prepare Country statement to be made at the HOAFS Meeting, reporting on the four subheadings:-

(i) key national Agriculture & Forestry achievements since the last HOAFS 2010;
(ii) major challenges/issues impacting Agriculture & Forestry development priorities, and measures adopted to address these challenges;
(iii) major national activities in Agriculture & Forestry for the next five years; and
(iv) major areas in agriculture & forestry countries want SPC to work on at national and regional level.
Country report template is attached (Annex 5).

18. Each Country presentation will be allotted 5 minutes each for the two sectors, Agriculture (Crops and Livestock) and Forestry [10 min total]. Country statements should not exceed 2,000 words in length and with summary of not more than one (200 words) page.

INTERPRETATION

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

VISA REQUIREMENTS

20. Participants should ascertain with their travel agents the requirements for a visa to enter Fiji including those required for transit travel.

INSURANCE

21. It should be noted that SPC does not insure participants whilst attending or travelling to and from the HOAFS meetings and MOAF conferences, and will not be responsible for any expenses arising out of sickness, injury, other disability, or loss of life.

FURTHER INFORMATION

22. Enquiries for further information on arrangements for the Conference should be addressed to:

Mr Inoke Ratukalou
Acting Director
Land Resources Division
Secretariat of the Pacific Community
Private Mail Bag
Suva, Fiji

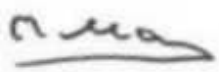
Tel: (679) 3370733 ext.214; Fax: (679) 3370021
Email: inoker@spc.int

Ms Mua Tausie
Programme Assistant
Land Resources Division
Secretariat of the Pacific Community
Private Mail Bag
Suva, Fiji

Tel: (679) 3370733 ext.216; Fax: (679) 3370021
Email: muat@spc.int

Ms Sushil Narayan
Administrative and Finance Coordinator
Land Resources Division
Secretariat of the Pacific Community
Private Mail Bag
Suva, Fiji

Tel: (679) 3370733 ext.215; Fax: (679) 3370021
Email: sushiln@spc.int



Richard Mann
Deputy Director-General

Attachs

Original text: English

Annex 1

SECRETARIAT OF THE PACIFIC COMMUNITY

FIFTH REGIONAL MEETING OF
HEADS OF AGRICULTURE AND FORESTRY SERVICES (HOAFS)
(Tanoa Hotel, Nadi, Fiji Islands, 24-27 September 2012)

PROVISIONAL AGENDA

Chairperson: Representative of Fiji

Session/ Time	Topics	Speakers
	DAY 1 (Monday 24 September 2012)	
8.00-9.00 a.m.	**Registration**	
9.00-9.30 a.m.	• Devotion • Welcome remarks of SPC • Chief guest address and official opening of meeting	Director, LRD
9.30-10.00 a.m.	**Photo session and morning tea**	
	Plenary	
Session 1 10.00-11.00a.m.	• Official handover of Chair • Adoption of Agenda and Working Arrangements • Appointment of Rapporteurs • Keynote address : Theme '**Managing Strategic Risks to Agriculture and Forestry in the Pacific"**	Dr Jimmie Rodgers, Director-General SPC
Session 2 11.00 -12.00 p.m.	• SPC Land Resources Division - Director's Report [WP 1] • LRD Objectives –challenges and opportunities and the way forward [IP 1, 2, 3]	Director, LRD SPC LRD
Session 3 12.00 -1.00 p.m.	Country Reports	Country representatives
1.00-2.00 p.m.	**Lunch**	
2.00-3.00 p.m.	Country Reports (cont)	Country representatives
3.00-3.30 p.m.	**Afternoon tea**	

3.30-5.00 p.m.	Country Reports (cont)	Country representatives
	Evening function	
6.30-7.30 p.m.	**Cocktail/Dinner co-hosted by SPC & Hotel**	
Session/Time	**Topics**	**Speakers**
	DAY 2 (Tuesday 25 September) Plenary	
8.30-8.45 a.m.	**Reflections on Day 1 and introduction to Day 2 programme**	
Session 4 8.45-10.00 a.m.	**LRD new Initiatives** • Regional policy framework on REDD+ in the Pacific • Regional tree seed centre • Improvement of Key services to Agriculture • Agriculture Rural Development • Crop Diversity and climate change • Capacity building to promote adoption of techniques to reduce hazardous pesticides use in Pacific agriculture • National Minimum Development indicators for Agriculture • IFAD project	 SPC LRD SPC LRD SPC LRD SPC LRD SPC LRD SPC LRD SPC LRD IFAD
10.00-10.30 a.m	**Morning Tea**	
Session 5 10.30 -11.30 a.m.	**LRD strategic framework, 2013-2016 (draft)** • Presentation and discussion	SPC LRD
Session 6 11.30 -1.00 p.m.	**Discussion on Priority Issues** **Background documents for group discussions:** • LRD Strategic framework, 2013-2016 • Challenges & implementation issues identified in country reports and SPC LRD presentation • Theme paper	Facilitator / Participants
1.00-2.00 p.m.	**Lunch**	
Session 7 2.00-3.00 p.m.	**Group presentation on priority issues**	Participants
3.00-3.30 p.m.	**Afternoon tea**	

3.30-5.00 p.m.	Group presentation on priority issues (cont)	Participants
Evening function		
6.30-7.30 p.m.	Hosted by International Fund for Agricultural Development (IFAD)	
Session/Time	**Topics**	**Speakers**
DAY 3 (Wednesday 26 September) Plenary		
8.45-10.00 a.m.	Reflections on Day 2, and introduction to Day 3 programme	
Session 8 10.00-10.30 a.m.	Statements from Partners	Partner Representatives
10.30-11.00 a.m.	**Morning tea**	
11.00 -1.00 p.m.	Statements from Partners (cont)	Partner representatives
1.00-2.00 p.m.	**Lunch**	
Session 9 2.00-3.00 p.m.	Resolutions / Recommendations & Endorsements	Drafting committee
3.00-3.30 p.m.	**Afternoon tea**	
3.30-4.30 p.m.	Resolutions / Recommendations presentation & Endorsements	Participants & drafting committee
Session 10 4.30-5.00 p.m.	Closing	Chair & participants
DAY 4, (Thursday 27 September) Plenary		
Session/Time	**Topics**	
8.00a.m-3.00 p.m	**Field trip – Fruit tree planting & visits to Rehabilitation sites** Separate programme will be distributed	All participants

Annex 2

SECRETARIAT OF THE PACIFIC COMMUNITY

THIRD REGIONAL CONFERENCE OF
MINISTERS OF AGRICULTURE AND FORESTRY (MOAF)
(Nadi, Fiji, 28 September 2012)

PROVISIONAL AGENDA

Session/Time	Topics	Speakers
	Friday 28 September 2012	
8.00 – 8.30 a.m.	**Registration**	
8.30 – 9.00 a.m.	• Devotion • Welcome remarks • Chief guest address and official opening of meeting	
Session 1 9.00 - 9.30 a.m.	• Official handover of Chair • Election of Drafting Committee • Adoption of Agenda and Working Arrangements	
9.30 – 10.00am	**Photo session and morning tea**	
	Plenary	
Session 2 10.00 – 1.00 p.m.	• Report of the Fifth Regional Meeting of Heads of Agriculture and Forestry Services (HOAFS) • Presentation of the LRD Strategic framework, 2013-2016 Discussions	Director, LRD and Chair of 5th HOAFS Director, LRD
1.00 - 2.00 p.m.	**Lunch**	
Session 3 2.00 – 3.15 p.m	Break while drafting committee work on the draft communiqué	Drafting committee
3.15 – 3.30 p.m.	**Afternoon tea**	
Session 4 3.30 – 4.30 p.m.	Discuss and endorse the Conference communiqué	Participants, Drafting committee
Session 5 4.30 - 5.00pm	Closing	

Annex 3

FIFTH REGIONAL MEETING OF HEADS OF AGRICULTURE AND FORESTRY SERVICES (HOAFS)
(Tanoa International Hotel, Nadi, Fiji Islands, 24-27 September 2012)

NOMINATION FORM

Please provide the name(s) of your delegation to the HOAFS meeting, and return the completed form to reach the Secretariat **no later than 31 July 2012**.

to:
Mr Inoke Ratukalou
Acting Director, Land Resources Division
Secretariat of the Pacific Community (SPC)
Private Mail Bag, Suva, Fiji
Tel: (679) 3370 733; Fax: (679) 3370 021
Email: inoker@spc.int

with a copy to:
Ms Mua Tausie
Programme Assistant, Land Resources Division
Secretariat of the Pacific Community
Private Mail Bag, Suva, Fiji
Tel: (679) 3370 733; Fax: (679) 3370 021
Email: muat@spc.int

A. PACIFIC ISLAND COUNTRY AND TERRITORY

Delegation member(s)

Name 1. _____

Position _____

Ministry/Department_____

Address _____

_____

Tel ( ) _____ Fax ( )_____

Email _____

Passport details

Names on passport _____

Country _____

Passport Number_____ Expiry number _____

Indicate Shirt size (circle): S M L XL XXL XXXL XXXXL

Name 2. _____

Position _____

Ministry/Department_____

Address _____

_____

Tel ( ) _____ Fax ( )_____

Email _____

Passport details

Names on passport _____

Country _____

Passport number _____ Expiry number _____

Indicate Shirt size (circle): S M L XL XXL XXXL XXXXL

B. OBSERVERS

Name _____

Position _____

Organisation/Agency _____

Address _____

_____

Tel ( ) _____ Fax ( )_____

Email _____

Indicate Shirt size (circle): S M L XL XXL XXXL XXXXL

Travel details (for Observers only)

Arrival in Nadi Date: _____ Time:_____ _Flight # _____

Departure from Nadi Date: _____ Time:_____ _Flight # _____

Do you need SPC's assistance for room reservations at the Tanoa International Hotel in Nadi? _____

Annex 4

THIRD REGIONAL CONFERENCE OF MINISTERS OF AGRICULTURE AND FORESTRY (MOAF)
(Tanoa International Hotel, Nadi, Fiji Islands, 28 September 2012)

NOMINATION FORM

Please provide the name(s) of your delegation to the MOAF meeting, and return the completed form to reach the Secretariat **no later than 31 July 2012**.

to:
Mr Inoke Ratukalou
Acting Director, Land Resources Division
Secretariat of the Pacific Community (SPC)
Private Mail Bag, Suva, Fiji
Tel: (679) 3370 733; Fax: (679) 3370 021
Email: inoker@spc.int

with a copy to:
Ms Mua Tausie
Programme Assistant, Land Resources Division
Secretariat of the Pacific Community
Private Mail Bag, Suva, Fiji
Tel: (679) 3370 733; Fax: (679) 3370 021
Email: muat@spc.int

A. PACIFIC ISLAND COUNTRY AND TERRITORY

Delegation member(s)

Name 1. _____

Position _____

Ministry/Department_____

Address _____

_____

Tel ( ) _____ Fax ( )_____

Email _____

Passport details

Names on passport _____

Country _____

Passport Number_____ Expiry number _____

Indicate Shirt size (circle): S M L XL XXL XXXL XXXXL

Name 2. _____

Position _____

Ministry/Department_____

Address _____

_____

Tel ( ) _____ Fax ( )_____

Email _____

Passport details

Names on passport _____

Country _____

Passport number _____ Expiry number _____

Indicate Shirt size (circle): S M L XL XXL XXXL XXXXL

Annex 5

FIFTH REGIONAL MEETING OF HEADS OF AGRICULTURE AND FORESTRY SERVICES (HOAFS)
(Tanoa International Hotel, Nadi, Fiji Islands, 24-27 September 2012)

COUNTRY REPORT TEMPLATE

Theme: Managing Strategic Risks to Agriculture and Forestry in the Pacific	
Country	
Individual preparing report	
Name and address of organisation	

About SPC Land Resources Division
The Land Resources Divisions core business is to improve the food and nutritional security of the Pacific Community through the sustainable management and development of land, agriculture and forestry resources. This is accomplished through the delivery of technical support, training and advice to our member country governments in the areas of plant health, conservation and use of plant genetic resources, animal health and production, agroforestry, sustainable systems for agriculture, forestry and land management, and biosecurity and trade facilitation.

The Integrated Strategic Plan 2009–2012 for the Land Resources Division (LRD) of the Secretariat of the Pacific Community (SPC) has three objectives: 1) improved food and nutritional security; 2) integrated and sustainable agricultural and forestry resource management and development; and 3) improved and increased trade in agriculture and forestry products.

SPC is increasingly using the Joint Country Strategies to prioritise national activities for SPC technical assistance. Please refer to this document when preparing your country report.

SPC Land Resources Division acts as the Secretariat for the Heads of Agriculture and Forestry Services (HOAFS). Country delegates are requested to prepare country reports based on the following subheadings. Please email back your country report to Mua Tausie or the LRD Helpdesk for recording and distribution: muat@spc.int or lrdhelpdesk@spc.int.

A. Please list key national Agriculture and Forestry development achievements since last HOAFS (2010). Kindly indicate activities corresponding to your national JCS, those funded by SPC, national budget, or other.

-
-
-
-
-

B. Major challenges/issues impacting Agriculture and Forestry development priorities, and measures (policies, resources, capacity building) adopted to address these challenges. Please indicate funding source (SPC, national budget, other donors) for each measure taken.	
Major challenges/issues	*Measures adopted (or planned)*
•	•
•	•
•	•
•	•
•	•
•	•

C. **List major national activities in agriculture and forestry for next five years. Please indicate if activity is identified in (a) national strategic plan, (b) JCS activity, (c) non-JCS activity, and (d) funding source (national budget, SPC, other donor)**
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•
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•

D. Name a few major areas in agriculture and forestry you want SPC to be working on at the national and at the regional level.	
National Level	*Regional Level*
•	•
•	•
•	•
•	•
•	•