

TO: Representatives of Governments and Administrations **No.:** 08/21
Directors of Health, Directors of Agriculture, Heads of
National Disaster Management Offices, Australian Agency
for International Development (AusAID), Centers for
Disease Control and Prevention (CDC), Food &
Agriculture Organisation (United Nations) (FAO), New
Zealand Agency for International Development (NZAID),
World Organisation for Animal Health (OIE), Pacific
Islands Applied Geoscience Commission (SOPAC) , United
Nations Children's Fund (UNICEF), United Nations
Disaster Plan (UNDP), United Nations Office for the
Coordination of Humanitarian Affairs (UNOCHA), World
Health Organization (WHO)

FILE: PRO 2/20/4/1

DATE: 29 September 2008

**SUBJECT: PACIFIC AVIAN AND PANDEMIC INFLUENZA TASKFORCE
MEETING (PAPITaF)**

Under the umbrellas of the Pacific Public Health Surveillance Network (PPHSN) and the Pacific Heads of Veterinary & Animal Production Services (PHOVAPS), the Secretariat of the Pacific Community wishes to extend this invitation to relevant representatives to attend the second meeting of the Pacific Avian and Pandemic Influenza Taskforce (PAPITaF) at the Tanoa International Hotel, Nadi, Fiji from November 24 – 26, 2008.

BACKGROUND

1. Pacific Island Countries and Territories (PICT) are vulnerable to the introduction of Highly Pathogenic Avian Influenza A/H5N1 primarily through the movement of people, migratory birds and trade in live poultry and poultry products. In order to address the possible threat of an influenza pandemic, PICTs need to have effective preparedness plans and the resources to implement them. PICTs must also be prepared to respond to emerging diseases, in line with the International Health Regulations.
2. The PAPITaF meeting is a regional forum to discuss the management and response by PICTs to possible outbreaks of avian influenza, pandemic influenza or other emerging diseases.
3. Technical discussions for both animal health and human health representatives will be held following the meeting of the Taskforce, and the objectives and agenda for these meetings will be circulated at a later date.

OBJECTIVES

4. The second meeting of the Pacific Avian and Pandemic Influenza Taskforce has the following objectives;

- Report on progress of the recommendations of the first PAPITaF meeting (March 2007)
 - Presentation of the Pacific Regional Influenza Pandemic Preparedness Project (PRIPPP) mid-term review (MTR) report and responses
 - Discuss revised management structures for PRIPPP monitoring and evaluation via a Project Steering Group
 - Discuss the current function and ongoing role of National Avian and Pandemic Influenza Task Forces, and their sustainability.
 - Provide a forum for discussion of policy review/development required to support such issues as travel restrictions (including border closure), regional travel arrangements, trade maintenance, restitution/compensation funding mechanisms, provision of antiviral therapy
 - Discuss progress of the PRIPPP Small Grants Scheme
 - Provide an update on progress of the SPC/WHO Memorandum of Understanding
 - Provide a forum for discussion on harmonisation of various tools that indicate preparedness status (International Health Regulations/Asia Pacific Strategy for Emerging Diseases checklist, Centers for Disease Control checklist, PRIPPP checklist and related database)
 - Discuss further work on development of regional coordination and response for avian influenza and pandemic influenza events.
5. Most of the discussions around these objectives are expected to result in recommendations or, whenever feasible, in plans of action.

NOMINATIONS

6. PICT Government and Administrations are invited to nominate two to three candidates from their National Pandemic Influenza Preparedness Taskforce (or a similar body). Unfortunately, SPC can provide financial support for the attendance of **two representatives only for each PICT**. They should be closely involved with, or be responsible for the preparation of their respective National Avian and Pandemic Influenza Preparedness Plans, and are expected to be:
- a senior officer from the Ministry of Agriculture
 - a senior officer from the Ministry of Health, and/or
 - the responsible for the National Disaster Management (or equivalent) Office.
7. Financial support available for the attendance of the two PICT representatives is detailed as follows:

i. Air fares

The Secretariat will provide a return economy class excursion air fare to Nadi, Fiji, by the most direct route for two officials from each country. E-tickets will be forwarded to the nominated participants. Participants wishing to travel by a route other than the proposed one shall bear responsibility for all additional costs. Please note that the Secretariat needs to be advised well ahead of time if participants wish to do so.

Transport to and from Nadi Airport – The Tanoa International Hotel courtesy mini-bus has been arranged for pickup and dropoff to/from the Nadi Airport, Fiji. Taxi fare to the Hotel is only about FJD5-6 should you miss the bus.

ii. Per diems

Participants will be paid a per diem at SPC rates in FJD at the Meeting Registration Desk on Monday 24th November, 2008. For organizational reasons, accommodation cost will be deducted from the per diem.

iii. Accommodation

The Secretariat will organise single accommodation and will pay for it at the:

Tanoa International Hotel
Votualevu Road
Nadi

Tel : +679 672 0277 Fax : +679 – 671 0191
Email: tanoa@tanoahotels.com.fj Website: www.tanoahotels.com

No refund will be possible if participants do not wish to stay at the Tanoa International Hotel.

8. We also invite other representatives from non-PICT agencies and Pacific regional organisations to take advantage of this opportunity to contribute to discussions on Pacific Island avian and pandemic influenza preparedness; however due to funding limitations, SPC regrets it is unable to sponsor these delegates.

LANGUAGE

9. As an official SPC regional meeting, the Pacific Avian and Pandemic Influenza Taskforce will be conducted in both English and French, with simultaneous interpretation, and translation of key papers.

VISA

10. **VISAS for travel to Fiji and for stopovers should be arranged using your itinerary.** All Pacific islanders are exempted from obtaining a visa to Fiji, and passports will be stamped on arrival at Nadi Airport.
11. **IMPORTANT.** Participants transiting in New Zealand or Australia need a “transit visa”. They will have to obtain a “transit visa” themselves prior to departure, from the nearest Embassy/Consulate/High Commissioner.

INSURANCE

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

PROVISIONAL AGENDA AND BACKGROUND PAPERS

13. The agenda and supporting files will be emailed to participants in November, 2008.

MEETING CONTACTS

14. Please send official nominations, preferably by fax or email, to:

Director-General
Attention: Jennie Fischer, PRIPPP Coordinator
Secretariat of the Pacific Community
BP D5
98848 Noumea Cedex, New Caledonia
(email: JennieF@spc.int, tel +687 26 67 80; fax +687 26 38 18)

15. Please note that PICT nominations should be submitted through the formal SPC point of contact in your country.
16. Administrative queries (including visa documentation, hotel bookings and flight arrangements) should be directed to:

Josiane Everest, Project Assistant, PRIPPP
Secretariat of the Pacific Community
BP D5 - 98848 Noumea Cedex,
New Caledonia
(email: JosianeE@spc.int)
tel +687 26 01 64, fax +687 26 38 18).



Dr Jimmie Rodgers
Director-General

Attach.

Original text: English

SECRETARIAT OF THE PACIFIC COMMUNITY APPLICATION FORM		SecrÉTariat GÉNÉral DE LA COMMUNAUTÉ du PACIFIQUE FORMULAIRE DE CANDIDATURE
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PACIFIC AVIAN AND PANDEMIC INFLUENZA TASKFORCE MEETING TANOA INTERNATIONAL HOTEL (Nadi, Fiji, 24-26 November 2008)
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The completed form is to be returned to the following by **Monday 13 October 2008:**

Josiane Everest - Project Assistant
 PRIPPP
 Secretariat of the Pacific Community
 B.P.D5
 98848 Noumea Cedex, New Caledonia
 Email: JosianeE@spc.int; Tel: +687 26 01 64, Fax: +687 26 38 18

PART 1: To print and to complete by the nominee

PLEASE PRINT AND CLEARLY COMPLETE ALL SECTIONS, AS SPC IS REQUESTED TO KEEP DETAILED INFORMATION REGARDING WORKSHOP AND MEETING PARTICIPATION BY MEMBER COUNTRIES AND TERRITORIES. THIS FORM IS TO BE RETURNED BY 13 OCTOBER, 2008. WE SEEK YOUR COOPERATION AND ASSISTANCE IN THIS MATTER.

1. FAMILY NAME (on passport).....
2. FORENAMES (on passport).....
3. DATE AND PLACE OF BIRTH.....
4. NATIONALITY.....
5. SEX: M/F.....
6. PASSPORT NUMBER.....
7. EXPIRY DATE.....
8. DATE AND PLACE OF ISSUE.....
9. EMAIL ADDRESS
10. PHONE
11. HOME ADDRESS
12. POSTAL ADDRESS.....
13. NAME AND CONTACT OF PERSON TO BE CONTACTED IN CASE OF EMERGENCY
.....
14. RELATIONSHIP OF THIS PERSON TO YOU.....

15. EDUCATION AND TRAINING: Please list all appropriate qualifications/courses attended.

16. EXPERIENCE

(a) Please describe practical experience or in-service training relevant to the meeting/seminar.

17. EMPLOYMENT RECORD

(a) Present employer (name, address and phone/fax/email contacts):

(b) Type and function of organisation:

(c) Please describe your duties briefly and indicate your personal responsibility:

18. Please explain briefly why you think you would benefit from the meeting/seminar.

NAME.....

POSITION.....

SIGNATURE.....

DATE.....

We look forward to your valuable participation.
