

**TO:** Representatives of Governments and Administrations **No.:** 06/14  
Directors of Health, Directors of Agriculture, Pacific Heads  
of Veterinary & Animal Production Services (PHOVAPS),  
Pacific Public Health Surveillance (PPHSN), Pacific Islands  
Infection Control Network (PICnet), AusAID, Center for  
Disease Control (CDC), FAO, NZAID, SOPAC, UNICEF,  
UNDP, WHO, OIE.

**FILE:** PRO 2/20/4/1 **DATE:** 20 December 2006

**SUBJECT:** **PACIFIC ISLAND PANDEMIC TASKFORCE MEETING,**  
Noumea, New Caledonia, 26-28 March 2007

The Secretariat of the Pacific Community wishes to extend this invitation to relevant representatives to attend the first meeting of the Pacific Island Pandemic Taskforce.

## **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 Pacific Island Pandemic Taskforce 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 Pacific Island Preparedness Taskforce, and the objectives and agenda for these meetings will be circulated at a later date.

## **OBJECTIVES**

4. The objectives of the first meeting of the Pacific Island Pandemic Taskforce are to:
  - Agree formally on the composition and terms of reference for the Pacific Island Pandemic Taskforce.
  - Provide an open forum for the discussion of PICT National Pandemic Influenza Preparedness Plans.
  - Identify areas of the pandemic planning process for which PICTs require strategic support.

- Update PICTs on technical developments in the area of pandemic preparedness planning.
- Discuss pandemic influenza planning in the context of the new International Health Regulations and the Asia Pacific Strategy for Emerging Diseases.
- Discuss regional coordination to pandemic events.
- Provide expert advice and feedback to SPC on the planning, implementation and monitoring of the Pacific Regional Influenza Pandemic Preparedness Project.

## NOMINATIONS

5. PICT Government and Administrations are invited to nominate two candidates from their National Pandemic Influenza Preparedness Taskforce (or a similar body). One should be a senior officer from the Ministry of Agriculture and the other one from the Ministry of Health. Both nominees should be closely involved with the preparation of their respective National Pandemic Influenza Preparedness Plans. Financial support is available for the attendance of two PICT representatives and is detailed as follows:

**i. Air fares**

The Secretariat will provide a return economy class excursion air fare to Noumea by the most direct route for two officials from each country. Prepaid tickets (PTA) 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 Tontouta Airport will be arranged using SPC transport.

**ii. Per diems**

Participants will be paid a per diem at SPC rates. The per diem will be adjusted for accommodation.

**iii. Accommodation**

The Secretariat will organise the booking and the payment of accommodation for all participants at the:

Hotel Le Lagon Nouméa  
149 Route de l'Anse Vata.  
Tel : +687-261255 Fax : +687-26 1244  
Email: [lagoon@lagoon.nc](mailto:lagoon@lagoon.nc) Website: [www.lagoon.com](http://www.lagoon.com)

6. The room rate is 7,200CFP covering room, breakfast and taxes. The hotel is within walking distance to SPC headquarters. Participants wishing to make their own accommodation arrangements must advise SPC on or before 15 March 2007, otherwise SPC will automatically deduct accommodation charges in order to pay the hotel for the booking (even if the accommodation is not used).
7. We also invite other representatives from non-PICT agencies and from Pacific regional organisations to attend the meeting and take advantage of this opportunity for discussion regarding Pacific Island pandemic influenza preparedness; however, SPC regrets it is unable to sponsor these delegates.

## LANGUAGE

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

## VISA

9. A visa to enter New Caledonia is compulsory except for citizens of Australia, Canada, Japan, New Zealand, USA and European Union countries.

10. Citizens of Fiji, Papua New Guinea and Vanuatu are required to obtain a visa to enter New Caledonia from their local French Embassies or Consulates well before departure as the Embassies need 2 weeks to process visas.
11. For delegates from the Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, Palau, Samoa, Solomon Islands, Tonga and Tuvalu, the SPC will arrange for a visa to be issued on arrival in Noumea providing that the meeting contact is advised of the participants passport details at least two weeks prior to arrival in order to prepare the supporting documentation.
12. **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**

13. The Secretariat of the Pacific Community does not insure participants while attending the meetings or during travel to and from New Caledonia 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**

14. The agenda and supporting files will be emailed to participants in early March 2007.

### **MEETING CONTACTS**

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

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

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](mailto:JosianeE@spc.int) ; tel +687 26 01 64, fax +687 26 38 18).

**Richard Mann**  
Deputy Director General

Original Text: English

Attach.

SECRETARIAT OF THE PACIFIC COMMUNITY  APPLICATION FORM		SECRÉTARIAT GÉNÉRAL DE LA COMMUNAUTÉ du PACIFIQUE  FORMULAIRE DE CANDIDATURE
---	---	--

**PACIFIC ISLANDS PANDEMIC TASKFORCE** (Noumea, New Caledonia, 26-28 March 2006)

The completed form is to be returned to:

**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 be completed by the nominee**

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. MARITAL STATUS.....
10. HOME ADDRESS .....
11. POSTAL ADDRESS.....
12. NAME AND CONTACT OF PERSON TO BE CONTACTED IN CASE OF EMERGENCY  
.....
13. RELATIONSHIP OF THIS PERSON TO YOU.....
14. EDUCATION AND TRAINING: Please list all appropriate qualifications/courses attended.

15. EXPERIENCE

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

16. 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:

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

NAME.....

POSITION.....

SIGNATURE.....

DATE.....