



Pacific
Community
Communauté
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MEETING ANNOUNCEMENT

TO : Representatives of Governments and Administrations **No. :** 19/1
Copy: Ministry/Department of Health
Observers

FILE : CONF 2/9/38/1 **DATE :** 12.12. 2018

SUBJECT : **Seventh Pacific Heads of Health (PHoH) Meeting: 03 to 05 April 2019, Nadi, Fiji**

PURPOSE OF NOTICE

1. This is an invitation to the Seventh Pacific Heads of Health Meeting to be held in Denarau, Fiji from 03 to 05 April 2019.
2. The meeting will be preceded by the Pacific Public Health Surveillance Network (PPHSN) and the Director of Clinical Services (DCS) meetings.
3. This notice is:
 - A request for SPC member country governments and territory administrations to nominate one participant.
 - An invitation to other agencies, organisations, companies, and individuals with an interest in health to attend the meeting and take the opportunity for discussion with Pacific Island health representatives and specialists, and with each other. There is no registration fee, and given sufficient notice, SPC can help in negotiating special rates at local hotels.
4. All nominations for SPC funded participants:
 - Need to be received by 4th March 2019 so that flight bookings can be made; and
 - Need to provide a copy of their passport photo page at the time of nomination.
 - No change to SPC funded nominations will be accepted within one month of the meeting dates.
 - Failure to confirm itinerary prior to this date forfeits SPC funding in its entirety.
5. Financial support is available for the attendance of one representative from each SPC island member government or administration as described above in paragraph three. For clarity and in keeping with SPC's policy on assessed contributions and host country grants, this does not extend to any member who is more than a year in arrears.

Pacific Community (SPC) Headquarters: Noumea, New Caledonia. Regional Offices: Suva, Fiji;
Pohnpei, Federated States of Micronesia; Port Vila, Vanuatu. Country Office: Honiara, Solomon Islands.

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Siège de la Communauté du Pacifique (CPS) : Nouméa (Nouvelle-Calédonie). Antennes régionales : Suva (Fidji) ;
Pohnpei (États fédérés de Micronésie) ; Port-Vila (Vanuatu). Bureau de pays : Honiara (Îles Salomon).

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PURPOSE OF MEETING

6. The main objective of the meeting is to review, discuss and make recommendations to the Pacific Health Ministers Meeting on the following matters;
 - i. Universal Health Coverage / Primary Health Care
 - ii. Monitoring, evaluation and learning (HIMF)
 - iii. Human resources for health
 - iv. Climate change and health
 - v. Health security
 - vi. Update from Directors of Clinical Services Meeting
 - vii. Non-communicable diseases
 - viii. Reproductive, maternal, newborn, child, adolescent health (RMNCAH)

PROVISIONAL AGENDA

7. The following items will be included in the agenda:
 - i. Universal Health Coverage / Primary Health Care
 - ii. Monitoring, evaluation and learning (HIMF)
 - iii. Human resources for health
 - iv. Climate change and health
 - v. Health security
 - vi. Update from Directors of Clinical Services Meeting
 - vii. Non-communicable diseases
 - viii. Reproductive, maternal, newborn, child, adolescent health (RMNCAH)
8. Given the specific focus on the meeting, there will be no time available for statements by “other organisations”.
9. Any relevant documents for the meeting will be available to participants in due course.

LANGUAGE

10. As an official SPC sectoral meeting, the Seventh PHoH meeting will be conducted in both English and French, with simultaneous interpretation, and translation of key papers.

REPORT

11. The formal report of the meeting will consist of a list of decisions, outcomes and recommendations identified by the Chair, and agreed by consensus, usually called the “Outputs” of the meeting.

TRAVEL, ACCOMMODATION AND TRANSPORTATION ARRANGEMENTS

12. An economy class return ticket by the most economical route will be provided to all SPC-funded representatives. If participants 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.

13. A per diem will be provided to SPC-funded official representatives. Hotel accommodation will be booked and paid directly by SPC for the entire stay during the venue. If you are wanting to stay with family or friends, please advise upon confirmation of itinerary. 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 you are responsible for these hotel arrangements. Hotel receipts will be required as proof of accommodation being used.
14. Participants arriving into Nadi are required to take a taxi from Nadi International Airport to Denarau. Taxi receipts will be required as proof of transport for reimbursement-

VISA REQUIREMENTS

15. Participants are required to ascertain visa entry requirements to Fiji and to ensure passport is valid for at least 6 months from date of travel.
16. Transit visas are the responsibility of delegates. However, SPC may be able to assist, through a letter of introduction, if required.
17. To facilitate administrative arrangements we will also require passport details of each participant. We would be very grateful if participants can send to Ms Odile Rolland odiler@spc.int a copy of the photo page of their passport.

MEETING CONTACTS

- Official nominations to: Ms Odile Roland odiler@spc.int
- Agenda items, papers, other enquiries etc. to: Mr Sunia Soakai sunias@spc.int

INSURANCE

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



Colin Tukuitonga
Director-General

Original text: English

NOMINATION FORM

Seventh Pacific Heads of Health (PHoH) Meeting
Nadi, Fiji - 3 to 5 April 2019

Please complete and return the below form as soon as possible but no later than Friday 1st March 2019, to odiler@spc.int

Participant Information			
Name:			
Title:	Phone:	E-mail:	
Address:			
			Country
Travel			
Passport details	Country:	Number:	Expiry date:
Dietary Requirements (please tick)			
<input type="checkbox"/> Vegetarian		<input type="checkbox"/> Allergies	
<input type="checkbox"/> Gluten free		<input type="checkbox"/> Other (please specify):	
<p>ATTACHMENT: Please attach a photocopy of the photo page of your passport to this form – thank you</p>			