



MEETING ANNOUNCEMENT

TO : Representatives of Governments and Administrations **No. :** 19/44
Routine distribution

Copy: Ministry/Department of Health
Observers

FILE : CONF 2/9/39/1 **DATE :** 10 December 2019

SUBJECT : Eighth Pacific Heads of Health (PHoH) Meeting: 29th April to 1st May 2020, Nadi, Fiji

PURPOSE OF NOTICE

1. This is an invitation to the Eighth Pacific Heads of Health Meeting to be held in Nadi, Fiji from 29th April to 1st May 2020.
2. The meeting will be preceded by the Director of Clinical Services (DCS) meeting.
3. This Meeting Announcement is an,
 - Invitation for Pacific Community (SPC) member governments and administrations to nominate one representative.
 - Invitation to other agencies, organisations and individuals with an interest in health, to attend the meeting and take the opportunity for discussion with Pacific Island Countries and Territories (PICTs) health representatives and specialists. There is no registration fee, and given sufficient notice, SPC can facilitate room booking with hotels up to a month before the meeting.
4. Financial support is available for the attendance of one representative from each SPC member government and administration as described in paragraph 3 above. For clarity and in keeping with SPC's policy on assessed contributions and host country grants, this financial support does not extend to any member who has arrears for more than a year.

PURPOSE OF MEETING

5. The main objectives of the 8th PHoH meeting is to review, discuss and make recommendations to the Pacific Health Ministers Meeting on the following matters:
 - a) Universal Health Coverage / Primary Health Care
 - b) Monitoring, evaluation and learning (HIMF)
 - c) Human resources for health
 - d) Climate change and health

- e) Health security
- f) Update from Directors of Clinical Services and Directors of Public Meeting
- g) Non-communicable diseases
- h) Reproductive, maternal, new-born, child, adolescent health (RMNCAH)

6. Given the specific focus on the meeting, there will be no time available for statements by “other organisations”.
7. All relevant meeting documents will be available at least two weeks before the meeting.

LANGUAGE

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

REPORT

9. 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

10. An economy class return ticket by the most economical route will be provided to all SPC funded representatives. If a representative chooses to travel by a route other than the one proposed, the additional cost will be at the representative’s expense. Travel orders cannot be issued until the official nomination is received. Please retain all boarding passes and hotel receipts while in transit, SPC will require these documentation as proof of travel and accommodation.
11. A daily allowance will be provided to SPC funded representatives. Hotel accommodation will be booked and paid directly by SPC for the entire stay, while attending the meeting. If representative intends to stay with family or friends, please advise the secretariat. A daily allowance covering meals (except meals during the actual meeting days) and incidentals will be paid into beneficiary’s bank account. If an overnight transit is necessary, a full per diem (for hotel, meals and incidentals) will be paid. Representative are responsible for arranging accommodation while transiting.
12. Participants arriving into Nadi are required to take a taxi from Nadi International Airport to the hotel, hotel details will be communicated to the nominated representative in due course.
13. We would require the following from SPC funded representatives:
- Completed Annex 1 Nomination Form and be submitted to SPC no later **2 March 2020**.
 - Copy of their passport biodata page to allow release of tickets.
 - Bank account details for payment of per diem.
 - Confirmation of travel dates 4 weeks (20 March 2020) prior to the meeting as per SPC’s travel policy. Please note we will not be able to change travel date after this except for extenuating circumstance.

VISA REQUIREMENTS

14. Representatives are required to ascertain visa entry requirements to Fiji and to ensure passport is valid for at least 6 months from date of travel.


15. Representatives are responsible for ensuring they possess appropriate visas for enroute and transit countries. However, SPC may be able to assist supporting documentation.

MEETING CONTACTS

- Official nomination with Annex 1 be sent to Ms Odile Rolland odiler@spc.int
- Enquiries regarding agenda and meeting papers, please contact Mr Sunia Soakai sunias@spc.int

INSURANCE

16. SPC 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.



Dr Colin Tukuitonga
Director-General

Original text: English

NOMINATION FORM

Eighth Pacific Heads of Health (PHoH) Meeting, 29th April to 1st May 2020, Nadi, Fiji

Please complete and return this **Annex 1** **no later than 2 March 2020**, to Odiler@spc.int

Participant Information			
Name:			
Position:			
E-mails:		Phone:	
Address:			
City:	Country:		Post Code:
Passport details**			
Passport Number:	Country:	Expiry date*:	
1.			
2.			
** E-copy of photo page to attach to nomination form and send			
* Passport valid 6 months after return date			
Visa details			
Visa Number:	Visa type:	Country:	Expiry Date:
1.			
2.			
3.			
Beneficiary bank details			
Beneficiary name:			
Bank name:			
Bank & branch code (BSB):			
Bank address:			
SWIFT/BIC code:			
** Example of SWIFT/BIC code: CRLYFRPP			
Dietary Requirements (please tick)			
<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Allergies		
<input type="checkbox"/> Gluten free	<input type="checkbox"/> Other (please specify)		

ATTACHMENT: Please attach a copy of the photo page of your passport to this form. It is important in order to issue your ticket. Thank you.