

**FIFTY-SECOND MEETING OF THE
COMMITTEE OF REPRESENTATIVES OF GOVERNMENTS AND ADMINISTRATIONS**
(23-24 November 2022, Port Vila, Vanuatu)
and
TWELFTH CONFERENCE OF THE PACIFIC COMMUNITY
(25 November 2022, Port Vila, Vanuatu)

Administrative Note

(Paper provided by the Secretariat)

Meeting arrangements

1. The Secretariat is responsible for the facilitation of CRGA 52 and Conference 12 (CRGA 52 & CONF 12), including the preparation of agendas, meeting papers and documentation, access to the meeting, interpretation, and all Secretariat services during the meeting.
2. The principal Secretariat focal point for the meeting is Ms Coral Pasisi, Senior Adviser to the Director-General; email: coralp@spc.int, supported by Ms Seya Brighton, Executive Office Manager; email: seyab@spc.int, and Ms Vuki Buadromo, Principal Adviser; email: yukib@spc.int.

Travel, arrival and departure

3. The Secretariat will cover the cost of one (1) official to CRGA and the head of delegation to Conference from each member Government and Administration (except for Australia, France, New Zealand, the United Kingdom, and the United States of America) as outlined in (a) and (b) below:
 - i. return air fares, based on the most direct route and economical fare, between the representative's country and Port Vila, Vanuatu;
 - ii. per diem allowances at the prevailing SPC rates for the nights necessarily spent in transit to and from Port Vila, Vanuatu, and for the duration of the meeting.
4. An electronic ticket will be forwarded to the government/administration concerned once the nominated representative has agreed to the proposed itinerary. Alternative bookings, or changes to the itinerary after tickets have been issued (which incurs extra costs), will only be made at the expense of the government/administration concerned.
5. Representatives of CROP (Council of Regional Organisations in the Pacific) agencies, United Nations agencies and other inter-governmental and non-governmental organisations associated with SPC's work in the region are invited to participate as observers at CRGA and Conference at their own expense.
6. All delegations will be met by the Government of Vanuatu on arrival at the airport. Transport from the Airport to Hotels will be provided.

Location and registration

7. For the first time, since 2019, CRGA 52 & CONF 12 will be hosted as a face-to-face meeting at the Warwick Le Lagon Resort & Spa in Port Vila, Vanuatu.
8. Delegations are requested to register their delegations online by close of business 24 October 2022.
9. A registration desk will be staffed by the Secretariat in the foyer of the Warwick Le Lagon Resort & Spa on 22 November.

Accommodation and per diems

10. One (1) room for non-resident Heads of Delegation and one (1) room for the accompanying senior official at the Warwick Le Lagon Resort & Spa. The costs for these two rooms will be borne by the SPC. Please contact Peggy MacSweeney (peggym@spc.int) for more information.
11. For additional members of delegations and observers, the following hotels are available: [The Melanesian Port Vila Hotel](#) and [Grand Hotel and Casino Hotel](#). Please contact Peggy MacSweeney (peggym@spc.int) to discuss rates and for assistance with hotel reservations.
12. A per diem will be paid on arrival at the registration desk.

Dress

13. Dress code for CRGA 52 & CONF 12 will be island formal.
14. SPC Staff will be wearing themed shirts on Day one of CRGA (23 November) and Conference (25 November).
15. Heads of delegation will receive pre-arranged thematic shirts for Conference and are expected to wear these during the group photo. Sizing will be determined during the registration process.

Participation

16. Due to the technical requirements for interpreted meetings, a hybrid meeting mode is not an option outside of SPC Headquarters and as such, there will be no option for virtual-hybrid participation. However, some sessions will be livestreamed online and these will be confirmed in due course.

CRGA 52 & CONF 12 meeting papers, photo gallery and video gallery

17. CRGA session papers will be available by 2 November, from the nominated SPC site, which can be accessed at: Link: <https://www.spc.int/crga>. If passwords are required for these, they will be sent to the registered delegations and focal points.
18. The Secretariat has produced short online videos on governance, SPC, and SPC's governance structure. These provide a brief refresher for any members and may provide useful background for any new attendees. Members are invited to access these videos ahead of the meeting at their leisure through the links provided on the CRGA website above.

19. Video/statements from observers will also be made available ahead of CRGA through the CRGA website. We encourage members to watch these in advance of CRGA to allow more time for member participation at the meeting itself. These information resources will be drawn on and will provide enriched context throughout CRGA.

Telecommunications

20. Internet and printing facilities will be available for delegates at the Warwick. Charges for international phone calls will be the responsibility of the delegations incurring them.
21. Should delegates experience any technical issues during the meeting, they can contact CRGA@spc.int.

Electricity

22. The standard voltage of supply in Vanuatu is 230V and 50Hz using the Australia/NZ-type socket and plug.

Meeting conduct and courtesies

23. Per the provisional programme, the Chair of CRGA 52 (Samoa) will open and manage the meeting. For CONF 12, the Chair (Vanuatu) will open and manage the meeting. Delegates are invited to arrive 15 minutes before each session begins.

Opening and closing ceremonies

24. Details for the official Opening and Closing Ceremonies will be made available in due course. A detailed programme will be provided on arrival in Vanuatu.

Interpretation

25. Simultaneous interpretation will be available during the meeting. To assist our interpreters to understand and render speech, please be sure to speak clearly and not too quickly.
26. Should delegates experience any issues with interpretation during the meeting, they must contact CRGA@spc.int.

Media arrangements

27. For any media related queries, please contact: Mr Peter Foster, Director of Communications: peterf@spc.int; Mr David Wardell, Communications Officer: davidw@spc.int; or Ms Camille Menaouer, Communications Assistant: camillem@spc.int.
 28. Press activities will take place at a designated room in the Warwick Le Lagon Resort & Spa.
 29. An official photo will be taken during each event and made available on the CRGA and CONF website.
-