

MEETING ANNOUNCEMENT

TO : Representatives of Governments and Administrations
Co-Hosting Agencies: (PIFS, PPA, SPREP & USP)
Core Partners: Austria, Norway & UNIDO

No. : 20/21

COPY: SPC Energy Contacts
Development Partners: ADB, ADFIP, AusAID, EcoCARE
Pacific Trust, EU, IRENA, GET.invest, GIZ, GGGI, IEA,
IRENA, ISA, Korean Energy Agency, NZAID, NDC Hub, One
Energy Island, PFAN, PIDF, PRIF, SEIAPI, SIDS Dock, UNDP,
UNESCAP, UPNG, and World Bank)
Sustainable Energy Industry Associations: AMREC, FSEC,
SEAP, SEAV

FILE : PRO 143/1/5/2

DATE : 22 October 2020

SUBJECT : **VIRTUAL MEETING OF THE PACIFIC CENTRE FOR RENEWABLE
ENERGY AND ENERGY EFFICIENCY'S STEERING COMMITTEE:
18 NOVEMBER 2020**

BACKGROUND

1. The Pacific Community's Centre for Renewable Energy and Energy Efficiency (PCREEE) was established in April 2017 as a regional platform for partnerships to accelerate the region's progress on renewable energy and energy efficiency.
2. The PCREEE is guided by a Steering Committee, which is currently chaired by Tonga and with sub-regional representatives being the Cook Is (Polynesia), Vanuatu (Melanesia), RMI (Micronesia) and New Caledonia (Francophone).

OBJECTIVES OF THE MEETING

3. The objective of the meeting is to provide guidance to SPC on the institutional, governance, technical and financial affairs of the PCREEE, including its annual work plan and budget.

DATE OF THE MEETING

4. The meeting will be held virtually on 18th November 2020.

AGENDA / PROGRAMME

5. The draft agenda / programme for the meeting is attached as **Annex 1**.

PARTICIPANTS

6. The usual participants in the meeting are the nominated contacts at the nominated National Focal Institutions (NFIs) and Thematic Hubs plus representatives of the development partners.
7. While four (4) PICT are selected to the Committee, the virtual meeting offers an opportunity to all the NFIs and partners to participate as observers.

LANGUAGE

8. The meeting will be conducted in the English language only.

VIRTUAL PLATFORM

9. The meeting will be conducted via Zoom. The secretariat will provide the link for the meeting at a later date.

MEETING DOCUMENTS

10. Meeting documents will be made available and can be downloaded from the PCREEE website - <https://www.pcreee.org/event/5th-pcreee-steering-committee-meeting>

TIME DIFFERENCE

11. Given the time difference between the Pacific islands and Europe, the meeting is planned to take 2 hours at the most.

CONTACT INFORMATION

12. Completed nomination forms, see **Annex 2**, should be submitted and to be received by the 8th November 2020 at the latest. Further details about this meeting can be obtained from, Ms Milika Taufa and Mr Benjamin Jesse as per their contacts below:

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

www.spc.int spc@spc.int

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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Dr Andrew Jones

Officer –in-Charge (Suva)

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ANNEX 1 - DRAFT MEETING AGENDA

1. Opening
2. Adoption of the 4th PSC meeting Minutes
3. PCREEE Progress Report 2020
4. PCREEE Business Plan / Technical Programme
5. Institutional Structure
6. Financial
7. 2021 Work Programme & Budget
8. Update from the Global Network of Sustainable Energy Centres
9. Other Business & Date and Venue of the next meeting

ANNEX 2 – NOMINATION FORM

VIRTUAL MEETING OF THE PCREEE STEERING COMMITTEE 18 NOVEMBER 2020

Name: _____

Designation: _____

Employer: _____

Contact Details:

Postal Address: _____

Telephone No: _____

Fax No: _____

Email address: _____

Signature of the Nominating Authority and Stamp

Pacific Community (SPC) Headquarters: Noumea, New Caledonia. Regional Offices: Suva, Fiji;
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