



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

## LETTER OF AGREEMENT

between the

**Secretariat of the Pacific Regional Environment Programme (SPREP)**

and the

**Office of Te Beretitenti, Republic of Kiribati**

relating to

**Support for Pacific Small Islands Developing States (PSIDS) National Engagement Activities to Prepare for the 27<sup>th</sup> Conference of the Parties (COP27) to the United Nations Framework Convention for Climate Change (UNFCCC) in Egypt**



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This LETTER OF AGREEMENT (LOA) is made between the **Secretariat of the Pacific Regional Environment Programme (SPREP)** and **Office of Te Beretitenti (OB)** relating to support from SPREP under the funding from the Government of Ireland.

The purpose of this LOA is to formalise this support and facilitate an overseas payment by SPREP to OB for expenses relating to the implementation of approved national preparatory activities to support engagement of national delegation at the UNFCCC COP27 in Sharm el Sheikh, Egypt.

SPREP and OB have agreed to collaborate on the abovementioned activity, and it is now further agreed that:

1. SPREP will:
  - a. Work according to the attached Scope of the Support (See Annex 1)
  - b. Provide funding support up to the total of the approved Activity Plan and Budget to OB for implementing activities detailed in the Activity Plan (See Annex 2). The total amount of the funds transferred shall not exceed USD10,000.
  - c. Provide the funding in one instalment.
  - d. Deposit the funds in the following account:

**Financial Institution: ANZ Bank (Kiribati) Ltd**  
**Account No.: 269007**  
**IBAN: 018970**  
**Swift Code: BKIRKIKI**  
**Branch Address: Bairiki, Tarawa**  
**Title of Account: Kiribati Government No.4 A/C**
2. OB will:
  - a. Perform the work outlined in the approved Activity Plan and Budget as outlined in Annex 2, with due diligence and efficiency.
  - b. Perform the work to meet all the requirements set out in the approved Activity Plan and Budget.
  - c. Follow the government procurement processes and submit a:
    - i. Final Activity Report; and
    - ii. Financial report with invoices and receipts providing details of expenditure and any required supporting documents at the completion of this activity.
    - iii. The reports are to be provided within seven (7) working days of receiving a request from SPREP.
3. This LOA will come into effect upon signature of the Parties and will remain in effect until 16 December 2022.
4. SPREP and OB may request each other to make variations to this Agreement. Requests for variations shall not be unreasonably withheld.



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Secretariat of the Pacific Regional  
Environment Programme

Setanaia Nawadra

**Director General**

**Secretariat of the Pacific Regional  
Environment Programme (SPREP)**

**Date:** 30/08/2022

Ruhi Tabutoa

**Officer-in-Charge**

**Office of Te Beretitenti, Republic of  
Kiribati**

**Date:**



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## Annex 1: Scope of the Support (SPREP Cir#22/55)



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## CIRCULAR

FILE: AP 3/2/2/2

DATE: 1 July 2022

CIRCULAR: 22/55

TO: UNFCCC National Focal Points

SUBJECT: **Support for Pacific Small Islands Developing States (PSIDS) national engagement activities to prepare for the UNFCCC COP27 in Egypt**

Dear Focal Points,

The Secretariat is pleased to advise of support available for national activities to support engagement in the UNFCCC Processes and COP27.

The support is valued at US10,000 Dollars per country. This funding will fund engagement and preparatory activities which could include but not limited to the following:

- Stakeholder engagement at national, sectoral or community level on national priorities for COP27;
- Communication and advocacy activities; and
- Development of national baselines and consolidation of data and other relevant information to support the development of your national position paper and interventions relevant to your national priorities at COP27.

Should your government be interested please convey the request to Mr. Sefanaia Nawadra, Director General of SPREP email [sefanaian@sprep.org](mailto:sefanaian@sprep.org) and copy the Director of the Climate Change Resilience Programme Ms. Tagaloa Cooper email [tagaloac@sprep.org](mailto:tagaloac@sprep.org). The request should include an outline of the proposed national activity and budget. To ensure the timely processing of your request for support, please submit your request at your earliest convenient but no later than close of business at 17:00 on Friday 29 July, 2022.

For more information about this support, kindly contact Ms. Filomena Nelson email [filomenan@sprep.org](mailto:filomenan@sprep.org).

Yours sincerely,

Easter Chu Shing  
Acting Director General

ECG/TC/rmg



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## Annex 2: Activity Plan and Budget



### OFFICE OF TE BERETITENTI

P.O. Box 68, Bairiki, Tarawa, Republic of Kiribati  
Tel: +686 21183 Fax: +686 21902

File Ref: 36(b)

Date: 22/07/22

Director General  
SPREP

22<sup>nd</sup> July 2022

Dear Mr. Sefanaia Nawadra

**Re: Request Support for Kiribati preparatory activities for COP27 as per Cir#22/55**

This is to kindly request of the support for Kiribati preparatory activities prior to the COP27 in Egypt. The support will be utilized for the planned activities below.

1. Public consultation to feed national priorities and stance on climate change actions
2. Train negotiators of the COP setting and arrangements
3. Identifying suitable partners for different topics to be covered by the expected delegates
4. Climate change data processing to support national priorities and stance
5. Support a short term contract for an individual contractor/s to assist with logistics arrangement and delegation identification.
6. Pre-departure trainings on logistics and confirmation of requirements

The support will not be restricted to the above activities as it may have flexibility for urgent and new emerging activities relevant to the preparatory exercise. Kiribati will be very appreciative of the support and that it will contribute a lot towards having a trained and knowledgeable delegation.

Should you require further details per this request or any other related matter, please liaise to the undersigned officer.

Kindest Regards

Erua Jabutoa  
OIC, Office of te Beretitenti (OB)  
Republic of Kiribati



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## Attachment 1: Costed Activities

Please note that all figures are in AUD.

Activities	Quantity	Frequency	Cost	Total
1. Public consultation to feed national priorities and stance on climate change actions	60 Maneaba to be visited	1	\$20.00 (Maneaba Protocol)	\$1,200.00
2. Train negotiators of the COP setting and arrangements	10 negotiators	3 days	\$20.00 per head (catering)	\$600.00
3. Identifying suitable partners for different topics to be covered by the expected delegates	10 delegates	2 days	\$20.00 per head (catering)	\$400.00
4. Climate change data processing to support national priorities and stance	40 enumerators involved	1	\$20.00 allowance	\$800.00
5. Support a short-term contract for an individual contractor/s to assist with logistics arrangement and delegation identification.	2 staff	9 paydays	\$594.10 (level 9 to the government salary scale)	\$10,693.80
6. Pre-departure training/s on logistics and confirmation of requirements	10 participants	3 days	\$25.00 per head (\$10 for morning tea, \$15 for lunch)	\$750.00
				\$14,443.80