



SPREP
Secretariat of the Pacific Regional
Environment Programme

LETTER OF AGREEMENT

between the

Secretariat of the Pacific Regional Environment Programme (SPREP)

and the

Climate Change Department (CCD), Tuvalu

relating to

Support for Pacific Small Islands Developing States (PSIDS) National Engagement Activities to Prepare for the 27th 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 **Climate Change Department (CCD)** 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 CCD 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 CCD 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 CCD 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: National Bank of Tuvalu

Account No.: 01-751389-01

IBAN: NA

Swift Code: NABTTVTV

Branch Address: Vaiaku, Funafuti, Tuvalu.

Title of Account: Tuvalu Development Fund

2. CCD 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.



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4. SPREP and DCC may request each other to make variations to this Agreement. Requests for variations shall not be unreasonably withheld.

Sefanaia Nawadra

Director General

Secretariat of the Pacific Regional
Environment Programme (SPREP)

Date: 30/08/2022

Pepetua Latasi

Director

Climate Change Department, Govern-
ment of Tuvalu

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 **TO:** UNFCCC National Focal Points
DATE: 1 July 2022
CIRCULAR: 22/55

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 US\$10,000 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 and copy the Director of the Climate Change Resilience Programme Ms. Tagaloa Cooper email 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.

Yours sincerely,

Easter Chu Shing
Acting Director General

ECCG/TC/rmg



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Annex 2: Activity Plan and Budget



National engagement activities to prepare for UNFCCC COP27

1. Capacity building workshop

This workshop aims to engage relevant stakeholders of government and CSOs in the UNFCCC process.

By setting the scene of how panel discuss key issues in sessions, side events and how you can participate and raise the national issues and stand on climate change.

Thus this workshop aims to;

- Adapt stakeholders to discussions and how participants can contribute to session
- Identify climate issues and share lessons learnt to improve
- Support by providing technical resources to assist relevant stakeholders
- Enhance support for stakeholders to be prepared with information and Tuvalu stance on Climate Change

Budget breakdown

Activities	Budget (USD)
1. First workshop: Setting the scene	\$1,750.00
1.1 Logistics (conference room hire, stationeries, water bottles, usb drive, refreshments)	\$1,500.00
1.2 Presenter	\$150.00
1.3 Facilitator	\$100.00
2. Second workshop: Schematics of the COP process	\$1,750.00
1.1 Logistics (conference room hire, stationeries, water bottles, usb drive, refreshments)	\$1,500.00
1.2 Presenter	\$150.00
1.3 Facilitator	\$100.00
Sub-total for Activity 1	\$3,500.00

2. Information gathering and compilation

A local consultant will be recruited to do this desk work to extract COP decisions under the priority thematic areas and compile them orderly. The document provided will identify priorities discussed in COP and how it reflects national priorities.

This document will serve a baseline for the government to reflect their priorities and access to climate finance in align to national strategic plans. In addition, will lead the nation to a strategic direction in doing better to have COP parties support with the nation's climate priorities.

Budget breakdown

Activities	Budget (USD)
1. COP decisions compilations	\$1,000.00
1.1 Desk work by consultant	\$1,000.00



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Activities	Budget (USD)
Sub-total for Activity 2	\$1,000.00

3. **Negotiation training workshop**

This workshop aims;

- Train identified senior government officials attending the COP
- Equip senior government officials with relevant tools of negotiation

For small island nations, attending the Conference of Parties is vital as this is the decision making body responsible for the implementation of the UNFCCC. To ensure that senior government officials are well prepared for it, this negotiation training workshop will provide the tools and equip them with relevant information.

A consultation will be engaged to conduct the negotiation training workshop to prepare the senior government officials in adaptation, mitigation, climate finance, loss and damage concept and Tuvalu stance on these areas.

Budget breakdown

Activities	Budget (USD)
1. Negotiation training workshop (2 days)	\$2,500.00
1.1 Logistics (conference room hire, stationeries, water bottles, usb drive, refreshments)	\$1,500.00
1.2 Consultant	\$1,000.00
2. Preparation of Country Briefs (1.5 days)	\$500.00
1.1 Logistics (conference room hire, stationeries, water bottles, usb drive, refreshments)	\$500.00
Sub-total for Activity 3	\$3000.00

4. **Preparation of communication materials for Tuvalu's side events at the COP**

This activity aims to provide effective communication by;

- Developing climate actions and human stories videos
- Developing communication materials

This activity will focus in preparing of short videos, pull up banners, and give-away items, photos and other relevant materials for use at the side events to be organised by Tuvalu at the COP. Communication materials will reflect the vulnerabilities and strategic actions Tuvalu have done.

It is important to tell our people's stories to raise awareness of our community's life and report on the everyday impacts of climate change.

Budget breakdown



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Activities	Budget (USD)
1. Digital communication materials	\$2,500.00
1.1 Video production, voice production	\$500.00
1.2 Preparation of materials for printing	\$300.00
1.3 Printing of materials	\$1,200.00
Sub-total for Activity 4	\$2,500.00