



SPREP
Secretariat of the Pacific Regional
Environment Programme

LETTER OF AGREEMENT

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

and the

Department of Waste Management (DWM), Government of Tuvalu

hereinafter referred to as a “**Party**” and together collectively “**the Parties**”

relating to

Provision of funding support under the *Sustainable Waste Actions in the Pacific Phase 2 (SWAP2)* Project, covering logistics and arrangements for stakeholder workshops and field work as part of the development of the Used Oil Management Plan



This LETTER OF AGREEMENT is made between the **Secretariat of the Pacific Regional Environment Programme (SPREP)** and the **Department of Waste Management (DWM), Tuvalu**, relating to the provision of funding support under the Sustainable Waste Actions in the Pacific Phase 2 (SWAP2) project to cover logistics and arrangements for stakeholder workshops and field work as part of the development of the National Used Oil Management Plan under Component 2 of the SWAP2 project.

WHEREAS:

1. The purpose of this LOA is to facilitate and govern the use of funds sent by SPREP to DWM for expenses related to:
 - a. The organisation of workshops with national stakeholders as part of the development of the National Used Oil Management Plan, including internet access fees, conference room hire, catering, audio-visual materials, etc.
 - b. Logistics support, including transportation, related to the consultant's field work to interview stakeholders and visits generators, storage facilities, etc.

SPREP and DWM have agreed to collaborate on the above-mentioned activity, and it is further agreed that:

1. SPREP will:
 1. Provide funding of up to AUD\$3,909 for the organisation of workshops and facilitation consultant's field work as part of the development of the National Used Oil Management Plan under Component 2 of the SWAP2 project, in accordance with the budget in **Attachment 1**.
 2. Provide the full funding amount upon signing of the LOA.
 3. Transfer the funds directly to the Department of Waste Management, Tuvalu.
2. DMW will
 1. Organise, in collaboration with the consultant hired for this service, the workshops with national stakeholders.
 2. Facilitate the consultant's field work in Tuvalu.
 3. Provide an expenditure report on activities paid as under attachment 1 and supporting documentation for expenditure.
3. Any unused portion of the unexpended funds shall be refunded to SPREP; no Activities Funds shall be disbursed after termination.
4. This LOA will come into effect upon signature by both Parties and will remain in effect until 31 August 2026.
5. SPREP and DWM may request variations to this Agreement. Such requests shall not be unreasonably withheld.



SPREP
Secretariat of the Pacific Regional
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IN WITNESS WHEREOF the parties hereto, acting through their representatives thereunto duly authorized, have caused this Letter of Agreement to be signed in their respective names as of the day and year first above written and to be delivered at the principal office of the Parties.

DocuSigned by:

Jope Davetanivalu

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Jope Davetanivalu

Officer In Charge
Secretariat of the Pacific Regional
Environment Programme (SPREP)

Date: 08-Sep-2025 | 12:40 WST

Epu Falenga

Mr Epu Falenga

Director
Department of Waste Management
Ministry of Home Affairs, Climate Change and
Environment
Government of Tuvalu

Date:



SPREP

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Attachment 1: Budget

Ref	Items	Qty	Unit Cost (AUD)	Total Cost (AUD)
1	Catering for the Inception Meeting with national stakeholders	27	\$61	\$1,647.00
2	Catering for the presentation of the Used Oil Management Plan to national stakeholders	27	\$61	\$1,647.00
3	Venue for the Inception Meeting with national stakeholders	6	\$40	\$240.00
4	Venue for the presentation of the Used Oil Management Plan to national stakeholders	6	\$40	\$240.00
5	Fuel for transportation of the consultant during the Consultation Phase with national Stakeholders	1	\$100	\$100.00
6	Bank Transfer (20USD)	1	\$35	\$35.00
			TOTAL	\$3,909.00