



AMENDMENT TO

LETTER OF AGREEMENT
AP_6/19/4

Between

The Secretariat of the Pacific Regional Environment Programme
(SPREP)

And

Pacific Tourism Organisation (SPTO)

Relating To

Phase 2: The Implementation of the *Pacific Ocean Litter Project*
“Single-use Plastics Standards and Certification Programme for the Pacific Tourism Sector”

Signed on 9 May 2025

AMENDMENT #1

WHEREAS:

1. **THE** Letter of Agreement (LOA) between SPREP and the Pacific Tourism Organisation (SPTO) which was signed on 9 May 2025 required activities and deliverables to finish on 31 December 2025.
2. **THE** Parties agreed prior to the End Date and in accordance with Clause 8 of the Original Letter of Agreement ('LOA'), to extend the End Date at no additional cost.
3. **THE** Amendment #1 is required to ensure the thorough planning and completion of the remaining workplan activities. This extension will also facilitate effective national consultations and stakeholder support of project activities and outputs, with completion expected by 31 May 2026.
4. **SAVE** as to the terms and conditions of Amendment #1, the Parties agree that the terms and conditions of the original LOA shall remain valid.
5. **THIS** Amendment #1 constitutes part of the Original LOA between the Parties.

IN ALL OTHER RESPECTS, the Parties hereby agree to amend the Letter of Agreement as follows:

1. Duration	Delete paragraph 1.1 and replace with new paragraph as follows: “This Letter of Agreement (LOA) will come into effect upon the signature of the Parties and will remain in effect until 31 May 2026 when all reporting of the activities should be completed, and the final report approved by SPREP”.
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2.3 Approved Activity Deliverables & budget allocation	Delete Activity & Budget Table and replace with new table below:		
	Activity & Budget Table		
		Activity	Duration
	1.	Inception Meeting and Implementation Plan Contract signing, undertake inception meeting, submit inception meeting report inclusive of draft implementation workplan for review and endorsement.	Completed
	2.	Progress Report A - Certification Framework and Implementation Toolkit, Resource Development, Communications Campaign Report on: Launch of the certification framework and implementation toolkit for the standards to phase out single use plastics in the tourism sector, coordination and delivery of the launch media event and stakeholder engagement at the South Pacific Tourism Exchange; Design and development of the training program for national assessors and industry; Design and development of resources in alignment the implementation toolkit and needs of the Pacific tourism sector; Development of educational and promotional materials; Development and implementation of the communications campaign to raise awareness and visibility in selected PICs.	Completed
	3.	Progress Report B - National Implementation through Early Adopters Programme for Industry and Partners, Regional and National Showcase and Dialogue to support Programme Adoption and Partnerships, Resource Development, Communications Campaign Report on: Implementation of the standards and certification programme in selected PICs (Tuvalu, Tonga, Solomon Islands, Niue, Samoa, Kiribati, Fiji) - workshops, trainings, meetings/other engagements, showcase of alternatives and substitutes, engagement with local businesses, national innovators and partners including NGOs Development of national directories (importers and manufacturers of SUP alternatives) Develop educational awareness materials and communication campaign for SUP phase out Global Sustainable Tourism Council Global Conference (Nadi, Fiji) Development of Sustainable Tourism Portal - hub for programme tools and resources Development and distribution of educational and promotional materials; Development and implementation of the communications campaign to raise awareness and visibility in selected PICs.	Completed
	4.	Progress Report C - National Implementation through Early Adopters Programme for Industry and Partners, Regional and National Showcase and Dialogue to support Programme Adoption and Partnerships, Resource Development, Communications Campaign Report on: Implementation of the standards and certification programme in selected PICs (Tuvalu, Tonga, Solomon Islands, Niue, Samoa, Kiribati, Fiji) - workshops, trainings, meetings/other engagements, showcase of alternatives and substitutes, engagement with local businesses, national innovators and partners including NGOs Development of national directories (importers and manufacturers of SUP alternatives) Develop educational awareness materials and communication campaign for SUP phase out Fiji Hotel & Tourism Assoc HOTEK Tradeshow; 3rd Pacific Sustainable Tourism Leadership Summit (Vavau, Tonga); South Pacific Cruise Summit (Vavau, Tonga) Development of Sustainable Tourism Portal - hub for programme tools and resources Development and distribution of educational and promotional materials; Development and implementation of the communications campaign to raise awareness and visibility in selected PICs.	Completed
5.	Final Report (D) The final report explains the work carried out in line with the implementation schedule of the agreement have been prepared and submitted. The final report includes an overview of the results including a summary of deliverables and milestones, performance indicators and data, as well as a summary of proposed programme implementation. In addition, the Final report includes a detailed Activity Expenditure Report.	15 May 2026	

<p>2.6 Payment Schedule</p>	<p>Delete payment schedule table and replace it with the new table as follows:</p> <table border="1" data-bbox="300 371 1453 813"> <thead> <tr> <th colspan="4" style="background-color: #d9ead3;">Payment Schedule</th> </tr> <tr> <th style="background-color: #d9ead3;">Activity #</th> <th style="background-color: #d9ead3;">Milestone</th> <th style="background-color: #d9ead3;">Date</th> <th style="background-color: #d9ead3;">Total USD</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d9ead3;">1</td> <td style="background-color: #d9ead3;">Inception Meeting and Approval of Workplan</td> <td style="background-color: #d9ead3;">Completed</td> <td style="background-color: #d9ead3;">\$ 32,500.00 (Paid)</td> </tr> <tr> <td style="background-color: #d9ead3;">2</td> <td style="background-color: #d9ead3;">Submission of Progress Report (A)</td> <td style="background-color: #d9ead3;">Completed</td> <td style="background-color: #d9ead3;">\$ 32,500.00 (Paid)</td> </tr> <tr> <td style="background-color: #d9ead3;">3</td> <td style="background-color: #d9ead3;">Submission of Progress Report (B)</td> <td style="background-color: #d9ead3;">Completed</td> <td style="background-color: #d9ead3;">\$ 32,500.00 (Paid)</td> </tr> <tr> <td style="background-color: #d9ead3;">4</td> <td style="background-color: #d9ead3;">Submission of Progress Report (C)</td> <td style="background-color: #d9ead3;">Completed</td> <td style="background-color: #d9ead3;">\$ 19,500.00 (Paid)</td> </tr> <tr> <td style="background-color: #d9ead3;">5</td> <td style="background-color: #d9ead3;">Submission of Progress Report (D)</td> <td style="background-color: #d9ead3;">15 May 2026</td> <td style="background-color: #d9ead3;">\$ 13,000.00</td> </tr> <tr> <td colspan="2" style="background-color: #d9ead3;">TOTAL</td> <td></td> <td style="background-color: #d9ead3;">\$ 130,000.00</td> </tr> </tbody> </table>	Payment Schedule				Activity #	Milestone	Date	Total USD	1	Inception Meeting and Approval of Workplan	Completed	\$ 32,500.00 (Paid)	2	Submission of Progress Report (A)	Completed	\$ 32,500.00 (Paid)	3	Submission of Progress Report (B)	Completed	\$ 32,500.00 (Paid)	4	Submission of Progress Report (C)	Completed	\$ 19,500.00 (Paid)	5	Submission of Progress Report (D)	15 May 2026	\$ 13,000.00	TOTAL			\$ 130,000.00
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<p>Annex 1</p>	<p>Delete the Annex 1 table and replace it with the new Annex 1 – Implementation Schedule table as follows:</p>																																

IN WITNESS WHEREOF, the Parties hereto have caused this *Amendment No. 1* to be signed in their respective names as of the day and year first above written:

DocuSigned by:

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Easter Chu Shing
Acting Director General
SPREP

12-Dec-2025 | 10:11 WST

Date: _____



Christopher Cocker
Chief Executive Officer
SPTO

12/12/2025

Date: _____