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MEETING ANNOUNCEMENT

TO: Representatives of Governments and Administrations
in Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu **No.:** 14/07

cc :Ministry of Women, Youth for Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu

Civil Society Network Organisations for Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu

Pacific Islands Forum Secretariat, Pacific Islands Association of Non-Government Organisations (PIANGO) and all Council of Regional Organisational Partners (CROP) and UN agencies

FILE: PRO 134/1

DATE: 20 May 2014

SUBJECT: REGIONAL YOUTH AND CSO DIALOGUE – June 23-27, 2014

1. The Secretariat of the Pacific Community (SPC) is pleased to advise that a coalition of regional partners, including the Secretariat of the Pacific Community's Regional Rights Resource Team (RRRT), UNDP Pacific Centre, Pacific Youth Council and the Pacific Islands Forum Secretariat (PIFS) will be convening a Youth and civil society dialogue to be held from 23-27 June in Nadi, Fiji (venue TBC).
2. The Secretariat of the Pacific Community alongside its regional partners is holding this dialogue in order to enhance the engagement of civil society and youth into both regional and international dialogues, forum meetings and UN reporting mechanisms including the UN Human Rights Commissioner's Universal Periodic Human Rights review process.

OBJECTIVES

3. The purpose of the Civil Society and Youth Dialogue is to bring together a broad range of Civil Society Organisations (CSOs) and Youth representing a wide range of human rights, governance and security focal areas with the shared objectives of:

SPC Headquarters: Noumea, New Caledonia. Regional offices: Suva, Fiji and Pohnpei, Federated States of Micronesia
Country office: Honiara, Solomon Islands. For contact details – Website: www.spc.int Email: spc@spc.int

Siège de la CPS : Noumea (Nouvelle-Calédonie). Antennes régionales : Suva (Fiji) et Pohnpei (États fédérés de Micronésie)
Bureau de pays : Honiara (Îles Salomon). Site Web : www.spc.int Courriel : spc@spc.int

- a. Increasing capacity of participants to work closely with government and regional and international bodies through improved lobbying and advocacy skills;
- b. Increasing opportunity through the provision of a dialogue forum for Pacific youth and civil society to discuss key human rights issues related to good governance, peace, conflict and security;
- c. Enhancing opportunity for greater youth and civil society issues to be voiced at both regional and international processes including: PIFS meetings, SIDS Conference and the Universal Periodic Review of Human Rights; and
- d. Increasing the capacity of civil society and youth to monitor, promote, protect and advocate for human rights and good governance standards.

INVITATION AND COMPOSITION OF DELEGATION

4. We are very pleased to invite one representative from Civil Society and one youth representative from each of the following Pacific Island Countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.
5. Criteria for selecting CSO and youth representatives include gender and disability inclusion and will be based on the following:
 - Must be active and involved in the protection and promotion of human rights work and human security issues evidenced by participation in youth councils or human rights reporting such as UPR work, or lobbying campaigns at the national level;
 - National stature and credibility evidenced by participation in regional networks, such as the Pacific Youth Council and related to their key issues;
 - Good working relationships with other CSOs and youth networks and a good knowledge of both local and regional issues;
 - Be willing to disseminate what they have learned through individual lobbying and advocacy and share experiences with other national CSOs and youth bodies.
6. In order for the necessary administrative arrangements to be completed in good time, it would be appreciated if your application forms could be sent directly to Ms Katrina Ma'u at KatrinaM@spc.int or fax number +679 330 6582 using the attached form and copied to Ms Amelia Kamanalangi at AmeliaK@spc.int by **Monday, 2 June 2014 at 4.00 p.m. Fiji time.**

OTHER INVITATIONS

7. Other development partners and organisations that have supported the work of SPC and PIFS on CSO dialogue and human rights will be invited to attend as observers.

AGENDA

8. A formal agenda / programme will be distributed to the nominated representatives prior to the meeting.

LANGUAGE

9. The Regional CSO and Youth Dialogue will be conducted in English.

DATE AND VENUE

10. The Regional CSO Dialogue will be in Fiji but venue will be confirmed soon once we notify the successful applicants. The dates for the CSO Dialogue are: 23-27 June. All logistical arrangements will be coordinated by SPC RRRT.

TRAVEL, ACCOMODATION AND FINANCIAL ARRANGEMENTS

11. SPC RRRT in partnership with **UNDP Pacific Centre, Pacific Youth Council, Pacific Islands Forum Secretariat (PIFS) and European Union**, will fund the travel, accommodation and per diem costs of those representatives outlined in paragraph 4 above in accordance with the Secretariat policies.
12. SPC RRRT will meet the cost of a return economy class excursion air fare to Suva by the most direct route.
13. SPC RRRT will arrange and pay for accommodation directly with the hotel. If a participant wishes to make his/her own accommodation arrangement at his/her cost, he/she is required to advise the Secretariat well in advance.
14. A daily per diem, less accommodation and workshop meals cost, will be paid to each funded participant during the meeting by SPC RRRT.
15. PIFS will be funding all catering arrangements during the one week CSO dialogue.
16. Observers attending the CSO Dialogue will be self-funded.

VISA REQUIREMENTS

17. As this Regional CSO Dialogue will be held in Suva, Fiji, it is imperative that all nominees sort out all necessary documentation if they require a visa-to enter Fiji. Responsibility for the Visa application process rest with the nominee. We will reimburse the cost of the visa upon submission of an original receipt (s). We will provide the nominee(s) with their travel itinerary. We recommend that each confirmed nominee checks with their relevant national authority for visa requirement for Fiji.

TELECOMMUNICATION

18. Telephone, fax and internet facilities are available at hotels. Charges for all telephone calls, faxes and internet use are the responsibility of the representatives incurring them

POWER SUPPLY

19. Fiji power supply operates at 230 volts

CURRENCY

20. Fiji uses the Fijian Dollar as its domestic currency. Most international credit cards are widely accepted. Exchange rates in the local banks vary daily (info readily available at respective banks and hotels). Travellers' cheques can be cashed at hotels or at any bank.

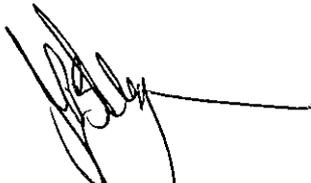
CLIMATE

21. During the period of the CSO Dialogue, the temperature range in Suva may vary from 21 degrees C in the evenings to day time temperatures of up to 28 degrees C. It is Suva so expect regular rainfall now and then.

INSURANCE

22. The Secretariat does not insure participants while attending meetings or during the travel to and from meetings and will not be responsible for expenses arising from sickness, injury or other disability or loss of life.

We look forward to welcoming your nominees to a productive Regional CSO Dialogue in June.



John Patrick Hogan
Officer-in-Charge
Suva Regional Office

Attach.

Original text: English

**SECRETARIAT OF THE PACIFIC COMMUNITY
REGIONAL RIGHTS RESOURCE TEAM**

**REGIONAL CSO AND YOUTH DIALOGUE
23-27 June 2014
TBD, Fiji**

APPLICATION FORM FOR CSO and Youth Representatives

IMPORTANT:-

Please submit directly to-

Ms Katrina Ma'u
Trainer, Pacific Regional Rights Resource Team
Secretariat of the Pacific Community
2nd Floor, Pacific House
Suva, Fiji
Fax No.: +679 3306 582
Email: Katrinam@spc.int cc: AmeliaK@spc.int

Please note that the application forms should reach the Secretariat of the Pacific Community by
Monday, 2 June 2014

1) NAME: _____

2) ORGANISATION/
COMMUNITY GROUP: _____

3) ADDRESS/EMAIL/TELEPHONE: _____

4) PLACE OF RESIDENCE: _____

5) YOUR POSITION
(in the org or group): _____

6) TELL US ABOUT YOUR ORGANISATION:

Registered:

Board Members:

Main objectives of your organisation/group:

[Use the questions below as a guide to help us understand the work you also do]

7).a. What are the areas/issues that you are currently working on?

b). What are your affiliate networks at the regional and also national levels – which partnerships / networks do you engage with?

c) What activity or activities have you carried out to address your key issue areas?

c). Can you tell us about some of your successful work? What changes have you been associated with? What was the change that happened? [Follow up from question above]

- What was the situation like before (negative)
- What is the situation now (positive or negative)

d). Tell us why should you attend this Regional CSO Dialogue and if given the opportunity will it assist in your area of work.

e). Tell us how you intend to share lessons learnt and experience from the meeting with other CSOs?

After selection is completed all applicants will be notified of the outcome and further logistic arrangements for those that are selected will be provided.