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**THIRD SOUTH PACIFIC NATIONAL  
PARKS & RESERVES CONFERENCE**

**CONFERENCE REPORT — VOLUME 4**

**REPORT ON CONFERENCE ARRANGEMENTS**

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**THIRD SOUTH PACIFIC NATIONAL PARKS**

**AND**

**RESERVES CONFERENCE**

Apia, Western Samoa, 24 June - 3 July 1985

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## 1. Background

In recognition of the need for National Parks and protected areas in the South Pacific, the New Zealand Government hosted the First South Pacific Conference on National Parks and Reserves in 1975, in association with the South Pacific Commission (SPC) and the International Union for the Conservation of Nature and Natural Resources (IUCN). This meeting was at Ministerial.

A second South Pacific Conference on National Parks and Reserves, also at Ministerial level, was held in 1979 in Australia. This was hosted by the Australian Government and the Government of New South Wales, which adopted the conference as one of the events celebrating the Centennial of the Royal National Park as the first national park in Australia. The 1979 Conference decided that the third Conference should be hosted by a Pacific Island country.

The South Pacific Regional Environment Programme (SPREP) accepted the responsibility to organise the Third Conference, which was originally scheduled for October, 1984. In turn, the Government of Western Samoa accepted the invitation of the SPREP Co-ordinating Group to host the conference, thus paving the way for the conference to be held in a Pacific Island country.

The 1975 Conference had agreed that subsequent conferences should be held every four years. However, this was not feasible in the case of the Apia Conference. In fact, the need for more time to plan the conference, secure personnel assistance for SPREP and arrange financial support forced its postponement from October 1984 to June/July 1985.

Preliminary planning and informal discussions took place between SPREP staff and representatives of sponsoring governments and non-government agencies during 1984 and early in 1985. However, the detailed organisation of the conference did not begin in earnest until late March 1985 when SPREP staff assisted by a seconded officer from the New Zealand Government undertook a familiarisation visit to Apia. During this visit detailed discussions on the Conference organisation and division of responsibilities were held with the Western Samoan Government's Local Organising Committee (hereafter referred to as LOC).

This allowed only two and a half months to organise the Conference and although the task was successfully accomplished, there were many difficulties to overcome which were directly attributable to the lack of earlier planning activity e.g. with the setting of realistic deadlines, communications with governments and delegates, preparation of Conference papers, travel arrangements for SPREP sponsored delegates etc.

## 2. Conference Programme and Agendas

From the early planning stages it was envisaged the Conference would comprise two main events and would be linked with a training course in protected area management. These events were:

- . A one week Technical Session from 24-29 June 1985 at which Country Reviews and regionally orientated Key Issue and supporting Case Study papers were presented. In addition an Action Strategy for Protected Areas in the South Pacific Region was prepared and conference resolutions formulated for adoption at the subsequent Ministerial Session.

- . A three-day Ministerial Session from 1-3 July at which options for a future Convention on Nature Conservation in the South Pacific were discussed, the Action Strategy and resolutions from the Technical Session were adopted and an opportunity provided for statements on country commitments to protected areas and nature conservation to be presented.

The training course was held from 5-10 July following the Ministerial Session and was attended by SPREP-sponsored participants from island countries. It concentrated on protected area management and was co-ordinated by a National Parks and Reserves officer from the Department of Lands and Survey, New Zealand.

To assist island countries with their participation in these events SPREP, with the assistance of the conference sponsors, offered to pay the full expenses of two delegates from each of the SPREP member countries. It was anticipated one of these would attend the Technical Session and training course and the other the Ministerial Session.

In retrospect these events could have been more efficiently programmed. The training course should have preceded the Technical Session thus enabling participants involved in both of these events to return home at the conclusion of the Technical Session or earlier. As it was, several sponsored participants at the Technical Session wishing to attend the Training Course were required to remain in Apia during the five days between the Technical Session and beginning of the Training Course, entailing considerable additional per diem costs.

Planning of the conference structure and work programme was undertaken in April and preparation of the provisional agenda began in late May. This was deliberately left as late as possible as there was considerable uncertainty over the number of papers to be presented. In the two weeks immediately prior to the Conference the position improved but it was clear that many last minute adjustments to the agenda would be required at the Conference. To facilitate these likely changes it was decided to prepare a series of daily agendas based on the provisional agenda for the Technical Session at the conference. These were distributed to delegates before the start of each morning session. The provisional agenda for both Sessions and an example of the daily Technical Session agenda are attached as Annex 1.

### 3. Conference Information Papers

The Conference was publicised through three Information Papers distributed to the member governments of the SPC, through the SPC and SPREP focal point networks and to regional and international organisations. The Information Papers were also forwarded to several individuals who had expressed an interest in the Conference. The Conference was not widely publicised outside the region as it was always intended to be a working meeting of regional representatives. Numbers were also limited by the capacity of the venue and financial constraints.

The timing and content of the Information Papers was as follows:

- . The First Information Paper was released in late July 1984. This paper confirmed that the Conference would be proceeding in June 1985 and provided general information on Conference format and objectives.



- . The Second Information Paper (see Annex 2) was the key document in the organisation of the Conference. It provided detailed information on the Conference and invited participation. Most importantly, it included a specific invitation to SPREP member governments to nominate two sponsored delegates for the Conference and training courses. Also outlined were a provisional conference programme, list of possible conference papers, details of the format and information requirements for the Country Reviews, Case Study and Key Issue Papers.
- . The Third Information Paper was prepared in mid-May and distributed on 11 June, (too late for many of the countries to receive copies). It contained an updated provisional programme, details of the Conference objectives and work plan, information on field trips and social events and also covered matters relating to travel, registration and accommodation. Ministerial briefing notes were included to provide delegates to the Ministerial Session with general background material on the principal topics for discussion. As many delegates did not receive this paper before departing for the Conference copies of both the English and French versions were made available on registration.

The preparation and distribution of the Information Papers highlighted several of the principal problems associated with the organisation of the Conference. Firstly, the eight-month delay between the first and second papers was too long and left governments and organisations in a state of uncertainty over the future of the Conference. Under these circumstances it was difficult for them to make budgetary provisions for conference attendance or possible financial support. In retrospect, had conference organisation been sufficiently advanced to allow distribution of the Second Information Paper in late 1984 or January 1985 this problem may have been avoided.

Secondly, insufficient time was allowed for delays between the preparation of Information Papers and their eventual distribution. Pressure of work and other priorities for typing, translation and printing services, together with the delays inherent in approval procedures, meant delays of four to six weeks with the dispatch of the first two papers and two weeks for the third. It is important that such delays are taken into account when planning a conference and to ensure preparation of these documents are accorded priority within the organisation.

Thirdly, the information in the provisional conference programme and on field trips and accommodation contained in the Second Information Paper should have been updated following the Secretariat's visit to Apia. This was not possible because it would have involved still further delays in the dispatch of this key document. As a result delegates were provided with erroneous information regarding the available accommodation and the field trip and social programme.

Fourthly, the use of SPC Focal Point personnel as the contact point with SPC member country governments led to difficulties in cases where these people were remote from the agencies or individuals most interested in the Conference. Liaison through the Focal Points led in some cases to delays in the dissemination of information and in obtaining responses from the actual conference participants. These problems may have been avoided had it been possible to deal directly with the participants once they had been nominated by their governments.

The timing, content and dispatch of conference Information Papers is crucial to

the organisation of a conference and must be carefully planned. This is particularly so where these contain invitations or seek responses from delegates on such important matters as accommodation, travel, papers, etc. Given more time in which to organise the Conference and the opportunity to plan the strategic release of the Information Papers, the workload of the Secretariat would have been more evenly spread and the many last minute difficulties which arose may have been avoided.

#### 4. Division of Responsibilities - SPREP Secretariat/Western Samoan Government

The visit to Apia by SPREP Secretariat staff in late March 1985 was a significant event in terms of conference organisation. It enabled the SPREP/LOC liaison to be established on a personal basis and provided SPREP staff with an opportunity to familiarise themselves with the venue, accommodation and other facilities in Apia.

More importantly, it enabled discussion to take place on the division of responsibilities between SPREP and the LOC and the roles of both groups were clearly defined. The broad areas of responsibility agreed to were:

##### SPREP

- . Conference information and invitations
- . Development of Work Programme, Agenda and supporting briefing papers
- . Accommodation (in liaison with LOC)
- . Travel for SPREP Sponsored Delegates
- . Organisation of Conference Papers, Presenters, etc.
- . Conference Publicity Materials/Mementos
- . Translation and Interpretation
- . Secretariat Staff
- . SPC/IUCN Social functions (in liaison with LOC)

##### LOC

- . Venue, furnishings and decoration
- . Local transport
- . Catering
- . Field Trips
- . Western Samoan Government social functions
- . Photocopying
- . Local Publicity
- . Local Staff to assist Secretariat

Specific action under each of these categories was discussed and a list of each group's responsibilities drawn up to eliminate possible confusion (See Annex 3). As the organisation of the Conference progressed some modifications to the list were necessary to accommodate changing circumstances and there were made after mutual consultation.

The assistance provided by the LOC was absolutely essential to the eventual success of the Conference, as organisation of the many local matters would have been extremely difficult without local knowledge. It was equally important for the SPREP Secretariat to establish early personal contact with the members of the committee. In this respect the initial meeting and subsequent discussions during the week in Apia resulted in a good understanding and spirit of mutual

co-operation and confidence between the two groups.

## 5. Staff

### (a) SPREP Secretariat

Additional duties and related priorities meant that the two SPREP permanent staff involved with Conference organisation (Co-ordinator and the Education and Information Project Officer) could devote only limited time to this task. Additional assistance was sought from the governments of New Zealand and the State of New South Wales in Australia. Both provided seconded officers with protected area and resource management backgrounds for periods of six and four months respectively, beginning mid-March and mid-May 1985.

These officers worked full time on the organisation of the Conference and the associated training course as well as undertaking the preparation of most of the outputs from these events. Given the limited staff resources of SPREP and the short time available (two and a half months) to organise the Conference, the assistance of these officers was essential for the overall success of the Conference.

### (b) Conference Secretariat

During the Conference the Secretariat consisted of:

<u>SPREP/SPC</u>	SPREP Co-ordinator
	SPREP Project Officer (Information and Education)
	2 Seconded Officers from New South Wales and New Zealand
	1 SPC French keyboard typist
	3 Interpreters
	1 Translator
	1 Technician

### Western Samoan Government Assistance

- 1 English keyboard typist
- 2 Office assistants
- Several general assistants

In addition to the above, two photocopying machine operators were provided under the contract negotiated with the commercial copying company. Secretariat responsibilities during the conference are described in Annex 4. Staff numbers were considered adequate for a conference of this type. However, the large number of papers and the requirements for French translation placed an onerous burden on the one translator. In future, consideration should be given to providing two translators to conferences where the translation requirements are high, as in Apia where many papers were not available for translation prior to the Conference.

## 6. Finance

The preliminary budget estimate for the Conference was US\$124,000. This was later revised to US\$80,000. However, actual direct expenditure on the Conference was slightly less than this mainly because the budgeted costs for delegate sponsorship from all twenty-two SPREP member countries were never realised and the Western Samoan Government met the costs of the many local

items such as venue hire, transport, catering, etc. For this reason, and because a number of other costs were absorbed by the South Pacific Commission and other costs such as the publication of Conference outputs have still to be charged, it is not possible to provide a detailed financial statement for the Conference at the time of writing. A copy of the original Conference budget is appended to Annex 5.

From the point when the Conference was first mooted it was intended that it be funded from extra-budgetary sources, with SPREP making up any shortfall from its annual allocation of member country funds. Contributions for this purpose were sought from sympathetic governments and non-government agencies through personal contact and formal approaches by SPREP and SPC staff. Substantial funds had already been committed by the New Zealand Government and the IUCN for the original conference scheduled for October 1984 and these were reaffirmed for the 1985 conference. Although verbal commitments were made by several other international and regional organisations as a result of visits by the SPREP Co-ordinator in late 1984, these required formal follow-up which was not undertaken until April 1985. At the same time it was evident that new initiatives would be necessary if the budget was to be covered.

In April 1985 a Project Document for Conference Funding was drawn up as the basis for approaches to potential funding organisations (See Annex 5). This proved a very useful document and was sent to ten potential funding organisations under a covering letter tailoring the request for funds to their actual or potential involvement in the region.

Of these, only the World Bank responded with a generous contribution of US\$5000. However, it was clear from the responses of other organisations that approaches would have been more successful had they been initiated much earlier i.e. in late 1984 to allow the organisations to budget for conference funds and for the Secretariat to further press its case where initial interest was shown.

"In kind" assistance was contributed by New Zealand and the New South Wales State Government in the form of: seconded officers to assist with the organisation of the Conference and training course; display materials; and Conference publicity items and momentos. Western Samoa provided additional staff and met the costs of local transport, venue hire, catering and field trips. Other organisations assisted with document preparation and printing. This form of contribution is highly desirable and often favoured by government agencies in lieu of cash payments. However this should be negotiated well in advance of the conference.

Finally, it is worth noting that during the Conference, the representatives of several international non-government organisations indicated that their organisations favoured applications for project funding (including conferences) which involved a training component.

#### 7. Sponsorship of SPREP Member Country Delegates

The Second Information Paper invited SPREP member countries to nominate a Minister responsible for the environment and protected areas to attend the Ministerial Session and a second representative to attend the Technical Session and if appropriate, the training course. Twenty-two delegates from twelve countries eventually attended the Conference under this arrangement, thus ensuring a good level of representation from Pacific Island countries. However, the offer involved the Secretariat and SPC staff in a considerable amount of

work, particularly in the two week-period immediately prior to the Conference.

Sponsorship money to assist delegate attendance was pledged by the New Zealand and Australian governments and several non-government agencies (see Annex 6). Each had different requirements regarding the disbursement of the funds ranging from an unconditional payment to SPREP to be allocated by the Secretariat as required to requests for detailed information on the travel arrangements and costs of sponsored delegates, to enable the sponsoring agency to forward tickets and expenses direct.

For obvious reasons the unconditional grant was the most desirable arrangement for the Secretariat. Difficulties were experienced in the two cases where sponsoring agencies (ESCAP and UNESCO) wished to disburse their own funds, as the Secretariat had insufficient information on the delegates and their travel arrangements to meet the requirements of these agencies. Indeed, a clear picture of who would be attending the Conference did not begin to emerge until two weeks before the opening. With the uncertain nature of communications and air travel in the Pacific this meant there was a strong risk that delegates would not receive their tickets in time to attend. Eventually ESCAP authorised the Secretariat to undertake all arrangements on its behalf and to forward an invoice accompanied by ticket receipts and full delegate information. UNESCO arranged for tickets and expense payments to be actioned through the Apia office of UNDP which led to some complications over per diem payment rates and payments.

In the light of this experience it is clearly preferable that a cash grant is obtained when negotiating sponsorships of this type, to allow for the flexibility and administrative discretion needed to arrange for last minute travel in the South Pacific region. Failing this, an arrangement such as that negotiated with ESCAP is a satisfactory alternative. Whatever the outcome of sponsorship negotiations, it is essential the Secretariat ascertain all the sponsoring organisations requirements regarding the disbursement and accountability of funds and plan to meet these well in advance of the Conference.

All sponsored delegates were provided with an economy class return air fare by the most direct or cheapest route to Apia. All received per diem in Apia at the standard SPC daily rate of 125 WST and all the applicable rate for the country where transit stopovers occurred.

#### 8. Accommodation

Preliminary arrangements for block hotel bookings were made with Aggie Grey's Hotel, the Tusitala, Tiafau and Harbour Light hotels in Apia by the LOC. During the familiarisation visit by SPREP staff in late March it was discovered the Tusitala was booked by another organisation during the period of the Conference, thus seriously reducing the accommodation options. Additional rooms were then secured at Aggies and the other two hotels on the basis that an estimated maximum of 100 people might attend, with this figure being reviewed at a later date.

The preliminary booking of accommodation should be done at the same time as the venue is booked. To avoid the problem experienced with the Tusitala, all arrangements including negotiated discounts on accommodation and meals, should be confirmed formally in writing at that time. For this conference discounts on the room rates of 20% (Aggie Greys), 15% (Tiafau), and 10% (Harbour Light) were

negotiated.

Because many delegates did not notify the Secretariat of their attendance until the week before the Conference hotels were telexed approximate room requirements only two weeks before the Conference. They were eventually provided with a full accommodation schedule on the arrival of the Secretariat 4 days before the Conference commenced. Ideally one complete schedule with names, arrival dates, room requirements, should have been made available to the hotels at least two or three weeks prior to the Conference. In the case of Aggie Greys hotel which was fully booked for much of the period this uncertainty required constant liaison with hotel staff to ensure sufficient rooms were available.

A policy of checking with each hotel once or twice a day to ensure the following day's expected arrivals had accommodation was useful. Of the three hotels used in Apia, Aggies and the Harbour Light proved the most popular with several delegates changing hotels in favour of the latter. Both Aggies and the Harbour Light were within walking distance of the John Williams Building and are recommended accommodation for future conferences at this venue. The latter would make a good venue for "in house" training courses in Apia.

## 9. Travel

The uncertainty surrounding air travel in the Pacific makes conference organisation in the region very difficult. For example, as late as two weeks before the Conference the schedule of a key flight from Australia and the northern Pacific was in doubt and could have affected the attendance of several key delegates. Similarly, the grounding of an airline carrying delegates from the north eastern Pacific the weekend before the Conference meant several delegates were delayed for two or three days.

Careful consideration must therefore be given to the level and reliability of airline services to and from the proposed centre when choosing an overseas conference centre. The conference must be planned around the arrival and departure dates for key regional connecting flights and these should be checked over the ensuing months to monitor any changes. In these respects, Apia was a good choice as it is well served by several airlines with most key flights arriving and departing on Friday or the weekend.

With the exception of those sponsored by SPREP, all delegates were expected to make their own travel arrangements and notify the Secretariat via the Accommodation Form attached to the Second Information Paper (see Annex 2). Unfortunately these details proved difficult to obtain due partly to the short time provided for responses. This resulted in many problems with the organisation of hotel accommodation, particularly at Aggies where the hotel was already heavily booked.

Prepaid Travel Advances were arranged for SPREP sponsored delegates by the SPC Conference and Travel Officer, through travel or airline offices in the countries concerned. These were non-transferable or refundable and delegates were advised by telex or telephone where they could be uplifted as in most cases very little time remained before the departure date. Given the fact so many nominations were late it was absolutely crucial that the Secretariat had responsibility for arranging the travel of the majority of sponsored delegates and was fortunate enough to be able to utilise the experience and resources of the SPC for this task.

## 10. Schedules and Participation List

The following schedules were essential for the organisation of the Conference:

### (a) Master Schedule (See Annex 7)

As delegates notified the Secretariat of their intended participation, either by returning the accommodation form attached to the Second Information Paper or by written or telexed advice, their names were added to a master list of all delegates. This recorded the following essential details:

- (i) Delegate name.
- (ii) Country or non-government organisation represented.
- (iii) Official position or title.
- (iv) Accommodation preference i.e. hotel and type of room (single, twin, double, suite).
- (v) Arrival/departure dates, flight numbers and times.
- (vi) Sessions attended i.e. Technical, Ministerial or Training Course.
- (vii) Intended field trip participation.

### (b) Hotel Accommodation Schedules (See Annex 8).

These were prepared for each hotel using information from the Master List categories (i), (ii), (iv) and (v). The names of each days arrivals were listed in date sequence, thus providing the hotel with a clear indication of the number and type of new rooms required each day. These lists were also provided to the airport bus driver who was able to assess the transport requirements for each flight and drop delegates at their hotels.

### (c) Field Trip Lists

Lists of participants were prepared for each of the field trips from information contained on the master list. These were useful when organising transport and local staff assistance on the day.

### (d) Conference Participation List

Provisional lists were prepared for both the Technical and Ministerial Sessions. These were drawn from the information in categories (i), (ii) and (iii) on the master list and also included the delegates postal address. The lists were circulated during the Conference for additions and corrections. The two lists were subsequently amalgamated. (See Annex 9 for example).

The Conference registration forms provided a useful means of checking the provisional information provided by the delegates, particularly their postal addresses and field trip intentions.

Ideally all lists and schedules should have been word processed, especially the master list as this was constantly updated and revised as new information came to hand.

## 11. Conference Papers

There were three principal categories of papers presented at the Conference.

- . Country Review - These described the current protected area situation in

each country. 17 were presented.

- . Key Issue - These covered topics of regional relevance (i.e. issues of concern to all countries). 9 were presented.
- . Case Study - These provided specific examples relating to a Conference theme or key issue. 27 were presented. (5 additional papers were delivered to the Secretariat, but not presented).

Detailed guidelines for all papers were provided in the Second Information Paper (see Annex 2). An excellent selection of papers was eventually presented. However, in retrospect the general request for papers contained in the Second Information Paper should have been more specific and initiated at least four months before the Conference. As it was, a general lack of response from governments and individuals required telexed and more specific requests to all countries and authors on 2 May (see Annex 13 for example) and involved a member of the Secretariat in constant follow-up during the period leading up to the Conference.

A deadline three weeks before the Conference was set for paper delivery to the Secretariat to enable translation and printing. A one page summary of each paper for translation purposes was also requested. Where it was not possible for authors to forward their papers to SPREP, they were requested to bring 120 copies to the Conference to reduce photocopying requirements in Apia. However, only a few papers were received before the deadline and most authors did not bring the requisite number of copies to Apia. Consequently, heavy demands were placed on the translation, typing and distribution staff and the photocopying facilities.

In addition to the three main categories of papers which were presented several other miscellaneous papers were produced. These included:

- . A Draft Action Strategy for Protected Areas in the South Pacific Region. This was prepared by the Department of Lands and Survey, New Zealand on behalf of the Pacific Regional councillors on the IUCN's Commission on National Parks and Protected Areas. The paper was used as the main working document for the Technical Session.
- . A Ministerial Information Paper on alternative legal frameworks for the conservation of nature in the South Pacific. This was prepared by the IUCN's Environmental Law Centre as background to the discussion on the future of the Convention for Conservation in the South Pacific (The Apia Convention).
- . Ministerial Briefing Notes prepared by the Secretariat, providing information on Ministerial Session agenda items.
- . Briefing Notes for the Chairmen of both the Technical and Ministerial Sessions, structured in two sections:
  - General Notes providing information on the Conference aims, structure and outputs
  - Day by day notes providing detailed information on Conference proceedings and the tasks required of the Chairman.



All Conference papers were coded according to category and given an identification number e.g. Case Study (CS/1), Key Issue (KI/1), Ministerial Information Paper (MIP/1), etc. This reference system proved absolutely necessary for all aspects of paper organisation and delivery.

## 12. Conference Venue and Facilities

The conference room on the sixth floor of the John Willians building in Apia provided a good Conference venue.

A floor plan of the layout used for the Conference is attached as Annex 10. This was generally a most satisfactory layout, providing for a relatively unhindered pattern of movement, space for delegates to congregate during informal periods and sufficient working space for the Secretariat. Other aspects include:

- . Furniture: The attractive two person bench style seats and tables were very heavy to manoeuvre. Their weight and the double seating hindered delegate access and egress to their places. It became necessary to substitute suitable single chairs for the bench style ones at the central table for the Ministerial Session.
- . Acoustics: These were generally poor and with the noise of the Secretariat typewriters and the photocopiers in the same room it was essential to use the SPC interpretation/audio system which operated throughout all sessions. This meant that all delegates wishing to speak had to have access to a microphone. To cater for this during the Technical Session a permanent position at the top table was reserved for presenters, another for delegates wishing to join in discussion and a roving microphone was also made available in the main seating area (see Annex 10).
- . Curtains: Unfortunately the conference room did not have curtains and the inability to black out the room hindered slide presentations. The lack of curtains also meant a further six screens (additional to the five used for displays) were required to provide a backdrop to the main table and to screen the main table from direct morning sunlight on the east side of the room. Another was used to screen the interpreters podium. These were acquired from the Public Works Department.
- . Additional Seating: Although seating was available for 72 delegates it was necessary to acquire a further 30 chairs to cater for the extra numbers attending some sessions of the Technical Session. Extra chairs were also required for the Secretariat.
- . Interpreters Podium: The interpreters needed an unobstructed view of the Conference and they were located on a podium near the rear of the room. The podium was located near a double door in a fixed partition but the constant movement of people through the door behind was a distraction for the interpreters. A screen was required to block off the rear of the podium from the doorway.
- . Additional Rooms: The availability of two lockable rooms within the main Conference room was a useful feature of the venue. These were used as an office for translation and for storage.

- . Security: The building service and 24-hour security provided by the building staff was excellent and their pleasant and co-operative manner was much appreciated by all members of the Secretariat.
- . Smoking: A request by the owners of the building that there be no smoking in the Conference room was respected by all delegates.
- . Telephone: The installation of a telephone was arranged by the LOC and its use supervised by the Secretariat. All overseas calls were placed "collect" or "price required" and in the latter case the costs were recovered from delegates and paid to the LOC. Delegates were however, encouraged to use the telephone and telex services available at the Post Office or their hotels.

Arising from this Conference it is possible to list a number of factors which should be taken into account by conference organisers when considering the selection of a suitable venue, assuming a choice is possible. These are:

- . Location in relation to airport, hotels and communication services
- . Accessibility to the building and security, particularly after hours
- . Size and floor plan, particularly the location of pillars and other visual obstructions
- . Availability of storage space and additional rooms for committee and Secretariat work
- . Basic and additional servicing costs
- . Catering facilities, particularly for morning and afternoon teas
- . Type and capacity of seating, desks, etc.
- . Availability and quantity of partitioning
- . Airconditioning
- . Availability and quality of blackout curtains
- . Acoustics
- . Adequacy of display space and availability of display panels
- . Availability of telephones and telex and adequacy of power points
- . Availability of audio-visual equipment
- . Suitability for interpretation services and availability of interpretation equipment.

### 13. Flags, Displays and Miscellaneous Equipment

The LOC arranged for twenty-two flag poles to be erected at the entrance to the John Williams Building. The SPC provided a set of the flags for the member countries represented at the Conference and these were brought to Apia by the Secretariat. To avoid 'souveniring' the flags were raised and lowered each day with the assistance of the building staff. The SPC also provided country name plates and table flags (used only for the Ministerial meeting) and these were arranged around the main table in alphabetical order.

Two large banners (4.3 m x 1.20 m), displaying the Conference title and the logos of the principal organising agencies (SPC, SPREP, IUCN and the Western Samoan National Parks and Reserves Service) as well as the Conference logo, were provided by the New South Wales National Parks and Wildlife Service. One of these was displayed over the entrance to the building and the other as the backdrop to the main table.

Five display panels (1.2 m x 2.4 m) were built by the LOC and were used for formal displays, and for the display of posters brought by delegates. The

formal displays consisted of one on the Western Samoan national parks and reserves system and another on the protected areas of the South Pacific. Both were organised by the New Zealand National Parks and Reserves officer running the training course using material prepared by the Visual Display Unit of the New Zealand Department of Lands and Survey. In addition to being of interest to the delegates, the display panels were important for the role of subdividing the room, screening the Secretariat and reducing noise.

Two ceremonial gavels presented at the two previous conferences were forwarded from Australia. The first of these is a hand carved gavel of a mere (war club) design presented to the first conference by the New Zealand Government and is housed in a box presented by the NSW State Government at the second conference. The second is a traditional carved wooden log drum presented by the Cook Islands to the second conference in Sydney. Both gavels are now in the hands of the Director of Programmes of the South Pacific Commission and one of the conference banners is held by the Co-ordinator of SPREP.

#### 14. Reception and Registration

##### (a) Reception

On arrival at the airport (30 kms from Apia) delegates were met by the airport bus marked by a Third South Pacific National Parks and Reserves sign. They were handed an information sheet containing details of accommodation and registration arrangements and the name and telephone number of the Secretariat staff. On arrival in Apia they were taken to hotels on the basis of accommodation schedules provided to the driver. This system worked very well and on the occasions when problems arose the delegates contacted staff of the Secretariat and these were quickly resolved.

Ministerial level delegates were met personally at the airport by the host Minister from the Western Samoan Government, the Minister of Agriculture, Forests and Fisheries. A schedule of ministerial arrival flights was provided to the Ministry of Foreign Affairs for this purpose. Cars and drivers were made available to Ministers for use during their stay in Apia.

##### (b) Registration

A registration desk was set up at Aggie Greys hotel on the afternoon and evenings of the Saturday and Sunday immediately preceding the Conference, to enable delegates to obtain their pre-Conference information packages in advance of the official registration period on the Monday. Delegates were requested to complete a registration form (Annex 11) which provided a basis for the final organisation of field trips and backup information on delegates addresses, departure plans etc.

A registration and information desk was not set up at the airport because of the irregular arrival of flights, the distance from Apia and the staff commitment this would have involved. Desks were not established at the other hotels for similar reasons and because Aggie Greys was within easy reach of the other hotels.

#### 15. Delegates Handbook, Information Packages and Mementos

A Delegates Handbook was prepared for the Conference and this contained a wide range of information on the venue, Conference arrangements, and facilities in

Apia. (See Annex 12).

The Delegates Handbook was included in the information package given to delegates on completion of their formal registration for the Technical Session and to the additional delegates attending the Ministerial Session. The package included:

- Delegates Handbook
- Copy of the Third Information Paper and Ministerial Briefing Notes
- Provisional Agenda
- Conference Logo Stickers (see example of logo on cover of this report)
- Information Material on Western Samoa supplied by the Western Samoan Tourist Department
- Map of Western Samoa produced by the University of Hawaii Press and purchased at a substantial discount.

These items were provided in an attractive calico bag screen printed with a traditional Western Samoan tapa design and the Conference logo. The 120 calico bags, 500 Conference stickers and 140 T-shirts with the Conference logo were all provided by the New South Wales National Parks and Wildlife Service. The T-shirts came in a range of four sizes, 90, 96, 100 and 105 cm and were sold for 8 WST each. Although all stocks were disposed of, the 100 and 105 cm range was by far the most popular; and were quickly in short supply.

#### 16. Daily Procedure and Recording of Sessions

Provisional Agendas were prepared for the Technical and Ministerial Sessions (see Annex 1). In the case of the Technical Session the provisional agenda served as a basis for updated daily agendas prepared the night before and distributed before each morning's session. The provisional agenda for the Ministerial Session served as the final agenda for that meeting.

Where possible, papers to be presented during the day were distributed to delegates at the beginning of each day's session. However, the time required for translation, photocopying and collation of the large number of papers at the conference meant that they were frequently distributed immediately before presentation. This was not a particularly satisfactory situation but given the constraints already mentioned and the fact that so many of the papers were brought to the Conference, the Secretariat had no alternative.

Problems of last minute reproduction and distribution can only be avoided if papers are submitted to the Secretariat well in advance of the conference. Authors therefore, need to be given ample time to prepare their papers and should be requested to submit these at least six weeks before the commencement date of the conference.

All authors were requested to prepare one page summaries for translation. These were translated and distributed with the English version of the paper to the French-speaking delegates. Daily announcements concerning field trip arrangements, social events, transports, etc. were made from the chair at commencement of each morning and afternoon session and the close of the day's business.

All sessions were tape recorded by the SPC audio technician using standard C90 cassettes. In addition one member of the Secretariat acted as rapporteur for most sessions, and for the working group on the Action Strategy. A meeting

report was not prepared for the Technical Session however a summarised account of proceedings was produced for the Ministerial meeting.

#### 17. Interpretation and Translation

It is SPC policy that full simultaneous English/French interpretation be provided at all its conferences and it employs excellent professional staff for this purpose. Three interpreters were assigned to the Conference and interpretation equipment was supplied by the SPC, together with a specialist technician to operate it. Interpreters have special requirements regarding working hours and physical location with the venue. The working conditions of the interpreters were ascertained by the Secretariat well in advance of the Conference and these had a bearing on the planning of the daily agenda and the length of sessions. Similarly the requirements for their physical location were noted as it was necessary to arrange for a special podium to ensure the interpreters obtained an unobstructed view of the Conference.

The SPC has a similar policy on translation of documents from English to French and vice versa. All available papers were translated prior to the Conference however because full translation of the papers carried to the Conference was not possible all authors were requested to provide a one page summary of their papers brought to the Conference for translation. This, together with the translation of the immediate Conference outputs (Action Strategy, Resolutions, Ministerial Session record) placed a heavy burden on the one translator whose high standard of work was complimented by the French-speaking delegates. If translation is to be a requirement at future conferences, where a large number of the papers are not available prior to the conference, then it is recommended consideration be given to the provision of two translators to ease the workload.

#### 18. Photocopying, Office Equipment and Stationery

The adequacy and availability of photocopying facilities in Apia was of considerable concern to the Secretariat as this aspect had caused problems at a previous conference held at the same centre by the SPC. Fortunately the LOC contracted services of a local firm, Lobers Transport Ltd., which specialised in photocopying. The company provided two machines (new Minolta EP350 and EP450 models) and one full and one part-time operator. Rates charged were:

0 - 30,000 copies	10 sene per copy
30 - 60,000 "	9 " " "
60,000 "	8 " " "

Although as much copying as possible was done by the SPC printery prior to the conference, 62,521 copies costing 5,901 WST were made in Apia. However this was considered money well spent for the services rendered and without the contract arrangement it is unlikely the Conference would have proceeded as smoothly as it did. It is recommended that the excellent services of Lobers Transport be engaged at future SPC conferences in Apia.

Regardless of the venue, an efficient copying and collating arrangement is absolutely essential for the smooth functioning of any conference. From the experience in Apia it is clear that for a conference such as the Parks Conference at least one and preferably two back-up machines are required along with one full-time operator and one or two collaters (where this is a manual task). Clearly there are very definite advantages in using commercial copying

firms for this onerous task particularly in small Pacific countries where it is often difficult to obtain reliable machines.

In addition to the photocopying machines the main items of office equipment used were the two electric typewriters, one of which was brought from Noumea and had a French keyboard and typeface and the other which was used for typing English and was supplied by the Western Samoan Government. It is essential that appropriate ribbons and spare golfballs are provided for the typewriters and an extension cord and international adapters are available. A backup typewriter was also available if required. Other essential items of equipment included 3 staplers (2 more including a heavy duty machine would have been useful) and staples and several pairs of scissors.

Although a full range of office stationery was taken to Apia much of this was unused. Items which were in demand and consequently in short supply were pencils and ball point pens. A minimum number of 2 pens or pencils per delegate and Secretariat member is required. Other items in demand included felt tip markers/pens, heavy string and heavy carton tape. These were also essential for the packing of papers and equipment at the close of the conference.

#### 19. Local Transport

Local transport was organised by the LOC and a contract was arranged with the airport bus operator. Transport was provided for delegates between the hotels and the airport, to the hotels at lunch and to and from the social functions. The same operator was also used for field trip transport. The operator provided a very efficient service which received favourable comments from many delegates.

The Secretariat were fortunate to be able to use a pick-up provided by the Western Samoan Government to the New Zealand National Parks officer co-ordinating the training course. This proved most useful for the transport of the heavy trunks containing Secretarial equipment to the venue and for transport around Apia. At future similar conferences the host government should be requested to provide transport, capable of carrying bulk luggage, for use by the Secretariat. If this is not possible consideration should be given to renting a suitable vehicle, particularly if the conference centre is located in a large city and accommodation is spread over a wide area some distance from the airport.

#### 20. Morning and Afternoon Teas

These were organised by the LOC and were a feature of the conference, reflecting the warm hospitality experienced by all delegates throughout their stay in Western Samoa. Although 15 minutes were allocated for tea in the programme the actual time taken was generally 20-25 minutes.

#### 21. Photographs

A photographer was invited to attend the social functions and the opening and closing sessions of both the Technical and Ministerial Sessions. Formal group photographs of the participants at each of these sessions were arranged. Proofs of all photographs were made available for inspection on the following day and orders were taken. This service proved popular with the delegates. However, it is necessary to set aside time in the programme for the formal group photographs if these are to be of professional quality.

## 22. Ticket Reconfirmation

Arrangements were made with the Apia office of Polynesian Airlines to provide a staff member for two mornings during both sessions to collect airline tickets from delegates and arrange their reconfirmation. Unfortunately the arrangement did not function as smoothly as the Secretariat would have liked due to the pressure of work at the airline office and problems with their computer terminals. Nevertheless, most delegates had their tickets reconfirmed and the Secretariat was most grateful for the service provided by the airline.

## 23. Media Publicity

The Conference was well publicised locally through the press and over the radio. Interviews with Secretariat and other delegates were broadcast throughout the Conference and it was covered in each edition of the local newspaper. However, region-wide publicity through the news media was not obtained prior to the Conference although post conference publicity is proposed. This may include articles for several regional magazines and for international publications specialising in conservation and protected area management.

## 24. Social Events and Field Trips

Five cocktail receptions, one film evening and three field trips were organised. Details of these and the field trips are provided in the Delegates Handbook (Annex 12). In addition to the programmed cocktail evenings the Minister of Lands and Forests, New Zealand, hosted an evening on Tuesday 2 July. Organisations wishing to host an evening were requested to notify the Secretariat in advance and these were then built into the programme. Each organisation was responsible for making its own arrangements and settling the resulting accounts. On average cocktail evenings arranged through hotels for approximately 120 people cost 1500 WST (approx. 750 US dollars).

Invitations were provided for all but the IUCN evening. These were prepared by the host organisation and handed to the Secretariat for distribution the day or morning before the event.

Double booking by the hotel caused the transfer of the film evening to an alternative venue and the change was announced during the conference. However, the evening was ill fated as the projector broke down and was beyond immediate repair despite being checked earlier. The events surrounding this evening highlight the need to check all venue arrangements in time to organise an alternative if necessary and, where possible, to obtain backup equipment.

The field trips proved popular and provided delegates with an opportunity to familiarise themselves with the National Parks and Reserves system of Western Samoa which is one of the more advanced in the SPREP region.

Delegates were reminded of the arrangements for forthcoming social events and field trips through the daily announcements made prior to or at the end of each session.





ANNEX 1(a)

Parks Conference 1985  
Provisional Agenda.

THIRD SOUTH PACIFIC NATIONAL PARKS  
AND RESERVES CONFERENCE

(Apia, Western Samoa, 24 June -  
29 June 1985)

CONFERENCE  
- PROVISIONAL AGENDA -

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THIRD SOUTH PACIFIC NATIONAL PARKSAND RESERVES CONFERENCEApia, Western Samoa, 24 June - 29 June 1985PROVISIONAL AGENDA

<u>Saturday 22 June</u> )	Delegates arrive. Conference Registration and Per Diem payments for SPREP sponsored delegates at Aggie Grey's Hotel, 3 p.m. - 5 p.m., both days.
)	
)	
<u>Sunday 23 June</u> )	
<u>Monday 24 June</u>	Conference commences.
8.00 am - 10.00 am	Registration at John Williams Building for those who have not registered during week-end at Aggie Grey's Hotel and payment of per diems for SPREP sponsored delegates.
10.00 am - 10.30 am	Opening and Welcoming addresses: <ol style="list-style-type: none"> <li>1. The Hon. Toi Aukuso, Minister for Agriculture, Western Samoa.</li> <li>2. Mr. Tamarii Piexre, Director of Programmes, South Pacific Commission.</li> <li>3. Mr. Harold Eidsvik, Chairman, Committee on National Parks and Protected Areas, IUCN.</li> </ol>
10.30 am - 10.45 am	Morning Tea.
10.45 am - 11.30 am	-Election of Chairman and Vice Chairman. -Conference Objectives and Procedures. -Introduction to draft Action Strategy (Mr. Birendra Singh of the Fiji delegation) -Election of Working Group.
11.30 am - 12 noon	<u>Country Reviews</u> (15 minute presentations) 11.30 am. AMERICAN SAMOA (CR-1) 11.45 am. AUSTRALIA (CR-2)

12 noon - 1.30 pm	Lunch
1.30 pm - 3.00 pm	1.30 pm. COOK ISLANDS (CR-3) 1.45 pm. FEDERATED STATES OF MICRONESIA (FSM) (CR-5) 2.00 pm. FIJI (CR-4) 2.15 pm. FRENCH POLYNESIA (CR-6) 2.30 pm. GUAM (CR-8) 2.45 pm. NEW CALEDONIA (CR-11)
3.00 pm - 3.15 pm	Afternoon Tea.
3.15 pm - 4.30 pm	3.15 pm. NEW ZEALAND (CR-22) 3.30 pm. NORTHERN MARIANA ISLANDS (CR-13) 3.45 pm. PALAU (CR-15) 4.00 pm. PAPUA NEW GUINEA (CR-14)
4.30 pm - 5.30 p.m.	Payment of per diem to SPREP sponsored delegates.
6.30 pm - 8.00 pm	Reception hosted by the Western Samoan Government at Pilot Point.

Tuesday 25 June

8.30 am - 9.00 am	Airline Agents available to collect tickets for reconfirmation.
9.00 am - 10.30 am	<u>Country Review presentations (continued)</u> 09.00 am. SOLOMON ISLANDS (CR-16) 09.15 am. TOKELAU (CR-17) 09.30 am. TONGA (CR-18) 09.45 am. VANUATU (CR-19) 10.00 am. WALLIS AND FUTUNA 10.15 am. WESTERN SAMOA (CR-21)
10.30 am - 10.45 am	Morning Tea
10.45 am - 11.00 am	Country Reviews
11.00 am - 12 noon	Summary and Discussion of Country Reviews.
12 noon - 1.30 pm.	Lunch
1.30 pm - 3.00 pm	<u>Key Issues and Case Studies</u> <u>Theme 1: INFORMATION ON PROTECTED AREAS - GENERAL</u> 1.30 pm. Key Issue (KI-1) DAHL, Arthur - Adequacy of Coverage of Protected Areas in Oceania.  <u>Theme 2: LEGAL, ADMINISTRATIVE AND REGIONAL ISSUES</u> 1.50 pm. Key Issue (KI-3B) RILEY, W.K. - Legal Considerations for Small Island Reserves in the South Pacific.

- 2.10 pm. Key Issue (KI-10)  
TOWLE, Ed. - Biosphere Reserve Approach to Management in Oceanic Islands.
- 2.30 pm. Key Issue (KI-6)  
UNESCO - Application of the World Heritage Convention and Biosphere Reserves Concept in the Pacific.
- 3.00 pm - 3.15 pm Afternoon Tea.
- 3.15 pm - 4.30 pm Key Issue Papers/Discussion Session.
- 3.15 pm. IUCN - Legal Options for Conservation Conventions in the South Pacific.
- 3.35 pm. Key Issue (KI-9)  
SPREP SECRETARIAT - Environmental Management through Regional Cooperation: South Pacific Regional Environment Programme.
- 3.55 pm. Discussion.
- Wednesday 26 June
- 8.00 am - 9.30 am Key Issue Papers/Case Studies Session  
Theme 3: MARINE AND COASTAL ISSUES
- 8.00 am. Key Issue (KI-3B)  
BAINES, Graham - Coastal Zone Management and Conservation in the South Pacific.
- 8.20 am. Case Studies (CS-13)  
KUSSER, Jacques - Marine Parks in New Caledonia.
- 8.40 am. Case Studies (CS-33)  
POSTER, Nancy - Fagatele Bay National Marine Sanctuary.
- 9.00 am. Case Studies (CS-29)  
BELL, Lui (Western Samoa) - Protection of Coastal Resources.
- 9.30 am - 9.45 am Morning Tea.
- 9.45 am - 11.00 am Key Issues/Case Studies
- 9.45 am. Case Studies (CS-16)  
MACDONALD, C.M. - Establishment Management of Marine and Estuarine Protected Areas in Australian Waters.
- 10.05 am. Case Studies (CS-30)  
QUINN, Norman et. al. (presented by ONGA, Keon) - The Status and Conservation of a Newly Discovered Leatherback Turtle etc.

10.25 am. Case Studies (CS-11)  
NORTHERN MARIANA ISLANDS -  
Case Study on a Marine  
Theme.

11 am - 5.00 pm

Field Trip to Ole Pupu Pu'e  
National Park and Togitogiga  
Recreation Reserve.

Thursday 27 June

8.30 am - 9.00 am

Airline Agents available for  
ticket reconfirmation.

9.00 am - 10.30 am

Key Issue Papers/Case Studies  
Session.

Theme 4: TRADITIONAL USE

- 9.00 am. Key Issue (KI-2)  
EATON, Peter - Tenure  
and Taboo: Customary  
Rights and Conservation  
in the South Pacific.
- 9.20 am. Case Studies (CS-4)  
PAPUA NEW GUINEA - Case  
Study of a Traditional  
Use Theme.
- 9.40 am. Case Studies (CS-7)  
KUSSER, Jacques - Tradi-  
tional Use of Plants or  
Animals in protected Areas  
in New Caledonia.
- 10.00 am. Case Studies (CS-5) -  
VANUATU - A Case Study  
on a Traditional Use theme.

10.30 am - 10.45 am

Morning Tea.

10.45 am - 12 noon

Case Studies

- 10.45 am. Case Studies (CS-10)  
NEW SOUTH WALES NATIONAL  
PARKS AND WILDLIFE SERVICE -  
Aboriginal Customs and  
Knowledge and its Relevance  
to Protected Area Management  
in N.S.W.
- 11.05 am. Case Studies (CS-28)  
TIAVOLO, Aeau (Western Samoa)  
- Land Tenure System in  
Western Samoa.
- 11.25 am. Case Studies (CS-2)  
NEW ZEALAND DEPARTMENT OF  
LANDS AND SURVEY - Tradition-  
al Rights and Protected Areas -  
the New Zealand Experience.

12 noon - 1.30 pm

Lunch

- 1.30 pm - 3.00 pm Case Studies and Discussion
- 1.30 pm. Case Studies (CS-8)  
GREAT BARRIER REEF  
MARINE PARK AUTHORITY -  
Aboriginal Community  
Involvement in Park Manage-  
ment: Cape York.
- 1.50 pm. Case Studies (CS-36)  
AUSTRALIAN DEPARTMENT  
OF ABORIGINAL AFFAIRS -  
Case Study on a Traditional  
Use Theme.
- 2.10 pm. Discussion of Traditional  
Use Themes.
- 3.00 pm - 3.15 pm Afternoon Tea.
- 3.15 pm - 4.30 pm Key Issues/Case Studies/Discussion  
Theme 5: TRAINING
- 3.15 pm. Key Issue (KI-11)  
EATON, Peter - Training  
for Conservation Area  
Management in the South  
Pacific Region.
- 3.35 pm. Case Studies (CS-25)  
AUSTRALIAN NATIONAL PARKS  
AND WILDLIFE SERVICE -  
Training Aboriginal Park  
Managers in Australia.
- 3.55 pm. Discussion.
- 8.00 pm - 10.00 pm Film Evening Fale Aggie Grey's Hotel.
- Friday 28 June
- 9.00 am - 10.30 am Key Issues/Case Studies  
Theme 6: RESOURCE MANAGEMENT
- 9.00 am. Key Issue (KI-8)  
THAMAN, Randy - Microparks  
in the South Pacific -  
The Relevance of Traditional  
and Modern Small Scale  
Conservation Areas in the  
Pacific Islands.
- 9.20 am. Case Studies (CS-32)  
PETOCZ, Ronald - Irian  
Jaya - Experience and  
Application to other South  
Pacific Countries.
- 9.40 am. Case Studies (CS-27)  
BLOCK, Joe (Western Samoa)  
- Watershed Management and  
Practices.
- 10.00 am. Case Studies (CS-15)  
PALAU - Impact and Control  
of Dynamiting in Palau.
- 10.30 am - 10.45 am Morning Tea.

10.45 am - 12 noon

Case Studies

- 10.45 am. Case Studies (CS-21)  
COOK ISLANDS - Endangered  
Species Management Needs  
in the Cook Islands.
- 11.05 am. Case Studies (CS-18)  
KIRIBATI - Cats on Kiribati:  
Eradicating feral species  
on Christmas Island.
- 11.25 am. Case Studies (CS-14)  
TONGA - Sustainable Black  
Coral Harvesting Potential  
in the Protected Areas of  
Tonga.

12 noon - 1.30 pm

Lunch

1.30 pm - 3.00 pm

Key Issue/Case Studies

Theme 7: PARK MANAGEMENT

- 1.30 pm. Case Studies (CS-35)  
OHTA, Msahiro - Technical  
Aspects of Subregional  
Cooperation on Management of  
Protected Areas.
- 1.50 pm. Case Studies (CS-26)  
RETI, Joe (Western Samoa)  
- Resolving Conflicts  
between Traditional Practices  
and Park Management.
- 2.10 pm. Case Studies (CS-24)  
SINGH, Birendra (Fiji)  
- Owner Involvement in  
Establishment of Parks.
- 2.30 pm. Case Studies (CS-31)  
NEW ZEALAND FOREST SERVICE -  
N.Z. Forest Parks: A  
Multiple Use Management  
Model for the South Pacific.

3.00 pm - 3.15 pm

Afternoon Tea.

3.15 pm - 4.00 pm

Case Studies

Theme 8: TOURISM

- 3.15 pm. Case Studies (CS-17)  
GUAM - Reconciling Tourism  
and Conservation in Guam.
- 3.35 pm. Case Studies (CS-9)  
GREAT BARRIER REEF MARINE  
PARK AUTHORITY - Great  
Barrier Reef.  
Impact of Tourism and its  
control.

4.00 pm - 4.30 pm Re-introduction of Draft Action Strategy by Conference Working Group.

6.30 pm - 8.30 pm Cocktail Evening hosted by WWF/IUCN, venue to be announced.

Saturday 29 June

9.00 am - 10.30 am Review of Draft Strategy and Discussion.

10.30 am - 10.45 am Morning Tea.

10.45 am - 12 noon Discussion, Conclusions and Resolutions to Ministerial Meeting.

12 noon - 1.30 pm Lunch

1.30 pm - 2.00 pm Closing of Conference.

2.00 pm - 5.00 pm Nature Walk to Mt. Vaea Scenic Reserve and Vailima Botanic Garden Reserve and Stevenson Memorial Reserve.



EXAMPLE OF DAILY AGENDAANNEX 1(b)

Parks Conference 1985  
Daily Agenda  
27 June 1985

THIRD SOUTH PACIFIC NATIONAL PARKS  
AND RESERVES CONFERENCE

(Apia, Western Samoa, 24 June - 29 June, 1985)

## CONFERENCE

- DAILY AGENDA -

Thursday, 27 June, 1985

DAILY AGENDATHURSDAY 27 JUNE

- 8.30 am - 9.00 am            Airline Agents available for ticket reconfirmation.
- 9.00 am - 10.30 am        Key Issue Papers/Case Studies Session.  
Theme 4: TRADITIONAL USE
- 9.00 am    Key Issue (KI-2)  
EATON, Peter - Tenure and Taboo :  
Customary Rights and Conservation  
in the South Pacific.
- 9.20 am    Case Studies (CS-3)  
PAPUA NEW GUINEA - LOU ISLAND  
- Landowners Managed Area - Presented by  
MR S. BABO.
- 9.40 am    Case Studies (CS-7)  
KUSSER, Jacques - Traditional Use of Plants  
or Animals in protected Areas in New Caledonia.
- 10.00 am    Case Studies (CS-10)  
NEW SOUTH WALES NATIONAL PARKS AND WILDLIFE  
SERVICE - Aboriginal Customs and Knowledge  
and its Relevance to Protected Area Manage-  
ment in N.S.W.
- 10.30 am - 10.45 am        MORNING TEA
- 10.45 am - 12 noon.        Case Studies
- 10.45 am    Case Studies (CS-2)  
NEW ZEALAND DEPARTMENT OF LANDS AND SURVEY -  
Traditional Rights and Protected Areas -  
the New Zealand Experience.
- 11.05 am    Discussion (note : extra period allowed  
for discussion on this Theme).
- 12 noon - 1.30 pm        L U N C H
- 1.30 pm - 03.00        Key Issues/Case Studies/Discussion  
Theme 5: TRAINING
- 1.30 pm    Key Issue (KI-11)  
EATON, Peter - Training for Conservation Area  
Management in the South Pacific Region.
- 1.50 pm    THORSELL, James - An overview of Training of  
Protected Area Managers.  
(Presentation only)
- 2.10 pm    MOSSMAN, Rex - An approach To Training park  
managers in the South Pacific Region.  
(Presentation only)

DAILY AGENDA (continued)THURSDAY 27 JUNE (con't)

2.30 pm Case Studies (CS-25)  
 AUSTRALIAN NATIONAL PARKS AND  
 WILDLIFE SERVICE - Training  
 Aboriginal Park Managers in  
 Australia.  
 Presented by J. Richmond

3.00 pm - 3.15 pm Afternoon Tea.

03.15 pm - 03.40 pm Discussion on Training Theme

03.40 pm - 04.30 pm Case Studies  
Theme 8: TOURISM

03.40 pm Case Studies (CS-9)  
 GREAT BARRIER REEF MARINE PARK AUTHORITY  
 - Environmental Effects of Offshore Tourist  
 Development on the Great Barrier Reef -

04.00 pm D I S C U S S I O N

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ANNEX 1(c)Parks Conference 1985  
MINISTERIAL MEETING  
PROVISIONAL AGENDATHIRD SOUTH PACIFIC NATIONAL PARKS AND RESERVES CONFERENCE  
AND MINISTERIAL MEETING

(Apia, Western Samoa, 24 June - 3 July, 1985)

MINISTERIAL MEETINGPROVISIONAL AGENDA

1. WELCOMING ADDRESS AND OPENING STATEMENTS
  - The Hon. Toi Aukuso, Minister for Agriculture, Forests and Fisheries, Western Samoa.
  - Mr. Tamarii Pierre, Director of Programmes, South Pacific Commission.
  - Mr. Harold Eidsvik, Chairman, Committee on National Parks and Protected Areas, IUCN.
2. ELECTION OF MEETING CHAIRMAN AND VICE CHAIRMAN
3. BRIEF OPENING STATEMENTS FROM DELEGATIONS
4. OBJECTIVES OF MEETING AND ADOPTION OF AGENDA
5. MEETING PROCEDURE
6. LEGAL OPTIONS FOR THE CONSERVATION OF NATURE IN THE SOUTH PACIFIC
  - Introduction to Information Paper on Legal Options (MIP-3).
7. REVIEW AND ADOPTION OF DRAFT ACTION STRATEGY ON PROTECTED AREAS
  - Draft Strategy introduced by Chairman of Technical Session.
8. REVIEW AND ADOPTION OF TECHNICAL SESSION RESOLUTIONS
  - Resolutions and Recommendations introduced by Chairman of Technical Session.
9. COUNTRY STATEMENTS OF COMMITMENT TO PROTECTED AREA ESTABLISHMENT AND MANAGEMENT
10. OTHER BUSINESS
11. ADOPTION OF MEETING REPORT
12. CLOSING OF MEETING



SAVINGRAM.....SPC SAVINGRAM.....SPC SAVINGRAM.....SPC SAVINGRAM.....SPC SAVINGRAM.....SPC SAV

SOUTH PACIFIC COMMISSION  
POST BOX 05  
NOUMEA CEDEX  
NEW CALEDONIA

COMMISSION DU PACIFIQUE SUD  
BOITE POSTALE 05  
NOUMEA CEDEX  
NOUVELLE-CALÉDONIE

## CABLE ADDRESSES

"SOUTHPACOM" NOUMEA  
TELEPHONE : 26.20 00  
TELEX : SOPACOM 139 NM

## ADRESSE TELEGRAPHIQUE :

"SOUTHPACOM" NOUMEA  
TELEPHONE : 26.20 00  
TELEX : SOPACOM 139 NM

ANNEX 2

TO : Member Governments of the South Pacific Bureau  
for Economic Co-operation  
Representatives of Governments and Administrations  
of the South Pacific Commission  
SPREP Contact Points

SPC SAVINGRAM NO. : SPREP/28                      DATE : 31 January 1985

FILE : PRO 59/8/5

SUBJECT : THIRD SOUTH PACIFIC NATIONAL PARKS AND RESERVES  
CONFERENCE, APIA, WESTERN SAMOA, 24 JUNE - 3 JULY

Attached please find the Second Information Paper for the Third South Pacific National Parks and Reserves Conference and selected activities scheduled as follows:

Conference	:	24-29 June
Ministerial Meeting	:	1-3 July
Optional Field Trip	:	4 July
Park Managers Training Course	:	5-10 July

Funds are being secured to provide for two delegates from each of the twenty two governments and administrations participating in the SPREP. Further papers will follow as conference details are finalised.

DELEGATESa) Ministerial Meeting

Accordingly governments and administrations are invited to each nominate a Minister responsible for environment and protected area management to participate in the Ministerial Meeting associated with the Conference.

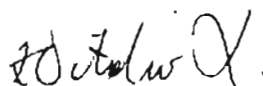
b) Conference and Training Course for Park Managers

Governments and Administrations are also requested to provide details of a second representative to attend the Conference technical sessions. Given limited funding, it would be appropriate for the same officer to participate in the Conference and in the Training Course for Park Managers which follows the Meeting of Ministers.

Notification of full details of delegations should reach SPC before 1 May 1985.

CONFERENCE PAPERS

There are three categories of papers for the Conference; Country Reviews, Case Studies and Key Issues Papers. Country delegations are asked to contribute a Country Review and in most instances a Case Study following the guidelines provided as attachments to the Second Information Paper. Case Study topics for most countries have been suggested in the provisional subject agenda. The official SPREP Focal Points in each country will be contacted direct concerning preparation of case Studies and in certain countries Key Issues Papers. Countries are requested to prepare Country Reviews and Case Studies and to contact SPREP if assistance is required. Reviews and Studies should reach SPC before 20 May to allow time for copying prior to the Conference.



F. Vitolio Lui  
Acting Secretary-General

Attach.

Original Text: English



THIRD SOUTH PACIFIC NATIONAL PARKS  
AND RESERVES CONFERENCE

APIA, WESTERN SAMOA

24 JUNE - 3 JULY, 1985

INFORMATION PAPER 2

ORGANISED BY:

SOUTH PACIFIC REGIONAL ENVIRONMENT PROGRAMME

OF THE

SOUTH PACIFIC COMMISSION

IN COOPERATION WITH

INTERNATIONAL UNION FOR CONSERVATION OF NATURE AND NATURAL  
RESOURCES (IUCN)

THIRD SOUTH PACIFIC NATIONAL PARKS AND RESERVES CONFERENCE

24 JUNE - 3 JULY 1985

Background

This is the third of regular Conferences on the management of protected areas in South Pacific countries and its implications for the sustainable development of resources in the Region. The first Conference was held in Wellington, New Zealand, 1975; the second in Sydney, Australia, 1979.

Objectives and Themes

The third Conference has a number of broad objectives:

- . To facilitate the conservation of nature in the South Pacific Region.
- . To encourage island countries to identify and establish protected areas and prepare management plans for areas of land and water thus increasing the existing stock of protected areas in the region.
- . To encourage, as appropriate, the concept of multipurpose use of protected areas.
- . To raise awareness concerning the importance of traditional knowledge and practice in maintaining a sound ecological balance.
- . To incorporate, where appropriate, traditional knowledge and practice into modern conservation policy and programmes, into park management plans and into training courses for Park Managers.
- . To document examples of traditional knowledge and practice that have served to protect the environment.
- . To raise community awareness to the recreational and ecological value of protected areas.

An important theme of the Conference will be traditional knowledge and practice. Others relate to tourism, marine parks, training, effective protected area management, resource management, international and regional co-operation, and legal and administrative issues.

Dates

The final dates for the Conference and associated activities are as follows:

<u>Event</u>	<u>Date</u>
Pre-Conference field trip (Optional)	22 June
Conference:	
. Technical Sessions	24-26 (am) June
. Field Trip	26 (pm) June
. Technical Sessions	27-29 (am) June
Ministerial Meeting	1- 3 July
Post Conference Field Trip (Optional)	4 July
Park Managers Training Course	5-10 July

Venue

The Conference will be held at the IOANE VILIAMU building in Apia, Western Samoa.

Papers

Papers to be presented at the Conference take three forms: Country Reviews of the current situation in each country; Key Issue papers covering topics under one or more of the themes of general relevance to the Region; and, Case Studies on local specific examples relating to a protected area theme. Guidelines for the preparation of Country Reviews and Case Studies appear as Appendix A and B.

Governments are being requested to co-ordinate the preparation of Reviews and Case Studies relating to their respective countries. Potential authors are being contacted direct to cover the subject areas identified in the provisional Agenda (Appendix C). SPREP would be pleased to hear from people wishing to contribute additional papers on other topics within the Conference themes. Time and the need to maintain a balance in subject coverage may not permit the oral presentation of all submitted papers. Nevertheless, all papers will be circulated during the technical sessions for discussion and publication in the record of Conference proceedings. A provisional programme format appears as Appendix D. The final programme showing titles of papers with times of presentation will be circulated as Information Paper Three.

### Participation

Funds are being secured to provide for two delegates from each of the twenty-two countries and territories participating in the SPREP. Other government or non-government organisation representative who is contributing a paper and who can secure his/her own funding will be able to attend. Representatives of organisations involved in environment activities are also welcome.

All other participants will be responsible for their own travel and accommodation costs. Please contact the SPC if you wish to attend.

### Accommodation

The SPC will be glad to make hotel reservations in Apia. Therefore, we would be most grateful if you could return the attached accommodation form as soon as possible. Every effort will be made to satisfy your preference, but if rooms are not available at the hotel requested, you will be accommodated at another hotel. Please therefore indicate your order of preference.

### Travel

The SPC will pay round-trip economy class air travel by the most direct route between the international airport in each country and Apia, and a per diem allowance in approved transit and in Apia for one Minister and one Government-nominated delegate from each country within the South Pacific Commission area. The entire expenses for any additional delegate or delegates from countries outside the area will be the responsibility of the Government or individual concerned.

On receipt of the name of the Minister and official delegate, the SPC will forward to the Government or Administration concerned a Miscellaneous Charge Order (MCO) or a Prepaid Ticket Advance (PTA) to cover transportation cost accordingly.

Co-ordination

The Conference organisation is being carried out in co-operation with the IUCN and the Western Samoan Government.

For further information, please contact:

Co-ordinator  
South Pacific Regional Environment Programme  
South Pacific Commission  
BP D5  
Noumea Cedex, New Caledonia.

Telephone : 26 20 00  
Telex : SOPACOM 139NM

THIRD SOUTH PACIFIC NATIONAL PARKS AND RESERVES CONFERENCECOUNTRY REVIEW FORMATPart 1 - General Report

Country Reviews of protected area management are to be presented in two parts. The first part provides general information on the country, its protected area and conservation policies, a list of existing and proposed protected areas and an analysis of related problems of administration and management. The Second part takes the form of detailed information sheets, one on each protected area in the country. This format is provided as a guide and should not inhibit the inclusion of additional sections and information as deemed necessary and appropriate.

1. Introduction

Introduction to basic characteristics of the country. Include reference to the size of country (in square kilometres), its population, and the date of the last estimate. If the population figure is derived from a census, this should be noted.

2. Policy

Provide a brief history of the country's protected area system and conservation policies. Describe the Government's current objectives and priorities in this field.

3. Law

A. Provide basic details of the legislation dealing with conservation and protected areas. Whenever possible the numbers of the laws or decrees and their dates should be given. Information should also be given on the process by which new protected areas are established, and on the definitions given for each category of protected area. If the country is a signatory of any of the international conventions on protected areas this should also be noted.

B. Where appropriate give details of traditional custom and practices which facilitate protected area and conservation objectives.

#### 4. Parks and Reserves Administration

Include details of how the above laws are applied, who is responsible for enforcing them, and how the different categories of protected area are managed. If necessary the details of the administration can be shown as a flow chart or "family tree". If information is available it would be useful to also include details of the various grades of personnel employed, and the types of jobs they do.

#### 5. Addresses

Of those offices responsible for administration of the protected area system.

#### 6. List of Protected Areas

Divided up into the various management categories, with areas in hectares given, and the lists arranged in size order, provide totals for each category as well as a grand total. Sites identified below listed under any of the international conventions such as the World Heritage Convention should also be listed separately. It would be helpful if all sites protected within the country could be listed, regardless of size or ownership.

The management categories follow the scheme of the IUCN (1978) paper "Categories, objectives, and criteria for protected areas". If necessary, this publication should be referred to for correct application of the scheme. The categories are:

- I Scientific Reserves/Strict Nature Reserves
- II National Parks/Provincial Parks
- III Natural Monuments/Natural Landmarks
- IV Managed Nature Reserves/Wildlife Sanctuaries
- V Protected Landscapes
- VI Resource Reserves (Interim Conservation Unit)
- VII Anthropological Reserves/Natural Biotec Areas
- VIII Multiple Use Management Areas/Managed Resource Areas
- IX Unesco Biosphere Reserves
- X World Heritage Sites (Natural)

### 7. List of Proposed Protected Areas

Drawn up as above, but also listing where the proposal has come from, and the likelihood of it being acted upon. This may include both official and unofficial proposals, and the original documents should be appended to the report wherever available. Proposed improvement of existing protected areas should also be noted.

### 8. Problems, Needs and Prospects

Provide commentary/evaluation of the current situation identifying the needs and future prospects. Address such issues as adequacy of research surveys, education, personnel, facilities and equipment, outside expertise, informative and community relations.

### 9. Maps and References

Provide a map of the protected area system as a whole showing the location and extent of each of the listed areas.

## COUNTRY REVIEW FORMAT

### Part 2: Information Sheets on Protected Areas

#### 1. Name of the Protected Area

The name of the area given by the management authority.

#### 2. Management Category

Following the scheme of the IUCN (1978) paper, "Categories, objectives, and criteria for protected areas" identified in para six above.

#### 3. Legal Protection

This covers both the degree of legal protection, and special protection afforded to certain elements within the area (eg "100%", or "50%, but with further completely protected", or "complete protection for vegetation, with limited hunting permitted under strict control", etc.).



#### 4. Date Established

Date and identification of the establishing decree or legislation. Previous dates and decrees should also be noted, along with any name changes or boundary changes that have occurred.

#### 5. Geographical Location

Province, region, latitude and longitude and/or Universal Transverse Mercator (UTM) grid references. Where relevant the distances to major towns should be noted, and proximity to other protected areas or major features.

#### 6. Altitude

The lowest and highest points of the area are to be included (in metres) and where figures are available the distribution of heights (eg 50% of the park above 1000m).

#### 7. Area

The area (in hectares) included within the establishing legislation, plus any subsequent additions. Please state if this area does not consist entirely of zones in which protection of nature takes precedence. Note should also be made of the sizes of any contiguous protected areas.

#### 8. Land Tenure

Public (government-owned), freehold, private, etc. which percentages or hectarage where there is multiple ownership.

#### 9. Physical Features

Topography, geology, climate (max/min temperatures, mean annual rainfall, rainy seasons, etc.), and other physical features such as major river systems, particularly as they affect management of the area.

#### 11. Vegetation

Dominant vegetation formation (eg tropical rainforest) and secondary formations; including percentage coverage of each formation whenever possible. List dominant species within each formation, along with any endangered specie or species of particular economic importance.

## 12. Noteworthy Fauna

Species of animals (vertebrate or invertebrate) which are of particular importance due to their dominance in the ecosystem; rarity, presence of important populations, etc. Where known, populations of the key species should be noted, particularly those regarded as threatened, or those of possible economic importance.

## 13. Cultural Heritage

Comment on cultural significance of area with description of natural or man-made features and structures of customary importance. Sites of special historical, archaeological or social interest should be detailed.

## 14. Local Population

Provide details of number of persons living in the area and the nature of the local community.

## 15. Conservation Management

This should include status of implementation of the management plan or if none exists, proposals for a plan and details of major management activities, such as control burning. Interpretation programmes should also be described.

## 16. Zoning

The system of zoning, if present, should be described, with areas (or percent of the total) included in each zone.

## 17. Disturbances and Deficiencies

Major management problems should be described, including such things as poaching, fires, agricultural encroachment, etc.

## 18. Scientific Research

This should include the major research which has been conducted in the area, along with details of on-going projects.

19. Special Scientific Facilities

Presence of laboratories, study plots, housing for scientists, etc.

20. Principle Reference Material

Major documents on the area, including the management plan, scientific monographs, popular books or articles, bibliographies, etc., and details of the available maps.

21. Staff

Number of individuals regularly working in the area, with job classification (eg superintendent, ranger, guard, clerk).

22. Budget

Annual budget (with year) in local currency and in US dollars (for ease of comparison). Other subventions (eg from Unesco or WWF/IUCN) should also be mentioned where relevant.

23. Local Administration

The name and address of the local administrative entity for the area.

24. Detailed Map

Detailed map of area showing key features.

25. Further Information

Wherever possible, further information on each protected area should be supplied including maps, management plans, reports, scientific papers, species list, brochures, lists of references, etc.

THIRD SOUTH PACIFIC NATIONAL PARKS AND RESERVES CONFERENCECASE STUDY FORMAT

Case Studies should be approximately 1 500 words long with photographs, maps, graphs and other illustrations as appropriate.

Preliminaries

## Title

Give a proper title to convey the subject of the paper and something about the approach used by the writer.

## Introduction

Explain what the case study is about and how it is organised. Describe the purpose of the case study.

Body of Case Study

## Statement of the problem

A case study documents the attempt to resolve a problem or issue and attempts to solve it. There should first be a clear statement of the problem and why it is important and/or complex. The scope of the problem should be clearly defined, and the values involved stated explicitly. Any discussion of the problem should be based on its universal and on unique aspects. It should be placed in perspective by showing its relationship to other natural resource and environmental issues.

## Setting/Background

Define and describe the study or problem area. Describe the ecosystem and/or natural resources, including their status, distribution, abundance, and inter-relationships. Summarise the history of the area, including human use and modification, and its results. This should also include a description of past changes and current trends in natural resource characteristics, and their social and cultural aspects.

## Constraints

(Limitations and restrictions on decision making for integrating conservation and development.) Examine the available mechanisms for reliability and completeness; identify 'gaps'. Describe natural resource conflicts in relation to the political and governmental framework, to social and economic conditions, to values, and to cultural and religious characteristics. Describe institutions and interest groups, including their values, organisation, and membership. Discuss limitations related to political and public support, cost, shortages of qualified personnel, etc.

## Intervention

(This section is used to describe the programme or development that is designed to address the problem or issue.) Describe previous efforts to address this issue, including their results and effects. Explain the origin and justification of the current programme or development. Describe how the problem was analysed, who participated, what decisions were made by whom, and what actions were taken.

Describe the programme, including its values, objectives, and evaluation criteria. Discuss how human and financial resources were allocated and how conflicts and interactions with internal and external groups and programmes were handled.

## Results

(This section describes the outcome and consequences of the programme or development.) Evaluate the results according to the prescribed criteria. What and how much changed due to the programme or development? What inter related changes occurred in the social, ecological, political, and economic areas as a result of the programme or project? Was there disagreement and value conflict about the results?

## References

(This can be a list of references and suggested readings in addition to the works cited in the text of the case study.)

## Optional Sections

### Epilogue or Postscript

This section may be used to include last-minute details or new events and to present additional results or new findings.

### Appendices

An appendix should be used sparingly for material that is essential to the case study, but too long to include in the text without unduly interrupting the flow. (The case study should be able to stand alone.)

For case studies written as part of training programmes, it is valuable if the writer ends with a section of conclusions (this will obviously be a personal interpretation of the situation, and should be understood as such.)

### Conclusions

(This section should summarise the points and highlights of the problem or issue and of the intervention.) Discuss and analyse the major principles that were demonstrated. State any generalisations that can be made, and their wider applicability. Are there plans either to continue or to end the programme or development, or parts of it? Are there new approaches, programmes and developments under way or being considered? What successful or unsuccessful approaches can be recommended or avoided in future? What was learned?

THIRD SOUTH PACIFIC NATIONAL PARKS AND RESERVES CONFERENCE

SUGGESTED PAPERS UNDER CONFERENCE THEMES

1. Information on Protected Areas

- Country Reviews
- Revisions to Draft Directory of Oceanian Protected Areas: to be circulated prior to Conference
- Adequacy of coverage of protected areas in Oceania: Key Issues Paper

2. Traditional Use

- Protected areas and customary land tenure in the South Pacific Islands: Key Issues Paper
- Traditional use and knowledge of marine species in the Solomon Islands: Case Study
- Traditional rights and protected areas in New Zealand: Case Study
- Traditional land use practices in protected areas of Papua New Guinea: Case Study
- Traditional use of wildlife in Papua New Guinea and its implications to protected area management: Case Study
- Customs, religion and ceremonial relationships in Vanuatu's protected areas: Case Study
- Protected area management by local communities - Case Study from Papua New Guinea
- Traditional use of plants in protected areas in New Caledonia: Case Study

### 3. Legal and Administrative Issues

- Legal considerations for small island reserves in the South Pacific: Key Issues Paper
- New initiatives for establishment of multiple use reserves in the Northern Mariana Islands: Case Study
- Resolving conflicts between traditional practices and park management in Western Samoa: Case Study

### 4. Marine and Coastal Issues

- Marine parks in time: The rotation system in New Caledonia Case Study
- Marine park experience from Western Samoa: Case Study
- Sustainable black coral harvesting potential in the protected areas of Tonga: Case Study
- Impact and control of dynamiting in Palau: Case Study

### 5. Tourism

- Reconciling tourism and conservation in Guam: Case Study
- Great Barrier Reef, Australia: Controlling impact of tourism: Case Study

### 6. Resource Management Issues

- Impact of introduced species in the South Pacific Region: Key Issues Paper
- Cats on Kiribati: Eradicating feral species on Christmas Island: Case Study
- Bird conservation needs in the South Pacific: Key Issues Paper
- Social forestry and protected areas in the Solomon Islands: Case Study
- Management guidelines for controlling alien species in Hawaii National Parks: Case Study
- Endangered species management needs in the Cook Islands: Case Study



## 7. Effective Management

- Raising public awareness for conservation in Federated States of Micronesia: Case Study
- Implementing management plans - Case Study from Fiji
- Application of the World Heritage Convention and Biosphere Reserves concept in the Pacific: Key Issues Paper

## 8. Training

- Training needs and manpower in Oceania: Key Issues Paper
- Aboriginal Parks Managers Training Programme, Australia: Case Study

At the conclusion of these theme sessions, the group will revise a draft plan of action which will be prepared and distributed in advance of the Conference. This will then be ready for presentation to the Ministerial Meeting.

THIRD SOUTH PACIFIC NATIONAL PARKS AND RESERVES CONFERENCEPROVISIONAL PROGRAMME

Saturday, 22 June	Pre Conference Field Trip: Optional
Monday, 24 June	<u>Conference Opening</u>
	10.00 - 10.30 Welcoming Addresses
	10.30 - 10.45 Morning Tea
	10.45 - 12.00 Country Reviews
	12.00 - 1.30 Lunch
	1.30 - 3.00 Country Reviews
	3.00 - 3.15 Afternoon Tea
	3.15 - 5.00 Country Reviews
Tuesday, 25 June	9.30 - 10.30 Country Reviews
	10.30 - 10.45 Morning Tea
	10.45 - 12.00 Country Reviews
	12.00 - 1.30 Lunch
	1.30 - 3.00 Key Issues Paper/Case Studies
	3.00 - 3.15 Afternoon Tea
	3.15 - 4.00 Key Issues Paper/Case Studies
	4.00 - 5.00 Discussion
Wednesday, 26 June	9.00 - 10.30 Key Issues Paper/Case Studies
	10.30 - 10.45 Morning Tea
	10.45 - 12.00 Key Issues Paper/Case Studies
	12.00 - 5.00 Field Trip
Thursday, 27 June	9.30 - 10.30 Key Issues Paper/Case Studies
	10.30 - 10.45 Morning Tea
	10.45 - 12.00 Discussion
	12.00 - 1.30 Lunch
	1.30 - 3.00 Key Issues Paper/Case Studies
	3.00 - 3.15 Afternoon Tea
	3.15 - 5.00 Discussion

Friday, 28 June	9.00 - 10.30	Key Issues Paper/Case Studies
	10.30 - 10.45	Morning Tea
	10.45 - 12.00	Discussion
	12.00 - 1.30	Lunch
	1.30 - 3.00	Key Issues Paper/Case Studies
	3.00 - 3.15	Afternoon Tea
	3.15 - 5.00	Discussion

Saturday, 29 June	9.00 - 10.30	Plan of Action
	10.30 - 10.45	Morning Tea
	10.45 - 1.00	Discussions and Conclusions

Monday, 1 July

Ministerial Level Meeting

10.00 - 10.30	Welcoming Address
10.30 - 10.45	Morning Tea
10.45 - 11.15	<u>Convention on Conservation of Nature in the South Pacific (1976)</u>
11.15 - 12.00	Discussion on Convention
12.00 - 1.30	Lunch
1.30 - 2.45	Discussion on Convention
2.45 - 3.00	Afternoon Tea
3.00 - 4.30	Discussion on Convention: Conclusions

Tuesday, 2 July

9.30 - 10.30	Presentation of Plan of Action
10.30 - 10.45	Morning Tea
10.45 - 12.00	Discussion on Plan of Action
12.00 - 1.30	Lunch
1.30 - 2.45	Discussion on Plan of Action
2.45 - 3.00	Afternoon Tea
3.00 - 4.30	Discussion on Plan of Action: Conclusions

Wednesday, 3 July	9.30 - 10.30	Declaration of Parks
	10.30 - 10.45	Morning Tea
	10.45 - 12.00	Further Declaration of Parks
	12.00 - 1.30	Lunch
	1.30 - 4.00	Consideration of Conference resolutions and Closing Ceremony

- Thursday, 4 July                      Field Trip : optional

Friday, 5 July                              Training Course  
- Wednesday, 10 July                      Parks Managers Training Course

## APPENDIX E

THIRD SOUTH PACIFIC NATIONAL PARKS AND RESERVES CONFERENCE

Apia, Western Samoa, 24 June - 3 July 1985

ACCOMMODATION FORM

To be returned as soon as possible to the Secretary-General, South Pacific Commission, BP D5, Noumea Cedex, New Caledonia, and not later than 30 April 1985. Please complete one form for each person attending. An indication of your intended participation in the Field Trips would be most appreciated to aid future plannings.

IMPORTANT: The form alone does not constitute an official nomination.

1. PARTICIPANT DETAILS

Name: ..... Address: .....  
 .....  
 .....

Title or Official Position .....

Country represented .....

## 2. CONFERENCE ATTENDANCE

I will be attending the :

Conference 24-29 June .....	<input type="checkbox"/>
Ministerial Meeting 1 - 3 July.....	<input type="checkbox"/>
Parks Managers Training Course 5 - 10 July....	<input type="checkbox"/>

## 3. FIELD TRIPS (Details to be finalised)

I would like to participate in the :

Pre Conference Field Trip p.m. 26 June.....	<input type="checkbox"/>
Mid Conference Nature Walk 26 June .....	<input type="checkbox"/>
Post Conference Field Trip 4 July .....	<input type="checkbox"/>

## 4. TRAVEL

.. Arriving in Apia : Date ..... Flight No. ....

(Some days there are several planes arriving from different directions and we will be much obliged if you will indicate your flight number)

.. Departing Apia : Date ..... Flight No. ....

5. ACCOMMODATION

I wish the SPC to reserve a single/double room/other (please state) .....at

Number Choice		<u>In US dollars</u>			<u>VIP Fare Suite</u>
		<u>Single</u>	<u>Double</u>	<u>Triple</u>	
<input type="checkbox"/>	<u>Aggie Grey's Hotel</u>	40.00	50.00	58.00	Add \$10 to other prices
<input type="checkbox"/>	<u>Tusitala Hotel</u>	33.00	41.00	48.00	-
<input type="checkbox"/>	<u>Tiafau Hotel</u>	32.00	42.00	53.00	-

PLEASE INDICATE YOUR CHOICE OF HOTEL BY CHECKING THE APPROPRIATE BOXES  
IN ORDER OF PREFERENCE

(in case your first choice is already fully booked)

1. Special discounts for block bookings will apply. Therefore, to assist us in securing more favourable rates, an early indication of participant numbers is required.
2. Current room tariffs are quoted but are subject to any increase which may occur between now and the date of the meeting.
3. Hotels have requested that, in order for discounts to apply, guests should not swap hotels on arrival. Your assistance with this would be appreciated.





LIST OF LOCAL ORGANISING COMMITTEE RESPONSIBILITIES

THIRD SOUTH PACIFIC NATIONAL PARKS  
AND RESERVES CONFERENCE, APIA, WESTERN SAMOA

ORGANISING COMMITTEE to arrange:

- Chairs
- Liaise with Women's Groups to provide morning and afternoon tea
- Arrange for water jugs and glasses to be available (around table, on smaller table for observers, and at translation booth)
- Display Boards
- Folders containing maps, etc. from Tourist Authority
- Telephone to be connected (advise Secretariat of number)
- Telex and Cable availability (Telex through Treasury and Cables available through Post Office)
- Cloth for front table and morning and afternoon tables
- Flag poles outside venue (22 countries)
- Erection of Banners (SPREP to provide banners and forward to Joe Reti)
- T-shirts (initial talks held between Island Styles and SPREP but on receiving telex from SPREP, Organising Committee will need to liaise with Manager, Island Styles - Kalati has design details) SPREP will also follow up with NSW/NPWS
- Press contact person (Ati) to liaise with other press people and Radio Broadcasting people
- Transport to hotels with sign on side of bus (or near bus) to direct people when they come off planes. Each plane will need to be met. However, SPREP will try to give full details of flights and those arriving to Organising Committee
- Airport announcement over loud speaker telling Conference participants to join bus with sign
- Bus driver to announce to participants that they need to register at John Williams hall between 8 - 10 a.m. on Monday, 24th. A sign also will be placed at hotel telling participants where and when to register
- Western Samoan Foreign Affairs to arrange Ministerial Transport. SPREP will get list of personnel, flight details and date to Tavas as soon as possible
- Photocopier to be available at Conference Hall. Spare copier to be available in case of breakdown. As back-up (last stand), the Commercial photocopying company will be used. Organising Committee will get details of a rate beforehand.

- Photocopying paper to be available in large quantity LOC/SPREP to liase
- Overhead Projector (plus spare bulb)
- 16 mm Projector
- Slide Projector
- Extension leads and double adaptors
- Electric typewriter to be available (IBM Golfball type)
- Photographer for official conference photograph and others during Conference, Cocktails, etc.
- Registration desk at Aggie's for those who arrive on Saturday, Sunday (22 and 23 June). Official registration will be held at John Williams building on Monday 8 - 10 a.m. (24 June)
- Black-out cloth for windows nearest project (if curtains have not appeared in hall by the time of Conference)
- Staplers (large)
- Check to see if store-room (next to Secretary's room) at John Williams venue is cleared ready for storage of our equipment
- Cocktail on Monday 24 June and Monday 1 July (Western Samoan Functions)
- Platform for translation people. Obtain from Public Works (Tina Hellesee) after it has been used for SPC Energy Meeting in April
- Storage of translation equipment (if SPC decides to leave it after Energy meeting)

#### Number of people required for specific tasks

- 1 driver (for transport from airport)
- 1 person to operate photocopying machine
- 1 person to collate and distribute photocopying (Photocopying must always be given to translators first - 4 copies) remainder to be distributed around to other participants
- 1 person from Airline company to reconfirm tickets of participants (if airline cannot provide such a person on, say, two mornings then someone will be needed to take tickets to airline office)
- 1 typist (if SPC cannot provide an additional typist to assist the secretary they are already bringing)

#### Field Trips

- Wednesday 26 June (11 a.m. to 5 p.m.) O Le Pupū-Pue National Park, Visitors Centre, etc. Lunch to be arranged by Organising Committee. Transport needed.
- Saturday 29 June (afternoon) Transport to R.L. Stevenson Scenic Res.

Field Trips (cont.)

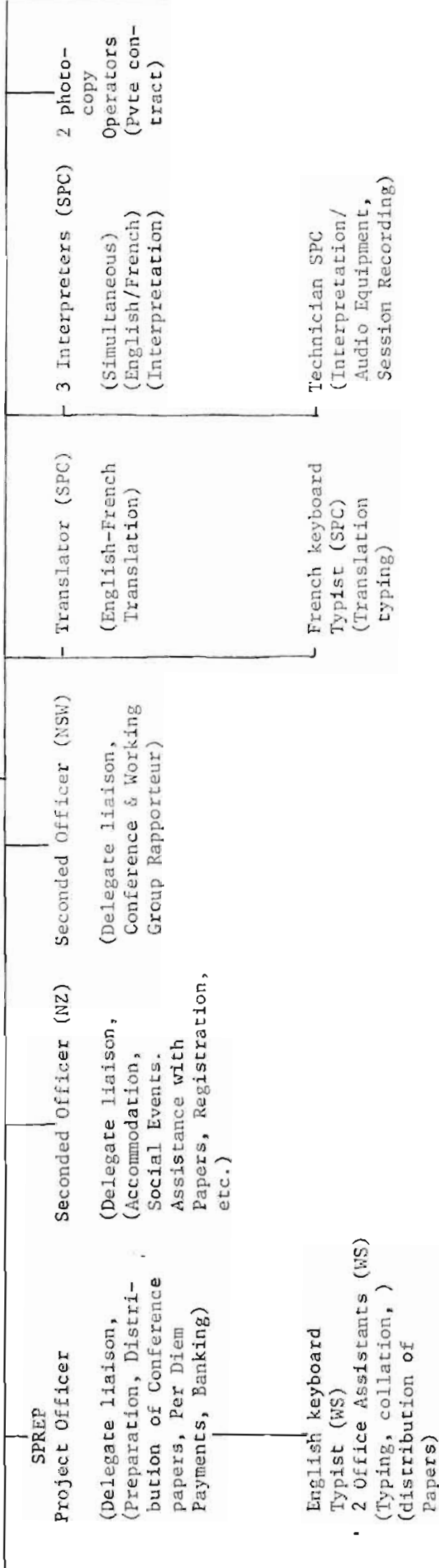
Thursday 4 July (all day) Round Island Trip (SPREP will ask participants to bring own cut lunch). Organising Committee will arrange transport.

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ORGANISATION OF CONFERENCE SECRETARIAT

SPREP C-ordinator  
(Liaison, Briefing Chairman, Conference Participation)



- W.S. - Western Samoan Government
- N.Z. - New Zealand Government
- NSW - New South Wales State Government
- SPC - South Pacific Commission
- SPREP - South Pacific Regional Environment Programme



THIRD SOUTH PACIFIC NATIONAL PARKS AND RESERVES CONFERENCE

Apia, Western Samoa, 24 June - 3 July 1985

PROJECT DOCUMENT FOR CONFERENCE FUNDING

Title: Participation of Island Country Delegates  
Third South Pacific National Parks and Reserves  
Conference, Apia, Western Samoa

Subject Area: Environment: Protected Areas.

Scope: Member and Associate Member Countries of  
ESCAP - South Pacific Commission Region.

Executing Agency: South Pacific Commission (SPC), Secretariat  
for the South Pacific Regional Environment  
Programme (SPREP).

Duration: 20 June 1985 - 12 July 1985

Starting Date: 20 June 1985

ESCAP Inputs: US\$20 000

For SOUTH PACIFIC COMMISSION

for ESCAP

.....

.....

.....  
(name and functional title)

.....  
(name and functional title)

Date .....

Date .....

#### A. Long Term Objective

To facilitate the conservation of nature and sustainable use of natural resources in the South Pacific by encouraging Island countries to identify and establish protected areas and to provide for their on-going management.

#### B. Immediate Project Objective

To provide the opportunity for Ministerial and technical representatives from ESCAP member and associate member countries in the South Pacific region to attend the Third South Pacific National Parks and Reserves Conference and to participate in the subsequent Ministerial meeting and Protected Area Managers training course.

#### C. Background and Justification

This is the third of regular Conferences relating to the establishment and management of protected areas in the South Pacific. The first two were held in New Zealand (1975) and Australia (1979) respectively. This Conference, the first to be hosted by an island country within the SPC region, aims to attract strong participation from all Pacific countries and raise awareness on the importance of protecting and managing both terrestrial and marine ecosystems in the Pacific region.

Strong island participation is essential to achieving these aims. Therefore, funds are required to provide for two delegates from each of the twenty-two countries and territories served by SPREP - one to be directly involved in environmental and protected area management. This technical person will attend the main Conference, focussing on preparing a detailed strategy for action; the Ministerial meeting as appropriate and the one week training course on aspects of protected area management which follows. The other delegate having Ministerial status will attend the Ministerial level meeting to consider amendments to the Convention of the Conservation of Nature in South Pacific and the related strategy plan.

For further details on the Conference objectives and themes, refer to the attached Information Paper 2.



## Project Description

### (i) Inputs

As part of its contributions to the successful operation of the Conference, ESCAP is requested to provide US\$20 000 to cover the travel and per diem requirements of participants from some of its member and associate members in the South Pacific region. The SPREP Secretariat will be responsible for the selection of the participants from these countries and the disbursement of the funds.

### (ii) Activities

Details of the Conference and Ministerial meetings are contained in Information Paper 2. The broad programme is:

#### Conference

24-26 June (am)	Technical Sessions
26 June (pm)	Field Trip O Le Pupu Pu'e National Park
27-29 June	Technical Sessions
29 June (pm)	Nature Walk Mt Vaea Scenic Reserve

#### Ministerial Meeting

1-3 July	Consideration of Convention and Strategy for Protected Areas
4 July	Around the Island Excursion

#### Training Course

5-10 July	Protected Area Managers Training Course
-----------	---

### (a) Conference

It is anticipated that approximately 80-100 people will be attending the Conference. These will comprise mainly government representatives actively involved in protected area management. Representatives of several international conservation organisations will also be present as will a small number of independent delegates. The Conference format is based on the following events:

The first session will include the definition of the Conference objectives, procedures and the introduction of a Information Paper prepared by the Secretariat and three IUCN South Pacific regional representatives. This paper will present a framework strategy for the establishment and management of protected areas in the South Pacific. It is hoped that through a working group, the Conference will build upon the framework as the presentation of papers and discussion proceeds with a view to submitting a recommended strategy to the Ministers Meeting for endorsement.

Several sessions will be devoted to the presentation of Country Review statements which will provide delegates with an overview of progress and problems in the field. The Country Reviews subsequently will form the basis of a Directory of Protected Areas in the South Pacific to be prepared jointly by SPREP and IUCN.

The Conference will then consider a series of Key Issue and supporting Case Study papers on each of the several themes identified in Information Paper two. The Information Paper also includes guidelines for the preparation of each of these classes of paper and under Appendix C, provides a provisional list of papers to be presented. It should be emphasised that this is not a final list and it is anticipated that with the assistance of the project funding requested, the number of case studies submitted by island country delegates will increase.

Following the presentation of the Key Issue papers and Case Studies, discussion sessions will focus the attention of the working group on the important matters to be developed in a draft strategy which will account for the special problems facing protected area establishment and management in the South Pacific.

On Wednesday, 26 June, following an early morning session, the Conference delegates will participate in a field trip to the O Le Pupu-Pu'e National Park and Togitogiga Recreation Reserve. This visit, together with the post Conference Nature Walks in the Mt Vaea Scenic and the Robert Louis Stevenson Memorial Reserves, will provide participants with an opportunity to observe one of the more advanced protected area systems in the SPREP region. The field trips will also provide an opportunity for participants to discuss with Park Staff the practical problems faced during the establishment and subsequent management phases of these parks and reserves. Hopefully, these examples will promote new initiatives amongst other island countries.

The Ministerial Meeting commences on Monday, 1 July, and concludes on Wednesday, 3 July.

Governments have been invited to nominate the Minister responsible for environmental and conservation matters. The objective of the Ministerial Meeting is to provide a forum at which a number of outstanding matters relating to the Convention of Nature in the South Pacific can be discussed and on which a firm directive can be given.

In addition, the Ministers will be asked to consider the strategy developed by the preceding conference for the establishment of protected natural areas in the region. Also, an opportunity will be provided for the declaration of new protected areas by Government Ministers.

(c) Protected Area Managers Training Course

This course is being co-ordinated by an officer of the New Zealand National Parks and Reserves Service who has extensive practical experience of protected area management in the South Pacific. He will be assisted by personnel from the Western Samoa and Australian Parks Services and SPREP.

Details of the Training Course programme have yet to be finalised. However, it is intended to involve participants in the preparation of a training manual for use at future courses co-ordinated either by SPREP or individual countries.

(iii) Outputs(a) Conference

1. A raised level of awareness amongst delegates of the need for the establishment of a South Pacific regional system of protected areas based on representative ecosystems.
2. A Directory of Protected Natural Areas in the South Pacific Region based on information contained in country reports (SPREP/IUCN).
3. A regional strategy for the identification, establishment and management of a South Pacific Protected Area system.
4. Published collected proceedings of the conference including country reviews, Key Issue papers and Case Studies.

(b) Ministerial Meeting

1. A clear directive on the future of the Convention on Conservation of Nature in the South Pacific and related options.
2. Ratification of the Strategy for Protected Areas in the South Pacific.
3. Declaration of specific protected areas by Country representatives.

(c) Training Course for Protected Area Managers

1. Training of up to 20 park managers in park administration, interpretation and other aspects of protected area management.

2. A training manual designed for use at future courses in the South Pacific and which recognises the special circumstances which often apply to protected area management in the region.

E. Conference Workplan and Timetable

Refer to Information Paper 2 and earlier explanation under Item D.

F. Total Conference Budget

See Annex 1.

G. Travel Costs - ESCAP Member Countries

The total costs of providing ESCAP member countries with the opportunity to participate in the Conference and associated meetings are:

	CFP	US\$
Cook Islands	451 480	2 565
Fiji	477 880	2 715
Kiribati	480 080	2 728
Guam	634 080	3 603
Nauru	460 280	2 615
Niue	387 680	2 203
Papua New Guinea	1 003 680	5 703
Solomon Islands	480 080	2 728
Tonga	438 280	2 490
Tuvalu	637 480	3 622
Vanuatu	532 880	3 028
Western Samoa	-	-
	<hr/>	<hr/>
	5 983 880	34 000

These costs exceed the project funds requested. The shortfall will be met by SPREP and other contributing organisations.

See Parks Conference Budget Note 2 for more detailed information.

BUDGET : THIRD SOUTH PACIFIC NATIONAL PARKS AND RESERVES CONFERENCE

(Apia, Western Samoa, 24 June - 3 July 1985)

(estimated as at 18 April 1985)

Travel

Attendance of one participant x 19 countries at Conference, Ministerial Meeting and Training Course  
 - Airfares  
 - Per diem (19 days + 4 days transit at WST130/day/person)  
 (see Budget Note 2)

Attendance of one participant x 19 countries at Ministerial Meeting  
 - Airfares  
 - Per diem 3 days + 5 days transit at WST130/day/person)  
 (See Budget Note 2)

SPC  
 3 Interpreters, 1 translator, 1 technician  
 Attending Conference and Ministerial Meeting  
 - Airfares  
 - Per diem (10 days + 6 transit at WST130/day/person)

4 SREP Officers, 2 consultants, 1 Secretary  
 Attending Conference, Ministerial Meeting and Training Course (2 consultants only)  
 - Airfares  
 - Per Diem (10 days + 6 transit at WST130/day x 3 persons)  
 (17 days + 6 transit at WST130/day x 2 persons)  
 (18 days + 6 transit at WST130/day x 1 person)  
 (24 days + 6 transit at WST130/day x 1 person)

	CPP	US\$	CPP	US\$
	2 173 100	12 347		
	4 658 420	26 468		
			6 621 520	38 815
	2 173 100	12 347		
	1 620 700	9 209		
			3 793 800	21 556
	852 600	4 845		
	913 605	5 191		
	511 680	2 907		
	490 360	2 786		
	253 840	1 454		
	319 800	1 817		
			2 491 285	14 155

Services and Provisions Costs

Airfreight of Interpretation Equipment, Documents, etc.  
 Rent of Conference Venue - 20 days at WST\$0/day  
 Transport - Field Trips  
 Morning and Afternoon Teas  
 Entertainment  
 Incidentals

250 000  
 100 000  
 350 000  
 350 000  
 164 000  
 100 000

1 314 000

7 466

Staff Costs - Conference Preparation

Seconded Officer - New Zealand Government - Accommodation  
 Seconded Officer - Australian Government - Accommodation  
 Travel and Allowances

528 000  
 1 760 000

2 288 000

13 000

Assistance to Countries

Background research etc for Country reviews  
 Background research etc for Case Studies

1 760 000  
 1 760 000

3 520 000

20 000

Information and Publication of Conference Publications

Conference Proceedings  
 Draft Protected Area Director (IUCN Conservation Monitoring Centre)  
 Draft Information Paper - Legal Options on Conservation  
 Convention for South Pacific (IUCN Environment Law Centre)

580 000  
 528 000  
 352 000

1 760 000

10 000

24 912 285

124 952

Budget Note 1

Extensive Assistance in kind has been received from the following governments and Agencies:

New Zealand Government  
 Western Samoan Government  
 IUCN (International Union for the Conservation of Nature and Natural Resources)  
 Australian Commonwealth Government  
 NSW State Government of Australia

Indications of financial support have been received from:

New Zealand Government  
 Australian Commonwealth Government  
 World Wildlife Fund (WWF)/IUCN  
 WWF/Australia  
 UNEP (United Nations Environment Programme)  
 UNESCO  
 ESCAP  
 Commonwealth Science Council

## REVISED ESTIMATES - COSTS OF PARTICIPATION SPC REGION COUNTRIES

	Return Air fares 1 person	Return Air fares 2 people	Pk Managers Per Diem 19 days + 4 days trnst = 23 days CFP	Ministers Per Diem 3 days + 5 days trnst = 8 days CFP	Total Cost Per Diem	Pk Managers Costs Total	Ministers Costs	Total Costs
CFP	CFP	CFP	CFP	CFP	CFP	CFP	CFP	CFP
American Samoa	14 300	28 600	245 180	85 300	330 480	259 480	99 600	359 080
Cook Islands	60 500	121 000	245 180	85 300	330 480	305 680	145 800	451 480
Fiji	73 700	147 400	245 180	85 300	330 480	318 880	159 000	477 880
FSM	114 400	228 800	245 180	85 300	330 480	359 580	199 700	559 280
French Polynesia	125 400	250 800	245 180	85 300	330 480	370 580	210 700	581 280
Kiribati	74 800	149 600	245 180	85 300	330 480	319 980	160 100	480 080
Guam	151 600	303 600	245 180	85 300	330 480	396 980	237 100	634 080
Marshall Islands	103 400	206 800	245 180	85 300	330 480	348 580	188 700	537 280
Nauru	64 900	129 800	245 180	85 300	330 480	310 680	150 200	460 880
New Caledonia	124 300	248 600	245 180	85 300	330 480	369 480	209 600	579 080
Niue	28 600	57 200	245 180	85 300	330 480	273 780	113 900	387 680
Northern Marianas	156 200	312 400	245 180	85 300	330 480	401 380	241 500	642 880
Papua New Guinea	336 600	673 200	245 180	85 300	330 480	581 780	421 900	1 003 680
Palau	226 600	453 200	245 180	85 300	330 480	471 760	311 900	783 680
Pitcairn	-	-	-	-	-	-	-	-
Salomon Islands	74 800	149 600	245 180	85 300	330 480	319 980	160 100	480 080
Tokelau	-	-	-	-	-	-	-	-
Tonga	53 900	107 800	245 180	85 300	330 480	299 080	130 200	438 280
Tuvalu	153 500	307 000	245 180	85 300	330 480	398 680	238 800	637 480
Vanuatu	101 200	202 400	245 180	85 300	330 480	346 380	186 500	532 880
Wallis & Futuna	134 200	268 400	245 180	85 300	330 480	379 380	213 500	598 880
Western Samoa	-	-	-	-	-	-	-	-
CFP	2 173 100	4 346 200	4 658 420	1 620 700	6 279 120	6 631 520	3 793 600	10 625 320
US\$	12 247	24 694	26 468	9 209	35 677	38 615	21 356	60 371

Per diem Estimated at 130 WST/day/person  
WST\$1 = CFP 82  
US\$1 = CFP 176



ANNEX 6

## (a) List of Sponsors - Third South Pacific National Parks and Reserves Conference

	<u>US Dollars</u>	
IUCN/WWF	30,000	plus assistance with preparation of Conference working papers and outputs
NZ Government	20,000	plus two officers on secondment, one for six months to assist in Conference organisation and the other for one month to co-ordinate the training course
State Government of New South Wales (through NSW National Parks and Wildlife Service)	-	One seconded officer for four months to assist with Conference and training course organisation plus gratis preparation of Conference publicity materials and mementos
Economic and Social Commission for Asia and the Pacific	10,300	For participation of island country delegates
World Bank	5,000	
United Nations Economic Social and Cultural Organisation	5,000	For participation of island country delegates
United Nations Environment Programme (through IUCN)	4,000	For delegate participation
Australian Government (through Australian National Parks and Wildlife Service)	2,700	For participation of island country delegates
United States National Parks Service	-	Gratis printing of the Protected Area Training Manual for the South Pacific Region prepared as a result of the training course
	<hr/> US\$77,000 <hr/>	

## (b) List of Other Agencies Contacted for Sponsorship

Asian Development Bank  
Asia Foundation  
Canadian International Development Agency (CIDA)  
Canadian High Commission, Canberra, Australia  
Canadian High Commission, Wellington, New Zealand  
Commonwealth Secretariat  
Commonwealth Science Council  
Conservation Foundation (US)  
United States Agency for International Development (USAID.)





FORMAT OF ACCOMMODATION SCHEDULE

(provided to hotels and transport operator)

HOTEL NAME

Arrival Date/Name	Arrival Flight/Time	Departure Date/Flight/Time	Room Required Single/twin/double/other
<u>Arriving 19 June</u> Delegates Names and Country/Org.			
<u>Arriving 20 June</u>			
<u>Arriving 21 June</u>			



EXAMPLE OF PARTICIPANTS LIST

THIRD SOUTH PACIFIC NATIONAL PARKS AND RESERVES CONFERENCE  
TROISIEME CONFERENCE DU PACIFIQUE SUD SUR LES RESERVES ET  
PARCS NATIONAUX

(Apia, Western Samoa, 24 June - 3 July 1985)  
(Apia, Samoa Occidental, 24 juin - 3 juillet 1985)

LIST OF CONFERENCE PARTICIPANTS  
PARTICIPANTS A LA CONFERENCE

COUNTRY REPRESENTATIVES  
REPRESENTANTS DES PAYS

American Samoa  
Samoa Américaine

Mr. Toese Sagapolutele,  
Deputy Director,  
Department of Parks and Recreation,  
P. O. Box 3684,  
PAGO PAGO  
American Samoa 96799.

Mr. Apelu Aitaoto,  
Public Information Officer,  
Governor's Office,  
Environmental Quality Commission,  
P. O. Box 2210,  
PAGO PAGO  
American Samoa 96799.

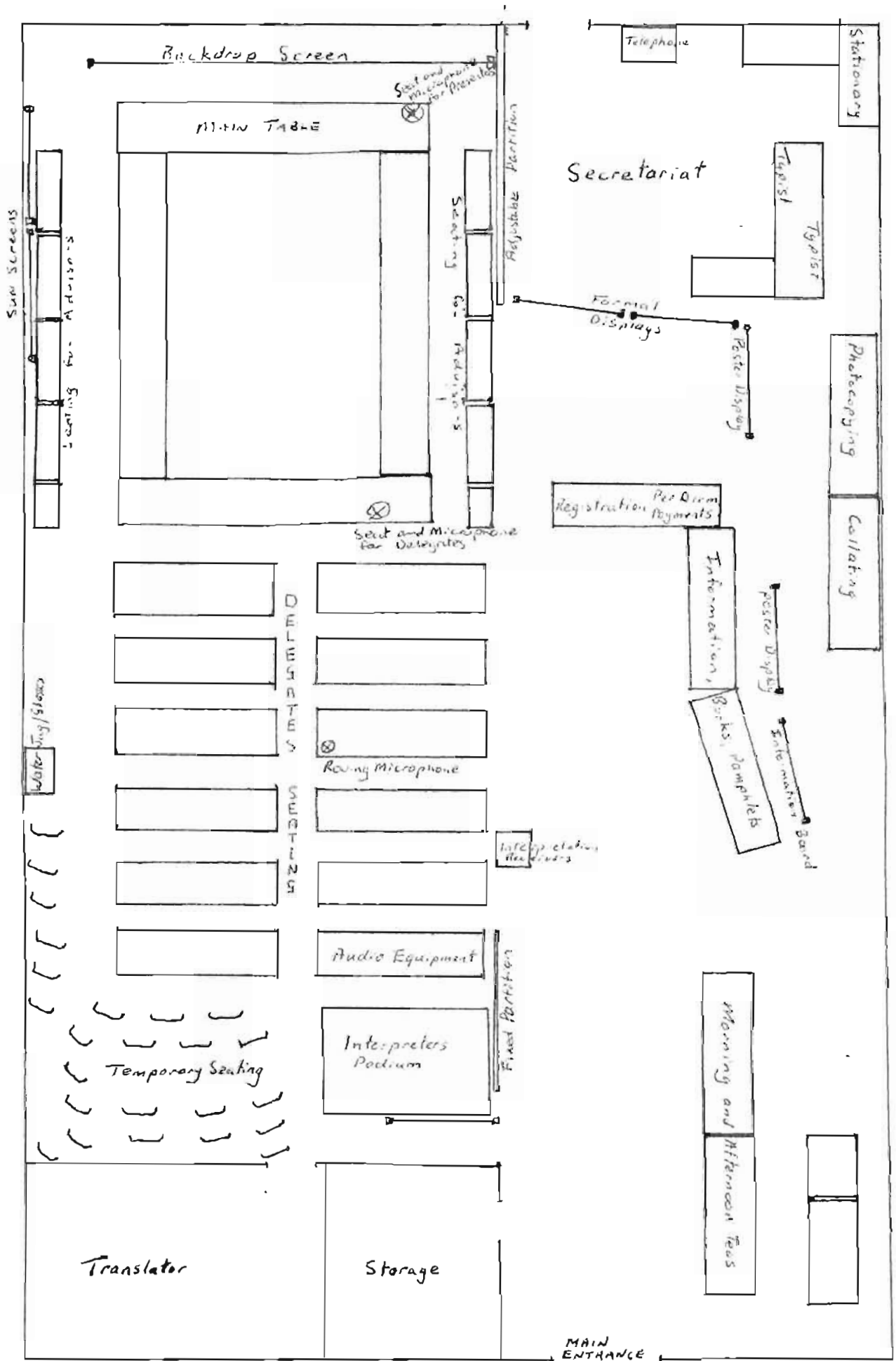
Australia  
Australie

Mr. Tim Richmond,  
Assistant Director,  
Australian National Parks  
and Wildlife Service,  
Box 636,  
CANBERRA CITY, ACT 2601.  
Australia.

The Honorable Bob Carr, M.P.  
Minister for Planning and  
Environment,  
Parliament House,  
SYDNEY, 2000.  
Australia.







Floor Plan of Conference Layout - 6<sup>th</sup> Floor  
John Williams Building, Apia



THIRD SOUTH PACIFIC NATIONAL PARKS  
AND RESERVES CONFERENCE  
AND MINISTERIAL MEETING  
APIA, WESTERN SAMOA

R E G I S T R A T I O N   F O R M

1. FULL NAME \_\_\_\_\_

2. POSTAL ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. REPRESENTING \_\_\_\_\_

(Government, Government Agency, non-government organisation)

4. FIELD TRIP PARTICIPATION

I will be participating in the following field trips :

Please tick

(i) To O Le Pupū-Pue National park  
11.00 am Wednesday 26 June

(ii) Nature walk to Mt. Vaea Scenic  
Reserve, Stevenson Memorial and  
Vailima Botanical reserves  
2.00 pm Saturday 29 June

OR

Palolo Deep Marine Reserve  
2.00 pm Saturday 29 June

(iii) Upolu Island Excursion  
9.00 am Thursday 4 July

5. DEPARTURE

Date \_\_\_\_\_ Flight No. \_\_\_\_\_ Time \_\_\_\_\_



THIRD SOUTH PACIFIC  
NATIONAL PARKS AND RESERVES  
CONFERENCE AND MINISTERIAL MEETING  
APIA, WESTERN SAMOA  
24 JUNE – 3 JULY 1985

DELEGATES' HANDBOOK



THIRD SOUTH PACIFIC

NATIONAL PARKS AND RESERVES

CONFERENCE AND MINISTERIAL MEETING

APIA, WESTERN SAMOA

24 JUNE - 3 JULY 1985

DELEGATES' HANDBOOK

WELCOME

On behalf of the Government of Western Samoa a very warm welcome is extended to all delegates to the Third South Pacific National Parks and Reserves Conference in Apia. This conference provides an important forum for the discussion of a regional approach to the identification, establishment and management of protected natural areas in the South Pacific. The conference also provides an opportunity to strengthen regional and international ties between governments and with non government organisations and to develop new paths for co-operation. I hope that all delegates will benefit from the papers presented and will experience a pleasant and enjoyable stay in Western Samoa.

The Honorable Toi AUKUSO  
MINISTER OF AGRICULTURE, FORESTRY  
AND FISHERIES.



## CONTENTS

1. Venue
2. Programme
3. Conference Information Desk and Board
4. Morning and afternoon tea and lunches
5. Secretariat
6. Payment of Per Diem Allowances
7. Reconfirmation of Tickets
8. Field Trips
9. Social Events
10. Telephone, Telex and Cable
11. Post Office facilities, currency and Banking
12. Medical and Dental
13. Conference Souvenirs
14. Tipping and Taxis
15. General Information

## 1. VENUE

The venue for both the Conference and the Ministerial meeting is the 6th floor Conference Room, Iaone Villiamu (John Williams) Building located on the corner of Beach Road and Falealili Street. The Venue is only 3 minutes' walk from Aggie Grey's Hotel however, it is 1.5 kms. from the Tiafau Hotel.

The Conference Secretariat will be based in the Conference Room throughout both meetings. Delegates are requested to observe the "NO SMOKING" rule inside the Conference Room. There is a cafeteria and a restaurant (the Apia Inn) in the John Williams Building.

## 2. PROGRAMME

A Provisional Agenda listing details of the papers to be presented in each session will be available to delegates on registration and will be updated and confirmed by the Secretariat on a daily basis.

### CONFERENCE, MINISTERIAL MEETING AND TRAINING COURSE

<u>Saturday 22 June</u> )	Delegates arrive.
)	Conference registration and
)	Per Diem payments for SPREP
)	sponsored delegates at Aggie
<u>Sunday 23 June</u> )	Grey's Hotel, 3 p.m.-5 p.m.
	both days.
<u>Monday 24 June</u>	Conference commences
8.00 am - 10.00 am	Registration at John Williams Building for those who have not registered during week-end at Aggie Grey's Hotel and payment of per diems for SPREP sponsored delegates.
10.00 am - 10.30 am	Opening and Welcoming addresses
10.30 am - 10.45 am	Morning Tea
10.45 am - 12 noon	Working objectives and introduction of conference information papers including draft Action Strategy. Appointment of conference working group. Country Review presentations.

12 noon - 1.30 pm	Lunch
1.30 pm - 3.00 pm	Country Review presentations continued.
3.00 pm - 3.15 pm	Afternoon tea.
3.15 pm - 4.30 pm	Country Review presentations continued.
4.30 pm - 5.30 pm	Payment of per diem to SPREP sponsored delegates.
6.30 pm - 8.00 pm	Reception hosted by the Western Samoan Government at Pilot Point.

Tuesday 25 June

8.30 am - 9.00 am	Airline Agents available to collect tickets for reconfirmation.
9.00 am - 10.30 am	Country Review presentations (continued)
10.30 am - 10.45 am	Morning tea
10.45 am - 12 noon	Country Review presentations and summary
12 noon - 1.30 pm	Lunch
1.30 pm - 3.00 pm	Key Issue Papers / Case Studies presentation.
3.00 pm - 3.15 pm	Afternoon tea
3.15 pm - 4.30 pm	Key Issue Papers / Case Studies / Discussion session.

Wednesday 26 June

8.00 am - 9.30 am Key Issue Papers / Case Studies session.

9.30 am - 9.45 am Morning tea

9.45 am - 11.00 am Key Issue Papers / Case Studies / Discussion session.

11.00 am - 5.00 pm Field Trip to Ole Pupu Pu'e National Park and Togitogiga Recreation Reserve.

Thursday 27 June

8.30 am - 9.00 am Airline Agents available for ticket reconfirmation.

9.00 am - 10.30 am Key Issue Papers / Case Studies / session.

10.30 am - 10.45 am Morning tea

10.45 am - 12 noon Key Issue Papers / Case Studies / Discussion session.

12 noon - 1.30 pm Lunch

1.30 pm - 3.00 pm Key Issue Papers / Case Studies session.

3.00 pm - 3.15 pm Afternoon tea

3.15 pm - 4.30 pm Key Issues / Case Studies / Discussion session.

8.00 pm - 10.00 pm Film evening Fale Aggie Grey's Hotel.

Friday 28 June

9.00 am - 10.30 am	Key Issue Papers / Case Studies session.
10.30 am - 10.45 am	Morning Tea
10.45 am - 12 noon	Key Issue Papers / Case Studies / Discussion Session.
12 noon - 1.30 pm	Lunch
1.30 pm - 3.00 pm	Key Issue Papers / Case Studies session.
3.00 pm - 3.15 pm	Afternoon Tea
3.15 pm - 4.00 pm	Key Issue Papers / Case Studies Session.
4.00 pm - 4.30 pm	Re-introduction of Draft Action Strategy by Conference Working Group.
6.30 pm - 8.30 pm	Cocktail Evening hosted by WWF/IUCN, venue to be announced.

Saturday 29 June

9.00 am - 10.30 am	Review of Draft Strategy and Discussion.
10.30 am - 10.45 am	Morning Tea
10.45 am - 12 noon	Discussion, Conclusions and Resolutions to Ministerial Meeting.
12 noon - 1.30 pm	Lunch
1.30 pm - 2.00 pm	Closing of Conference.
2.00 pm - 5.00 pm	Nature Walk to Mt. Vaea Scenic Reserve, Stevenson Memorial Reserve and Vailima Botanic Garden Reserve.

Sunday 30 June

Rest Day

Monday 1 JulyMinisterial Meeting

9.00 am - 10.00 am

Delegates to gather at John Williams Building Conference room for late registrations, distribution of meeting papers and payment of per diems for SPREP sponsored delegates.

10.00 am - 10.30 am

Opening addresses

10.30 am - 10.45 am

Morning Tea

10.45 am - 12 noon

Explanation of Meeting Background and Procedures. Introduction and Review of Resolutions of preceding week's Conference.

Introduction of Information Paper on options for a Conservation Convention for the South Pacific.

12 noon - 1.30 pm

Lunch

1.30 pm - 3.00 pm

Discussion on Convention Options.

3.00 pm - 3.15 pm

Afternoon Tea

3.15 pm - 4.30 pm

Discussion on Convention Options (Continued).

4.30 pm - 5.30 pm

Payment of Per Diem for Ministerial Delegates sponsored by SPREP

6.30 pm - 8.00 pm

Cocktail Evening hosted by Western Samoan Government.

Tuesday 2 July

8.30 am - 9.00 am

Airline Agent available to collect tickets for reconfirmation.

9.00 am - 10.30 am

Continuation of Session on Convention Options.

10.30 am - 10.45 am

Morning Tea

10.45 am - 12 noon

Summary of Convention Discussions and Resolutions for future action on Convention.

12 noon - 1.30 pm	Discussion of Conference Resolutions and consideration of Draft Strategy on protected areas.
3.00 pm - 3.15 pm	Afternoon Tea
3.15 pm - 4.30 pm	Continuation of Discussion Session on Conference Resolution and Draft Strategy.

Wednesday 3 July

8.30 am - 9.00 am	Airline Agent available to collect tickets for reconfirmation.
9.00 am - 10.30 am	Country commitment to protected areas establishment and management.
10.30 am - 10.45 am	Morning Tea
10.45 am - 12 noon	Country commitments to protected areas establishment and management.
12 noon - 1.30 pm	Lunch
1.30 pm - 3.00 pm	Presentation of meeting report and discussion.
3.00 pm - 3.15 pm	Afternoon Tea
3.15 pm - 4.00 pm	Continuation of discussion of meeting report.
4.00 pm - 4.30 pm	Closing Addresses
6.30 pm - 8.30 pm	Cocktail Evening hosted by SPC/SPREP, venue to be announced.

Thursday 4 July

9.00 am - 5.00 pm	Upolu Island Excursion
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Friday 5 July

Training Course for Protected Area Managers

Each day will consist of two sessions, 9.00 am - 12 noon and 1.00 pm - 5.00 pm.

Day 1 The conservation of protected areas,  
the resource and problems.

Saturday 6 July

Day 2 Park development and facilities,  
visitors and environmental impacts.

Sunday 7 July Rest Day.

Monday 8 July

Day 3 Conservation education and  
information

Tuesday 9 July

Day 4 Conservation education and  
information.

Wednesday 10 July

Day 5 Management and Planning, discussion  
on training in the future.

### 3. CONFERENCE INFORMATION DESK AND BOARD

On the completion of registration at the conference venue, the registration desk will become the Conference Information Desk. This will be manned at the close of each morning and afternoon session. An Information Board will be located in the vicinity of the desk and will be available for use by delegates.

### 4. MORNING AND AFTERNOON TEA. LUNCHESES

Morning and afternoon tea and coffee will be provided in the conference room at the times shown on the programme. Lunches will not be provided except during the mid conference field trip to OLE PUPU PU'E NATIONAL PARK for which a small charge will be made.

Delegates participating in the Post Conference Round the Island Field trip on 4 July will also need to arrange for a cut lunch with their hotel.



## 5. SECRETARIAT

The Conference and Ministerial meeting Secretariat is provided by the South Pacific Regional Environmental Programme Unit (SPREP) and the Government of Western Samoa.

Personnel for liaison purposes are: Mr. Peter THOMAS, M/s Neva WENDT and Mr. David SHEPPARD, Aggie Grey's Hotel, Phone 22 880.

They will be pleased to provide any information, assistance or advice that may be required and should be regarded as the delegates' first point of contact should any problems arise.

## 6. PAYMENT OF PER DIEMS FOR SPREP SPONSORED DELEGATES

SPREP sponsored delegates to the conference and training course will be able to collect their Per Diem payments on registration during the week-end at the conference registration desk set up in Aggie Grey's Hotel or during the 8 a.m. - 10 a.m. registration session at the conference venue on Monday 24 June. A further opportunity is provided for between 4.30 p.m. - 5.30 p.m. on Monday 24 June at the conference venue.

SPREP sponsored delegates to the ministerial meeting will be able to collect their per diem between 9.00 a.m. - 10 a.m. and 4.30 p.m. - 5.30 p.m. on Monday 1 July at the conference venue.

All SPREP sponsored delegates are requested to bring their airline tickets with them as payment cannot be calculated without details of their travel arrangements.

## 7. RECONFIRMATION OF TICKETS

Confirmation of on-going travel arrangements is the responsibility of each delegate. However, to assist in this respect, an airline representative will be available to provide a ticket reconfirmation service prior to the Conference Sessions on Tuesday 23 and Thursday 25 June (8.30 a.m. - 9 a.m.). The same service will be available for Ministerial meeting delegates on the mornings of Tuesday 2 and Wednesday 3 July.

PLEASE NOTE: There is an Airport Departure Tax of WST 20.

8. FIELD TRIPS

Three field trips have been organised over the period of the conference and Ministerial meeting.

i. Mid Conference Trip to OLE PUPU PU'E TOGITOGIGA RECREATION RESERVE.

This trip will depart from the front steps of the John Williams Building promptly at 11 a.m. on Wednesday 24 June. Participants will travel across Upolu Island to the South Coast climbing to a high point of approximately 2500' before descending to the entrance of Ole Pupu Pu'e National Park. A loop walk along the Southern Coast provides spectacular views of the coast and associated truncated lava flows. A visit to the National Park Information Centre is followed by a Samoan style lunch and a swim in the beautiful setting of Togitogiga Recreation Reserve. Lunch is followed by a walk along the recently formed nature track in the northern portion of the Park. Participants are advised to bring good walking shoes and a swimming costume. A small charge will be made for lunch.

ii. Nature Walk to the MT. VAEA SCENIC RESERVE, STEVENSON MEMORIAL RESERVE or VAILIMA BOTANIC GARDEN - Saturday 29 June - 2.00 p.m.

This trip will depart from the steps of the John Williams Building following the closure of the conference at 2.00 p.m. Saturday 29 June. This group of reserves is about 3 miles from the Apia Post Office. The entrance to all three is at the end of Ala o le Alofa Road, just below the Head of State's official residence at Vailima. For the more energetic, it is suggested the walk to Robert Louis Stevenson's tomb is undertaken. This involves a walk of 1 to 3 hours through the Mount Vaea Scenic Reserve to a knoll near the summit of Mt. Vaea where the tomb is sited. Participants are rewarded with some fine views of the area around Apia.

For the less energetic a wander through the Vailima Botanical Garden may be preferred. The garden is about 30 acres in size and contains examples of many food crop plants from the Pacific region.

Participants will be transported to the entrance of the reserves from the steps of the John Williams Building at 2.00 p.m. on Saturday 29 June. It is suggested they bring good walking shoes, mosquito repellent and liquid refreshment with them. (See brochure for further details).

iii. UPOLU ISLAND EXCURSION - Thursday 4 July - 9.00 a.m.

For delegates who have a day to spare following the Ministerial Meeting a drive around Upolu Island has been arranged. Participants will be picked up from their hotels and should arrange to bring a cut lunch and liquid refreshment with them. It is also suggested that insect repellent and an umbrella be carried. Plenty of photographic stops will be made.

9. SOCIAL EVENTS Delegates will be advised of arrangements for the cocktail receptions described below during the conference. Dress is informal.

Monday 24 June, 6.30 - 8.30 p.m.

Cocktail Evening at Pilot Point.

Host: The Western Samoan Government

Thursday 27 June, 8.00 p.m.

Film and Slide evening at the Fale, Aggie Grey's Hotel. The following films have been made available by IUCN.

1. The Road to Bali.
2. Galapagos.

Friday 28 June, 6.30 - 8.30 p.m.

Cocktail Evening, venue to be announced.

Host: The International Union  
for Conservation of Nature  
and Natural Resources  
(IUCN)

Monday 1 July, 6.30 - 8.00 p.m.

Cocktail Evening, venue to be announced.

Host: The Western Samoan  
Government

Wednesday 3 July, 6.30 - 8.30 p.m.

Cocktail Evening, venue to be announced.

Host: SPC/SPREP

#### 10. TELEPHONE, TELEX AND CABLE

A telephone will be available in the Secretary's office for local calls. Delegates are requested to lodge international calls through their hotels. Although a telex facility is available by courtesy of the Western Samoan Treasury, this should be used sparingly. It would be preferred if delegates requiring telex facilities use the service provided by the Apia Post Office.

Cables can be sent at the Apia Post Office or through the hotels.

#### 11. POST OFFICE FACILITIES, CURRENCY AND BANKING.

The Apia Post Office is located on Beach Road only a few minutes' walk from the John Williams Building. It is open between 9.00 a.m. and 4.30 p.m. Monday to Friday.

The Telegraph Office above the Post Office is open 24 hours every day of the week and a Telex Service to any country is also available 24 hours every day of the week.

Foreign currency and travellers' cheques can be exchanged at the local Banks during regular business hours which are 9.30 a.m. to 3.00 p.m. Monday to Friday. Main Banks are the Bank of Western Samoa on Beach Road and the Pacific Commercial Bank.

#### 12. MEDICAL AND DENTAL SERVICE.

Should either of these services be required please contact one of the Secretariat Liaison Officers.

#### 13. CONFERENCE SOUVENIRS

Conference T-shirts will be available for purchase at the information desk after each day's session at a modest cost.

A conference photograph will be taken and will be available for purchase during the conference. Other informal photos will be taken during the social events and proofs will be placed on the information board the next day. Orders will be taken and copies made available during the Conference.

#### 14. TIPPING AND TAXIS

There is no tipping in Western Samoa. This practice is discouraged as being a violation of Samoan custom.

Taxis are easily obtained and fares from the hotels to the Conference venue will vary between US\$1 - 2.

#### 15. GENERAL INFORMATION

Delegates are referred to the pamphlet "Western Samoa: Visitor Information" for further information on dining and entertainment, shopping, car hire, and recreational activities.



EXAMPLE OF FOLLOW-UP TELEX MESSAGE TO ALL COUNTRIES -  
2 MAY 1985

Originating Officer: S/COORD. Date: 02-05-85  
Subject: THIRD SOUTH PACIFIC NATIONAL PARKS AND RESERVES CONFERENCE  
Telex Address: \_\_\_\_\_ File: PRO 59/8/5

MESSAGE:

15.24

TO:  
  
FROM: SPREP

SUBJECT: THIRD SOUTH PACIFIC NATIONAL PARKS AND RESERVES  
CONFERENCE.

AAA. BY NOW YOU WILL HAVE RECEIVED SPC SAVINGRAM SPREP/28 INFORMATION  
PAPER NO.2 FOR PARKS CONFERENCE. IT CONTAINS REQUEST THAT COUNTRIES  
CONTRIBUTE COUNTRY REVIEW AND , IN MOST INSTANCES, A CASE STUDY(S).  
AS OFFICIAL SPREP FOCAL POINT WE WOULD APPRECIATE YOU ARRANGING  
FOR PREPARATION THESE PAPERS.

BBB. SAVINGRAM SUGGESTED AS GUIDE FOLLOWING SUBJECT FOR CASE STUDY:  
" " IN RECOGNITION OF  
IMPORTANCE OF THIS PROBLEM AND IMPLICATIONS FOR PARKS IN PACIFIC.  
HOWEVER IDENTIFICATION OF AUTHOR(S) AND FINAL TOPIC(S) FOR STUDY(S)  
AT YOUR DISCRETION BUT REQUIRE FULL TELEXED DETAILS EARLIEST.  
NECESSARY SPREP OR SPONSORED PARTICIPANTS PRESENT COUNTRY  
REVIEW AND CASE STUDY(S) AT CONFERENCE.

FOR OPERATOR ONLY  
Time of despatch: \_\_\_\_\_  
Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_  
XB Project A/C: Sprep  
SPC Account: \_\_\_\_\_

COST: \_\_\_\_\_ CFP

09/05/85 ~~9/5~~

TELEX MESSAGE

Originating Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Subject: \_\_\_\_\_

Telex Address: \_\_\_\_\_ File: \_\_\_\_\_

MESSAGE:

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ALL PAPERS SHOULD BE TYPED ON A4 AND SENT TO SPREP BY 7 JUNE WITH ONE PAGE SUMMARY SUITABLE FOR TRANSLATION. OTHERWISE NECESSARY FOCAL POINT ARRANGE 150 COPIES OF EACH HAND CARRIED TO CONFERENCE. IF YOU HAVE DIFFICULTY IN PREPARING COUNTRY REVIEW OR CASE STUDY(S) PLEASE INQUIRE RE POSSIBILITY SPREP ASSISTANCE EARLIEST.

*REGARDS*

*PA*

FOR OPERATOR ONLY

Time of despatch: .....

Signature: .....

Approved by: .....

XB Project A/C: .....

SPC Account: .....

COST: ..... CFP