

SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME (SPREP)

Travel Policy

FEBRUARY 2026




SPREP Travel Policy 2026

I hereby approve the Travel Policy for SPREP.

This policy will strengthen SPREP’S role as an Implementing Agency and/or Executing Agency in the region and will work to guide all travel arrangements undertaken by SPREP.

DocuSigned by:



E154D79DF91044E

24-Feb-2026 | 17:04 WST

Date:

Sefanaia Nawadra
Director General

This table tracks all revisions and updates to this policy from time to time. It attempts to capture the date of when the policy has been reviewed and updated together with the official designation and signature of the Director General or proxy for approval. A summary of the changes that are made to this policy should be provided in a separate form and attached as an “Addendum”.

Policy Reviewed and Updated			
Date	Designation	Signature	Addendum Number
December 2016	Director General	<i>(ref 2016 Policy_1/2/17)</i>	R1
February 2026	Director General		R2

Glossary

Contracted Professionals	Consultants and those with SPREP employment contracts for specific projects. There may be specific terms of reference for this category under their signed contracts, which will take precedent/apply.
DSA (Daily Subsistence Allowance):	A per diem provided to cover daily expenses such as meals, accommodation, and incidentals during travel.
Effective Date	For the purpose of this updated Travel Policy, it will come into effect upon the approval of the Director General.
Emergency	A serious or unexpected or often dangerous situation requiring immediate action.
Employees	General term which refers to staff engaged under an employment contract with the Secretariat
Exceptional Circumstances	Situations where such travel is of urgent or critical operation need to SPREP and which was not reasonably foreseen within required processing timeframe. In such cases, while travel may be approved to be processed, there may be implications of delayed DSAs.
Executive	Consists of the Director General and Deputy Director General
IATA	International Air Transport Association
Long Haul travel	Long Haul Travel – Flights longer than 9 hours for single destination e.g. 9 hour flight from AKL to SIN.
Non Official Travel	Travel funded or reimbursed by SPREP for recruitment and staffing travel (e.g. family leave, school leave, relocation, repatriation, L&D. medical evacuation etc)
Official local transportation	Hire of vehicle for field work or mission at place of meeting.
Official Travel	Travel for work-related purposes, which are funded or reimbursed by the organization. Includes attending meetings and conferences, participating in training courses, official consultations, project site visits and project/programme-related missions. Work related purpose - does not include other type of travel such as home leave, medivac, personal leave etc
Staff	General term which includes employees and individuals assigned to the Secretariat from or under arrangements with other organisations
Travel Requisition	Travel request for issuing a Purchase Order, submitted on FMIS to Finance no later than 4 weeks before the travel. It includes the Approved

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	<p>Travel Proposal (TP) from AWPID with all the necessary information; relevant itinerary quotes in compliant with SPREP Procurement Policy and clear details on flexible fare, quotation validity, confirmed routes; and Travel analysis sheet – analysing quotations provided with clear justification of recommended quote/itinerary</p>
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PART 1: THE POLICY

1. APPLICATION

All Staff, Government and Non-Government officials with SPREP sponsored travels¹

2. PURPOSE

The purpose of this policy is to establish guidelines for official travel, including related security and safety risks.

3. GUIDING PRINCIPLES

The following principles shall guide SPREP’s approach to managing official travel:

PRINCIPLE	WHAT IT MEANS FOR SPREP
3.1 Core Responsibility and a Value-Added Activity	<ul style="list-style-type: none"> Travel is an integral responsibility for both staff and external participants (government and non-government officials etc) when engaging with SPREP’s mission. SPREP ensures that travel is not only a requirement but also a carefully considered activity that adds value to the organization and its stakeholders and directly supports SPREP's objectives, strategic priorities, and mission and thus are clearly aligned with the organisation’s Strategic Plan and priorities. Travel should only occur if there are no other alternative options to participate through video conferencing and web-based meetings to facilitate online virtual attendance.
3.2 Balancing Strategic Commitment, Health, and Efficiency	<ul style="list-style-type: none"> A balance must be struck between SPREP’s commitment to its members in meeting the priorities agreed to in its Strategic Plan, the health and well-being of its staff and the Secretariat's efforts for cost efficiency and effectiveness-
3.3 Environmental Impact	<ul style="list-style-type: none"> SPREP recognizes the environmental impact of travel, particularly carbon emissions associated with air travel. In line with its commitment to sustainability, SPREP will prioritize environmentally conscious travel options where possible. This includes considering alternatives such as virtual meetings, selecting the most direct and efficient travel routes, and encouraging the use of eco-friendly modes of transportation (e.g. trains, carpooling). SPREP will also explore offsetting carbon emissions for travel where feasible and take steps to reduce the overall environmental footprint of its travel activities.
3.4 Physical and Mental Capability	<ul style="list-style-type: none"> Staff should not travel if they are physically and/or mentally unfit. If a staff member knowingly travels while unwell, resulting in additional costs to SPREP, they must reimburse the costs.

¹ Specific parts of this policy would apply to the different categories as and where mentioned in the relevant sections.

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	<ul style="list-style-type: none"> The same applies for all other travelers to which it is their organization and the traveler’s responsibility to inform SPREP in advance when a traveler is physically or mentally unfit to travel. SPREP is to be reimbursed for any cost implications due to SPREP not being informed in a timely manner.
<p>3.5 Security and Safety</p>	<ul style="list-style-type: none"> SPREP values the safety and well-being of its staff. It is thus the duty of all Staff to understand and comply with security protocols/ processes laid out by host countries. It is therefore important to understand and comply fully with SPREP’s Standard Operating Procedures (SOP) for all travels for medium and high risk countries. All travelers must prioritize their safety and security during travel. Appropriate travel insurance should be secured, including coverage for medical emergencies, evacuation, and lost or delayed luggage. SPREP is responsible for insurance of all SPREP staff. For all other travelers, the responsibility rests with their nominating agencies, organisation and/or the traveler.
<p>3.6 Executive and Senior Leadership Team (SLT) Travel</p>	<ul style="list-style-type: none"> In some cases, more than four (4) senior leadership team members may travel on the same flight/trip². Whilst not encouraged, it will be evaluated on a case-by-case basis. In operationalising this policy and to mitigate operational and leadership risk, the DG and DDG are not encouraged to be on the same flight.
<p>3.7 Travel Authorisation</p>	<ul style="list-style-type: none"> All official travel organised and paid by SPREP should be approved prior to travel, and before any payment can be made. Official travel expenses will be authorized only if aligned with SPREP's Strategic Plan and priorities. Directors must ensure that all travel is justified, and expenses are reasonable. All travel (including sponsored travel) must be requested through SPREP’s “Travel Proposal Form” (TP) on AWPID, which must be approved by the relevant Director. Travel arrangements should be coordinated through the Programme/Departmental Assistant with at least three (3) quotes from any airline or IATA accredited travel agency. The approved TP confirms approval of travel. Travel Requisitions based on approved TPs for SPREP funded travel should be submitted to the Finance Department (FD) at least 4 weeks before travel³. For country participation <u>exceeding 5 participants</u>, submission should be 6 weeks before the event. Last-minute requests will only be considered under exceptional circumstances.

² Includes travel on land and sea

³ Refer s5.3(c) for procedures

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<p>3.8 Travel for Non SPREP Staff (Government and Non-Government officials, all others)</p>	<ul style="list-style-type: none">• SPREP will cover only the return economy airfare and daily subsistence allowance (DSA). All other travel-related costs (e.g. visas, passports, pre-entry medicals, life, medical and travel insurance etc.) are the responsibility of the nominating government/organisation and the traveller.
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PART 2: THE PROCEDURES

4. PROCEDURAL GUIDELINES

4.1 DETERMINING IF TRAVEL IS NECESSARY

- a) SPREP is committed to conducting its business in an efficient, environmental and culturally responsible and safe manner. Having due regard to the environment and economic impacts, the following factors are to be considered for approval of any travel:
- Is this travel necessary to implement the project approved workplan and budget?
 - Is this travel directly related to achievement of the priorities in the Current Strategic Plan?
 - Is this a planned travel already earmarked under the donor approved budget for the project?
 - Is sufficient funding available to fully fund all relevant travel costs?
 - What are the benefits to the Secretariat and the region?
 - Is the staff travelling the most appropriate available person?
 - Does the recommended staff have any outstanding travel reports?
 - Could this meeting be held in any other way i.e. telephone/video conferencing
 - What method or mode of travel is most appropriate and least greenhouse gas intensive, for the destination(s) or time of travel?
 - Are there other SPREP staff travelling to the same place around the same time? Can they handle the task without a second staff travelling to the same place?
 - Is there impact on the staff safety, health and wellbeing?
 - Has SPREP's Standard Operating Procedures (SOP) for all travels for medium and high risk countries been considered?
 - For Country Missions, has there been an official approval by the host country of the proposed mission? That is, need to obtain mission clearances.
- b) SPREP will progressively review and implement approaches to reduce the carbon footprint associated with staff travel.

TRAVEL APPROVAL AND AUTHORISATION

Travel requests shall be authorised as follows:

1. Travel by DG – shall be approved and authorised by the DDG
2. Travel by DDG – shall be approved and authorised by the DG or OIC
3. Travel by Technical Directors – shall be approved and authorised by the DG or ADG

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4. Travel by GO⁴ Directors – shall be approved and authorised by the DDG or the DG or DG’s OIC in the absence of the DDG.
 5. Travel within the Pacific region by SPREP staff shall approved by the relevant Directors or OICs for the respective Directors
 6. Travel outside of the Pacific region shall be approved by the DG or ADG
- c) **Travel outside the Pacific region** can only be approved by the **Director General**.⁵ This applies to all travels irrespective of whether it is SPREP funded or fully funded. Approval of such travel outside the region would only be granted on three or more of the following grounds:
- Official letter of invitation with full funding provided
 - There are clear benefits to SPREP and the region;
 - It will add significant value to SPREP’s work and SPREP’s Strategic Plan;
 - It will result in a significant likelihood of funding for SPREP programmes;
 - It is essential for SPREP’s reputation and credibility;
 - There is no clash with any prior commitment by the officer concerned and it will result in significant learning or skills improvement for the officer;
- d) Travel **as an observer** to meetings of other organisations is not supported unless under exceptional circumstances where there are clear benefits to SPREP and its priorities. The exception includes CROP agencies, MEA Secretariats, obligations arising out of MOUs and other agreements entered with partner organisations to attend each other’s annual meetings or other meetings/activities.

4.2 CLASS, ROUTE AND MODE OF TRAVEL, TRAVEL DOCUMENTS

- a) **All travel should be economy class and by the most direct and economical route.** In determining the most direct and economical route, reasonable consideration and flexibility should be given in terms of weighing costs (including stopovers and DSAs) against other relevant factors and constraints such as the need for flexibility, modality of travel schedules and connections, length of absence from the office and home, and staff well- being.
- b) Travel should be booked on refundable airfares or the next most cost effective fare for SPREP.
- c) Where travel is to one destination only (e.g. direct to Fiji, New Zealand or Australia), excursion or special fares can be an option if it saves costs, provided that there is a high degree of certainty of the meeting and minimum airline disruptions.

⁴ GO – Governance and Operations

⁵ Exception where Official SPREP Circular had been issued.

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- d) All routes, dates etc need to be confirmed prior to finalising the airfare booking/itinerary. Once the ticket is issued no further changes are permitted unless warranted consideration for emergency situations.
- e) Personal travels are not encouraged during or to be incorporated into official travel unless it has been approved by the relevant Director and any additional costs to be borne by the staff member.
- f) In exceptional cases, another class of travel may be considered for approval by the Director General⁶. This provision will only be considered in exceptional cases where the travel compromises the best health interest of the traveller, is an emergency or where there are no available/cheaper seats in other classes of travel.
- g) Only the DG is able to take business class as part of his/her entitlement for any official travel.
- h) The Director General may approve business class travel for travellers who are heads of state, heads of government and government ministers subject to available funding and allowable by the donor (if project travel)
- i) The Director General may authorise travel in premium economy or if not available, another class of travel, and that the following criteria (1-3) or (4-5) applies:
 1. Staff Travel that is 9 or more hours flying time (from flight departure time to flight arrival time at the final destination, not including any stopovers)

Before approving the above class of travel under 4.2(i)(1), the Director General must be satisfied that the option has been explored to bring the staff's departure forward by a day to allow for a rest before the meeting and there are legitimate reasons why this is neither practicable nor desirable;
 2. Such class of travel is **allowable by the donor (if project travel)**;
 3. There is adequate budget to cover;
 4. Such class is cheaper than paying additional per diems while the staff waits for the next available seat in economy class on the most direct route. Before approving such class of travel in these circumstances, the Director General must be satisfied that there were legitimate reasons why the travel was not booked in time to book an economy fare. Insufficient planning is not a legitimate reason; or
 5. Such travel class is cheaper than economy fares or other fare classes; or there are no other fare classes available.

The Director General may also approve another class of travel under the following criteria (6-8):

⁶ With reference to Staff regulation 6(a)ii, the Deputy Director General shall be designated to act as Director General when the Director General is absent from Headquarters. In the event that both are absent, an officer of the Director General's choice shall be designated Officer-in-Charge.

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6. The staff travelling has a special physical condition that requires a level of comfort not available in economy class. In such instances, the staff must provide a medical clearance of their being fit to travel and justifying the need to travel premium economy or other class of travel⁷;
 7. There is adequate budget available to cover
 8. Such class of travel is allowable by the donor (if project travel)⁸;
- j) For long haul travel of more than nine hours non-stop, staff may include 1-2 days earlier (on economy) to rest before travel event commences.
 - k) **No ticket can be issued for travel unless** we obtain confirmation from the participant/nominating agency/traveller that:
 - 1) Their Passport Validity is not less than 6 months from date of travel **and**
 - 2) Necessary Visa arrangements are in place and will guarantee prior to travel.
 Any resulting costs due to the negligence or failure of the participant/nominating agency/travelling staff to disclose, shall be their responsibility.

4.3 TRAVEL CHANGES

- a) Changes to an approved itinerary after travel has started or ticket has been issued should be limited, as they often will incur additional charges. However, SPREP recognises that these changes can occur and can be outside of the control of the traveller. Such changes which warrant consideration for covering by SPREP may include airline delays/cancellations, or changes in meeting dates or additional travel mission events, which could not have been foreseen at the time of the original ticket.
- b) In situations where additional costs are incurred for flight changes due to **personal preference or negligence** of the staff/consultants/government nominees/travellers for any SPREP funded travels, they will be personally responsible for these additional costs.
- c) Any changes to SPREP travel itinerary should be authorised by the responsible Director, with FD⁹ to be copied.
- d) Changes must be directly related to the duty travel. It is the responsibility of the staff member / person approved to travel, to immediately notify SPREP and thus the travel agency of any required change prior to the scheduled departure.
- e) If changes are caused by airline disruption, normally the airline concerned will make arrangements and cover costs for additional expenditure, however if this is not covered by the airline or the travel insurance, SPREP will pay/reimburse the additional costs.
- f) Any changes resulting in shortened travel duration will require the traveller to reimburse the balance of per diems to SPREP if already received by them. Equally, in

⁷ Exception – For SPREP staff who already have known special conditions with the Secretariat with confirmation from HR.

⁸ Further to note that this has been considered as part of SPREP's duty of care. In which case if such class not allowable by the donor, SPREP may consider to cover the difference in airfares from that of an economy class.

⁹ To copy FD via Finance email: finance@sprep.org

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- circumstances where there are extended travel dates, SPREP will provide additional per diems.
- g) Where SPREP agrees to fund a group of participants to a meeting/workshop, it is the full responsibility of the member/nominating country to bear the costs for any unnecessary additional costs due to no show, changes of travels due to preference or general negligence of their nomination etc. The same applies for all other travellers funded by SPREP, to which such costs are their responsibility.
 - h) It is the **traveller's responsibility** to notify SPREP of any trip cancellation prior to the scheduled departure. This allows SPREP the opportunity to recover as much as possible any unused portions of already issued tickets/airfares.
 - i) If the **traveller** fails to alert SPREP in time to cancel a trip, or is a 'no show', the Director General may seek the lost cost of the trip directly from the traveller or the traveller's organisation or government, if a nominated country participant.
 - j) SPREP will not pay costs for any changes in itineraries/tickets which have not been approved, except in extreme dire situations where it was deemed difficult to seek timely approval. For example, situations where the traveller was stuck in a remote area with no or limited communication contact.
 - k) Changes to **upgrade travel classes** are not permitted after the ticket has been issued. Exception for consideration only by the DG under 4.2 (i)(6-8) and provided there is no alternate for the staff member for the said travel mission.
 - l) Where changes are approved, with the exception of emergency situations/flight delays/cancellations, changes can be facilitated with the same travel agent to which the ticket had been issued provided it does not exceed 20% of the price of the original ticket. Otherwise, re-quotation in compliance with the Procurement Policy and Procedures Manual section 2.2.1 is required.
 - m) For any change resulting in DSA recalculations and where the traveller has already received their per diems for travel, the traveller will need to reimburse SPREP for any per diems they are no longer eligible for. For changes resulting in additional DSAs, these are claimable for reimbursement/payment to the traveller.

4.4 DAILY SUBSISTENCE ALLOWANCE (DSA)

This allowance is also known as 'per diem'.

Per diems are country-specific and reviewed from time to time by the Finance Department (FD). The SPREP per diem is set at the prevailing UNDP rates. DSA rates are applied for all 'international travel'. For any **local activities** within the same country of the participants including SPREP staff in the relevant office locations, DSAs may be adjusted for SPREP staff while for non-SPREP staff, local government/organisation rates are to apply but not to exceed SPREP DSA rates. Alternatively, arrangements can be done for direct payments of accommodation by SPREP and reduced DSA rates under section 4.4 (f) to apply.

Depending on how the staff chooses to live while on official travel, they may save a little or spend a little more than the per diem. It must be noted that staff would have incurred

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expenses if they had remained at headquarters. It is essential to remember that safety and security are paramount when choosing accommodation and that per diems are not an income supplement – staff should not travel with the expectation of making a profit.

The period for calculation of DSA commences when one arrives at their first port of destination¹⁰. The period of payment finishes when the staff depart for Secretariat headquarters/outposted offices.

Calculating Per Diems

Each full 24 hours of travel	Full per diem
8 hours of transit or more	Full per diem
For stop overs (transit) of between 4 to 8 hours	Half day per diem
For stop overs of 4 hours and less	No per diem

a) **Accommodation:**

The Secretariat recognises the need for staff travelling on official business to be accommodated in an appropriate standard of accommodation to ensure optimal effectiveness while undertaking official business. It is the **staff's responsibility** to ensure accommodation selected is **safe and secure, clean and hygienic, and conveniently located** for the purpose of the visit.

Where **SPREP** makes the arrangement for **direct payments for the accommodation**, the staff shall receive only the meals and incidental portion.

b) **Meals (included in DSA)**

The allowance is expected to cover breakfast, lunch, and dinner.

c) **Incidentals (included in DSA)**

Incidental covers expenses associated with travelling and working away from headquarters. Examples include:

- currency exchange rate fees / commissions
- charges for bank fees
- private phone calls/internet (e.g. calls to family)
- laundry charges
- all other transport fees¹¹
- expenditures of a personal nature
- airport transfer fees while in transit

¹⁰ Eg. APW-**AKL1**- NIUE-AKL2- APW – where AKL1 (Auckland) is the first port of destination, APW-SUV1-FUN-**SUV2**-APW- where SUV2 is the last port of destination.

¹¹ Eg. Taxi/bus fare to workshop/meetings etc.

d) Other reimbursable travel expenses (for staff only)

The following are other expenses usually associated with official travel and per diems are **not** expected to cover. Staff may lodge claims for any of these expenses provided the expenses are related to official business and that receipts and other relevant documentation and confirmation are provided within 4 weeks upon return from travel.

- Communication costs, such as for official phone calls, fax, postage and Internet access
- Photocopying and printing charges and any other workshop/meeting materials
- Excess luggage for Office cargo like printed materials carried by Staff
- Departure taxes
- 50 percent of passport application fees
- 100 percent of visa costs (includes service fees through travel agents or any other agent to process on your behalf)
- Parking fees for official vehicles and rental cars
- Airport transfers – arrival, departure and at country where meeting is held
- Approved official Hospitality expenses
- Safety equipment
- Official local transportation¹² (Approved by the Director General)

e) Non-reimbursable travel expenses

Any other expense that is not included above will not be reimbursed unless the staff member provides sufficient evidence that the expense was incurred for official business.

f) Reduced DSA Rates

In situations where SPREP or a donor require the application of reduced DSA rates, the following formula shall apply:

Inclusion		DSA Reduction
Accommodation		SPREP applicable accommodation rate
Meals	Breakfast	6%
	Lunch	12%
	Dinner	12%

*The remaining % DSA is for miscellaneous expenses including transport cost from place of lodging to the first place of official business, and vice versa as outlined under s4.4 (c) above.

¹² Hire of vehicle for field work or mission at place of meeting.

g) **DSA Top Up**

Reasonable “Top-up” payments are available to staff members and sponsored travellers, if they can prove that the only reasonable hotel will cost more than the accommodation portion of the per diem. This can be done either:

- i. Before travel as a request for top up (with supporting documents) to verify the top up request or
- ii. After travel as an incidental claim (RFP form) with the relevant supporting documents/receipts.

Where a top up was issued **prior to travel/event**, staff must provide receipts to FD upon their return from travel. **Staff is responsible to refund back** the top up portion to SPREP should there be failure to validate the top up payment that was issued.

h) **Travels for Couples (SPREP Staff only)**

Where approval has been granted for the couple to travel to the same official event, the following are approved:

Daily Subsistence Allowance (DSA)

- i. Incidental portion: each staff will receive the full Incidental portion.
- ii. Accommodation portion:
 - If a couple intends to have separate lodgings, they must include this information in their Travel Proposal. They shall then receive 100% of the Accommodation portion each, subject to provision of receipts for two separate accommodations upon return to the Office.
 - If a couple does not include the intention for separate lodgings in the Travel Proposal, each staff will receive only 50% of the Accommodation portion. They may however lodge a claim for 100% of the Accommodation portion upon return from duty travel subject to provision of receipts for two separate accommodations.

i) **Transport To/From Airport**

- Airport transfer to the airport for all staff is already included (as an additional calculation) in the per diem. Transport rates are based on the current standard taxi fare rates as published by the Samoa Land Transport Authority.

j) **Travel by sea and by road**

For visits to member island countries where travel is by sea, the standard per diem for the destination country is the basis for the per diem calculation while at sea.

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Accommodation component of per diem will not be applicable if fare includes full boarding while at sea.

Road transport usually refers to taxi, bus or other public transport means.

k) Payment of DSA

- (i) The default modality of payment of DSAs is via electronic bank transfer. DSAs shall be paid into a staff member's nominated bank account at least 3 days¹³ prior to the travel.
- (ii) The staff member is responsible to return DSA in full in the event travel does not happen or period of travel changes. DSA return must be within 2 weeks after return from travel, otherwise, automatic deductions will be made from payroll or an alternative appropriate arrangement.
- (iii) All other travellers/workshop participants for meetings held outside of HQ, will receive their per diems by bank transfer into their bank accounts or in cases where transfers to individual bank accounts is an issue, then in the local currency which shall be paid via bank transfer for pickup at the designated country of meeting. All travel requisitions for workshops/meetings (exceeding 5 participants) held outside SPREP HQ **must reach FD 6 weeks before the meeting** to enable the FD to arrange cross border foreign currency arrangements with the banks, to ensure participants will receive their DSAs for the scheduled meeting. The FD is required to email a copy of the DSA breakdown to the travelling officer before travel.
- (iv) The nominating country/traveller/workshop participant is responsible to return DSAs in full in the event travel does not happen or period of travel changes. If the traveller fails to attend the workshop or meeting, the nominating country/traveller/workshop participant will need to reimburse SPREP the full amount of the per diems paid.
- (v) Once a traveller receives their per diem, they are solely responsible for its security.

l) Cash Handling – Exceptional Cases ONLY¹⁴

- (i) **Hand carrying DSAs** for workshops is not encouraged, and only done so by the approval of the relevant Programmer/Department Director who will take

¹³ Conditional on meeting the timeframe of 4 weeks submission to Finance of intact Travel Requisitions based on approved TPs. All other submissions outside of the 4 weeks will have delayed dsa payment implications.

¹⁴ Only for travel to locations where appropriate Banking Facilities not available.

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responsibility **after all options** in terms of electronic bank transfer or direct payments into bank accounts, have been explored and exhausted. Any negligence on their part will become a personal liability to them. There are options for DSAs to be sent via wire transfer to avoid risks with staff carrying funds, but this will require forward planning to ensure funds will be available at the expected time as the FD and the banks have their clearance processes to deal with. SPREP staff picking up DSAs from the banks/financial institutions, at their meeting destinations, are required to provide signed sheets of DSA disbursements for workshop participants within **2 weeks** after return from that workshop, with an appropriate duly signed reconciliation sheet to the FD team. Any deviations due to any travel changes must be verified by FD team at HQ before payout at the workshop/meetings. Staff are required to request sighting for relevant ID/boarding pass for those participants DSAs. Participant's contacts to be noted for future reference/verification.

- (ii) Cash storage, management, transfer and distribution are significant points of vulnerability and risk for the SPREP staff involved. Staff carrying large amounts of cash for meeting or workshop participants must take adequate safety precautions.
- (iii) The responsible Programme/Department Directors must fully assess the threat levels, staff personal security risks and organisational vulnerabilities at the locations travelled to, before requiring staff to travel with large amounts of cash.
- (iv) SPREP will make every effort to have cash for per diem disbursements or other payments paid through direct bank transfer or otherwise may be transferred to a bank/financial institution at the location being travelled to, from where cash in the local currency or if USD is available, can be accessed when required. SPREP outposted officers can help with these arrangements for countries within their responsibility. Hand carrying cash should only be as a last resort where the above options are not available or feasible.
- (v) Staff must report any **loss of cash** as soon as possible to their Director and the Director Finance (DF). They are expected to cooperate in any investigation. If the Director General finds the staff members contributed to the loss through their negligence and by not taking adequate precautions, the staff member will be required to repay SPREP for the amount lost, unless the Director-General decides otherwise. The staff member may also be subject to disciplinary actions in accordance with the Staff Regulations.

m) Sponsored Travel - DSAs

Where sponsored travel outside the region is approved, SPREP may provide payment/reimbursement to the travelling officer if the DSA provided by the outside sponsor was lower than the SPREP per diem rate for the country concerned. Payments or Claims for such reimbursement should be supported by relevant documents from the sponsoring organisation.

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4.7 TRAVEL REPORT

All staff travelling on official travels are required to submit a Travel Report within 4 weeks of return from official travel. A report is required for all official travels even if the travel has been fully sponsored from an external source. The report should be sent to the responsible Director. Further requests for official travel may be declined if a prior Travel Report is outstanding. No new travel shall be approved if there are two or more outstanding Duty Travel Reports (DTR). Directors are responsible for ensuring that staff travel reports are up to date before approval of the next Travel Proposal. The system will automatically lock any new travel proposals unless the travel report requirements are met.

4.8 TRAVEL TIME OFF

The Secretariat recognises the importance of a healthy work-life balance and is mindful that even though travel is part of being a SPREP staff member, official travel impacts on officers' health, and personal time away from home and on weekends. Directors and Line Managers may grant reasonable time off for staff, to be taken within 4 weeks upon return from travel. Time off is not to be accumulated or credited as leave to be taken at a later date.

4.9 FREQUENT FLYER AIRPOINTS

Presently, the Secretariat does not require staff to use frequent flyer points or miles accrued as a result of official travel for future official travel. This condition may be revised from time to time by the Director General.

The staff member's frequent flyer affiliation should **not** influence the airline choice for official travel. Any fees associated with a frequent flyer programme shall be the responsibility of the staff member.

4.10 COMBINING PERSONAL TRAVEL WITH OFFICIAL TRAVEL

- a) Official travel should not be combined with any personal travel and vice versa, unless it is approved by the relevant Director.
- b) The Secretariat shall be responsible for the costs related to official travel only. The official travel relates to the itinerary based on official travel locations only. Any additional costs shall be the responsibility of the staff member. Time taken for personal travel will be treated as leave in line with the Secretariat's leave policies.
- c) Any travel which includes leave will require evidence of an approved leave form.

4.11 TRAVEL INSURANCE

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- a) The Travel Policy covers for Travel Insurance costs for SPREP staff. Non staff travellers are expected to facilitate insurance arrangements and hold their own travel insurance.
- b) The Secretariat requires a comprehensive medical insurance which covers for medical and life when staff are on duty travel. These basically should include the following:
 - Medical and related expenses
 - Accidental Death & Permanent Disablement
- c) Travel insurance policy to be arranged which covers all overseas business travel by staff. Insurance coverage includes the following:
 - Personal Baggage
 - Loss of Deposits and Cancellation
 - Rental Vehicle Insurance Excess
 - Money & Travel Documents
 - Travel Delay or Missed Connection
 - Strikes and Hi-jacks
 - Liability Protection
- d) Staff members submitting claims for missing, damaged or stolen luggage or personal effects, must notify their Programme/Departmental Assistant and copy in Finance, as soon as practical after the occurrence of the incident. It is essential that documentation is promptly provided relating to the items involved, and where possible, provide police, airline and/or hotel reports and other relevant details required to verify an insurance claim. Timing is important to ensure that the claim remains valid and that there is immediate attention to the claim made by the relevant insurance provider.
- e) Travel Insurance arrangement to comply with SPREP procurement policy.
- f) Based on travel plans and cost savings, annual insurance cover may be considered.
- g) Only in exceptional circumstances, where travel insurance is not available at the government or Country of the relevant Country participant and upon a request formally submitted no later than 4 weeks prior to travel, SPREP may consider arrangement and payment of Travel insurance premium only,¹⁵ for Country participants. Proof of inability to provide or arrange insurance needs to be submitted.

4.12 ESSENTIAL TRAVEL INFORMATION INCLUDING TRAVEL RISKS

¹⁵ It is explicitly understood that such assistance, if granted on a case by case basis, is strictly limited to the premium cost of the travel insurance coverage, SPREP accepts no liability or responsibility for any claims, losses, damages, or incidents that may occur during travel. The full responsibility for all travel-related risks, costs, and consequences, whether or not covered by the insurance, shall remain with the participant and/or their nominating government, country or organization.

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- a) SPREP values the safety and well-being of its staff. It is thus the duty of all SPREP Staff to understand and comply with security protocols/processes laid out by host countries. It is therefore important to understand and comply fully with SPREP's **Standard Operating Procedures (SOP)**¹⁶ for all travels for medium and high risk countries.
- b) The Secretariat, through the Programme/Departmental Assistants, is expected to provide only essential travel information and advice to all travelling staff in relation to immigration and travel requirements, security risks, health risks, climate and weather conditions, airline safety record, cultural and other relevant information regarding living and working in a country.

Travelling staff should also be responsible for looking out for essential information (especially travel information updates from official national focal points) relating to their Country of travel.

The Pacific region is considered generally safe for travel. Some destinations however may pose certain risks. Such risks can include:

- Disease/illness; vaccination requirements
- Personal criminal attack (e.g. theft, physical attack and sexual assault);
- Natural disasters and extreme weather conditions; and
- Civil unrest.

- c) The Programme/Departmental Assistants shall advise staff regarding destinations for which negative travel advisories have been issued. These may be through government authorities or other international organisations and trusted partners.
- d) The key consideration in these circumstances is the safety and security of staff. In situations where significant risk is confirmed, travel is discouraged and Directors and Line Managers should not approve any proposed travel. In less severe cases (e.g. when an advisory to 'reconsider your need to travel has been issued for the destination country), travel may be approved if it is urgent and the traveller has, for example, particularly good local knowledge, local language skills and local networks. The Secretariat reserves the right to withdraw approval, restrict or cancel travel in light of any serious travel threats or risks.
- e) In the event that staff are already at the location of a significant incident (such as civil unrest or a natural disaster), they are strongly advised to follow any official advice issued by the relevant authorities at the location. They should also notify the HR Team and Programme/Departmental Assistant of their situation as soon as practical. In this regard, it is important that travelling officers provide contact numbers for each location, when on official travel.

¹⁶ SOP – under Annex 1

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- f) Staff on official travel are responsible for their own health and safety and when in situations that are likely to involve or increase threat or risk to their health and safety, their health and safety takes priority and the job should be postponed.
- g) Each traveller including country participants for SPREP funded travels, are responsible for ensuring they have valid passports/visa¹⁷/appropriate travel documents needed and travel insurance cover prior to travel.

4.13 RENTAL VEHICLES

- a) SPREP will rent vehicles only if:
 - (i) An official vehicle is unavailable
 - (ii) Public transport (including taxi or bus) is unavailable, unsafe or impractical; or
 - (iii) A rental vehicle is cost effective.
 - (iv) Field visit and events (meetings, workshops, training etc) outside of the main capital or where transport access may be a challenge
- b) Before renting a vehicle at a SPREP duty station, the availability of SPREP vehicles should be looked into by the requesting section.
- c) SPREP staff travellers must obtain written approval from the **responsible Director** before renting a vehicle. Only SPREP staff may drive vehicles rented by SPREP. If any other travellers wish to rent a vehicle, they assume total responsibility for the rental vehicle.¹⁸
- d) To follow procedural guidelines for use of Rental Vehicles as below:
 - (i) SPREP staff travellers must ensure that the rental company is reputable and must purchase comprehensive insurance. SPREP will assume no liability for any damage caused by the vehicle or to the vehicle. All liabilities arising from any accidents, damages or incidents involving the rented vehicle are the relevant staff member's responsibility, hence why holding insurance cover is strongly recommended to provide relief for any accidents that may occur.
 - (ii) Drivers must take all reasonable care when driving on official travel. Drivers must:
 - Ensure they are fully licenced at the time of driving and be able to provide a copy of the licence on request;
 - Drive the vehicle safely and responsibly and abide by the local laws;
 - Not drive when under the influence of drugs or alcohol;
 - Not drive when suffering from fatigue;

¹⁷ In special circumstances shall the DG approve travels for staff to include routes for seeking approvals for their visas to their destination

¹⁸ Where SPREP approves payment of a rental vehicle for non-SPREP staff which in some occasion may arise for project workshop/field visits etc needs, SPREP's responsibility is only capped to the payment for the daily rental rate and where applicable, other transport costs such as petrol or shipping fees to travel inter island. All other costs and responsibility including drivers, liability for any accidents, insurances etc is that of the responsible agency or non-SPREP staff.

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- Assist the insurance company and/or police with any investigations into an incident involving the vehicle.
- (iii) If a SPREP staff is involved in a car accident when on duty travel, they must report the accident immediately to their Director and inform the Rental Company or Insurance Company that arranged the vehicle insurance to immediately assist with the insurance claims. If anyone is injured in the accident, they must seek medical help immediately.
- (iv) Drivers to ensure that any accidents involving another vehicle, or injury to passengers or pedestrians, are urgently reported to the police.
- (v) Drivers are required to pay for any infringements or fines resulting from their driving

5. RESPONSIBILITIES

5.1 Director's/Approving Officer's Responsibilities

- a) Know the current travel policy and inform their staff of organisation policy and procedures.
- b) Determine (refer 4.1 (a)) if travel is really necessary to achieve SPREP goals, and country priorities.
- c) Develop a consolidated travel plan for the Programme/Department for each calendar year and share widely with SLT copying in the Finance Department (FD) at the start of the year to support the coordination of country engagement and assist with travel preparations. To be updated quarterly.
- d) Approve travel expenses in accordance with the Travel policy.
- e) Ensure application of Safety and Security procedures for all travels to countries/regions that would be considered to present a medium to high security risk, by enforcing the SOP.

5.2 Travelling Officer's Responsibilities

- a) Prepare a travel plan for the calendar year based on approved workplan and budget.
- b) Agree travel requirement with their manager/supervisor if it is a new travel which was not in the approved travel plan.
- c) Fill in the Travel Proposal form including personal details, budget line to be charged, the country(ies) to be visited, and detailed justification for the travel as per the requirements of section 4.1 above as well as to include consideration for Security and Safety SOP.

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- d) Notify Programme/Departmental Assistant (PA/DA) or Finance Officer - Travel (FOTRA) as early as possible (**6 weeks**)¹⁹ of necessary travel arrangements.
- e) If you notify the DA or FOTRA of your travel plans **6 weeks** or more in advance, your trip will, in most cases cost considerably less.
- f) Make arrangements for own accommodation. It is the traveller's responsibility to advise hotels if they do not intend to utilise their reservations.
- g) Incur only expenses that are consistent with the organisation's needs, and submit claims for incidental travel expenses with original receipts, on a timely basis (within 4 weeks).
- h) Ensure all travel related documents are in order/valid such as passport, visas, medical clearance at border entry etc. That is, each travelling officer including country participants to SPREP funded travels, is responsible for ensuring they have a valid passport/visa/appropriate travel documents needed for travel/prior to travel.
- i) Inform HR and/or their programme/department assistants regarding their contact details in case of emergencies while they are on official travel.
- j) MUST comply with the **SOP** in Annex 1 for all travels for medium and high risk countries.

5.3 Programme/Departmental Assistants' Responsibilities

- a) Obtain at least 3 quotes from different sources (travel agencies or airlines) or relevant quotations from the Preferred Supplier list in accordance with the Procurement Policy, on the basis of most direct route/cheapest fare available and assist the Travelling Officer to make the reservation once TP is approved.
- b) Inform traveller of selected itinerary.
- c) By delegation from their authorised officers/budget holder, upload and submit on FMIS the request²⁰ for Travel PO **no later than 4 weeks before travel is to be undertaken with the following documents:**
 - TP approved by Department Director with all necessary information about the travel
 - Relevant itinerary quotes²¹ – flexible fare, valid quotes, confirmed routes
 - Travel analysis sheet – analysing quotations provided with clear justification of recommended quote/itinerary
- d) Follow through on the travel arrangements and purchase order until approved including amendments or cancellations
- e) Follow up recoveries of funds after approval by the responsible Director of any amendments/cancellations of travel with the relevant travel agents including refunds of DSAs from changed or cancelled travels.

¹⁹ Notifying as early as 6 weeks shall allow the travel requests to be submitted in AWPID and thus for Travel Requisitions of approved TPs to meet timeframe of 4 weeks prior the travel mission to reach Finance for releasing POs and arranging DSA payments.

²⁰ Travel Requisition

²¹ Quotes to be in compliance with Procurement Policy & Procedures Manual.

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- f) Ensure to follow through with the invoice from the travel agent for payment.
- g) Assist travelling officer with accommodation arrangements and travel insurance.
- h) Provide essential information on destination e.g. security, health, culture and in compliance with the SOP in Annex 1 for medium and high risk countries.

5.4 Finance Officers – Travel’s Responsibilities

- a) Validates the chart of accounts to be correct, ensure sufficient funds are available in budget, use of funds appropriate and allowable. Validates Travel Policy compliance with all requirements including quotations and sourcing air fares, travel routes etc which are the responsibility of the Programmes/Departments to ensure are intact and have been complied with as per endorsement from their relevant Directors.
- b) Upon verifying the above, approve the requisition and releases the Purchase order (PO) in the FMIS.
- c) Enter the travel PO on the Travel register worksheet for monitoring of timeframe for processing and payment of the travellers DSA.
- d) Issue a PO to the relevant department for releasing to the relevant travel agent.
- e) When the PO is approved in the FMIS, all relevant trip information would have been verified by the above approval authority
- f) Upon release of the PO to traveller, immediate calculation of the DSA based on the relevant itinerary and preparation of payment modality,
- g) Notify the traveller that the per diem has been deposited to the preferred bank account of the traveller and provide calculation sheet details.

5.5 Financial Accountant’s/Accountant’s Responsibilities

- a) Make final check on total trip cost available in the project budget and approve the PO commitment for Airfare and payments for both airfare and DSA on FMIS.

5.6 Determination of the direct and most economical route

- a) The most economical fare and routing would be determined by getting quotes from 3 different sources (travel agencies or airlines) or relevant quotations from the Preferred Supplier list in accordance with the Procurement Policy, where all flights are compared within where available, a (3) three-hour window before or after the requested

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departure/arrival time. Air travel will be via the most direct and economical means. Travel should be booked on refundable airfares or the next most cost effective fare for SPREP .

- b) Use of “Non-Refundable”/Excursion airfares can also be considered but not an obligation. These fares are usually considerably less expensive than refundable un-restricted fares. In most cases, if the travel must change or the trip is cancelled all together, the funds can be used as a credit towards future travel, less a service charge imposed by the airline, as long as the request is made at least 24 hours prior to the flight’s scheduled departure time. Some airlines offer low fares in different deals, e.g. Air NZ offer a “seat only”, “seat and bag” and “works” fares which include, seat, bag and a meal. The “works” fares are permissible for the comfort of staff.
- c) Where travel is to one destination only e.g. direct to Fiji, New Zealand or Australia excursion special fares may be utilised to save costs provided there is certainty on occurrence of mission/event.
- d) Changing an economy or business class ticket for a lesser cost ticket to enable a spouse/partner to accompany a staff on travel is not permitted.
- e) A staff member/approved nominated traveller may not cancel a trip or withdraw from the travel commitment once a purchase order/ticket is issued. Any related costs will be their responsibility including reimbursements for cancelled travel. Any cancellations or amendments to the Travel and thus the related purchase order due to **unforeseen circumstances** must be conveyed to SPREP with proper reasoning/justification for the responsible Director as there may be financial and other consequences.
- f) The possibility of rebooking, cancellation, or name change, as well as the conditions and costs of passenger changes are only dealt with in accordance with SPREP’s conditions and cannot be influenced by the travel agent. Any changes to SPREP travel should be **authorised by the responsible Director, with FD²² to be copied**.

6. PROCESS

6.1 Travel Authorization and Approval

There are two categories of travel:

- 1) Official Travel:
 - a) Travel required to implement approved work programme outputs/activities; and
 - b) Travel to represent SPREP at collaborating/partner institution meetings etc

- 2) Non-Official Travel:

²² To copy FD via Finance email: finance@sprep.org

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- a) Recruitment and staffing travel (eg. family leave, school leave, relocation, repatriation, L&D, medical evacuation) to be read in conjunction with the relevant policies.

When a trip is deemed necessary under Category 1, a “Travel Proposal” (TP) form must be filled out by the travelling officer/budget holder and submitted to the relevant Director through the Travel System²³. For travel under Category 2, the HR team will initiate and administer the process.

The TP should be initiated early (6 weeks in advance of travel where possible and no later than 4 weeks²⁴), particularly when relating to approved work programme implementation.

TP should include the following information:

- a) Purpose of travel: If travel is project related, such as project preparation, supervision, meeting the project executing entity officers for project implementation matters, or workshops, include the project title, component code for which travel is to charge to;
- b) Duration of travel (number of days);
- c) An approved leave form to be attached to the TP if any leave is taken during official travel;
- d) Travel advance, only if needed, and provide clear explanation for such, including information on how the advance is required;
- e) Traveller’s preferred bank and account number for deposit of per diem; and
- f) In cases where an outside organisation is sponsoring attendance at a meeting, confirmation from the sponsor, which must clearly identify each of the costs they will be funding.
- g) Travel clearance from the member country has been obtained.

Once the TP is approved, the following requirements should then be provided to facilitate the Travel Requisition to Finance.

- a) Proposed itinerary;
- b) 3 competitive quotes of travel from different sources (travel agencies or airlines) or relevant quotations from the Preferred Supplier list in accordance with the Procurement Policy, to the destination by the most direct and/ or most economical route;
- c) Total budget for travel: airfare, per diem, hotel and other incidental expenses;

Justification or reason for travel must be clearly shown on a TP form for each trip. Documentation to validate the need to travel must also be included. Submission of the TP should be done via

²³ Current Travel System for approvals is AWPID

²⁴ All approved TPs and thus travel requisitions for issuing POs are to reach Finance at not less than 4 weeks prior to the travel.

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AWPID and copied to all relevant approval authorities so that the review and approval can be done simultaneously, with a few exceptions for approval by sequence. The AWPID should also include alerts when a component charge code is linked to the project, and where there are insufficient funds, an alert should be automatically sent to relevant traveller and Programme/Department Director. All relevant staff related to trip processing, including those responsible for clearance and approval should be copied once a TP is submitted in the FMIS.

Once the TP is approved, a Travel Requisition will then have to be submitted on FMIS with all the relevant supporting documents to Finance for their review and thus issuance of relevant Purchase Orders for travel.

List of justifications for travel

- a) For travel required to implement approved work programme outputs/activities, clearly indicate the relationship of the travel to the implementation of the approved work programme, and confirmation conveyed to SPREP from the member country concerned that the activity for which travel is being proposed can proceed on dates indicated in the travel form.
- b) For travel to represent SPREP at collaborating/partner institutions' meetings, clearly justify the relevance, benefit, and priority of the attendance/travel to the approved work programme, including any official invitation, offer of funding support, etc.
- c) For travel that requires or is justified on the presentation of a paper on behalf of the Secretariat or SPREP members, this paper must have the approval of the relevant Directors or Executive, at least four weeks before travel is undertaken – without this, travel will be voided.

6.2 Liaison with the Travel Agent

- a) The Programme/Departmental Assistant is responsible for liaising with the Travel Agents on seeking quotes for all travel. They are required to provide travel analysis for quotations obtained to the Finance travel Officer. The HR Team is responsible for carrying this out for all recruitment and staffing purposes. They will ensure that the travel requirements are met before making a recommendation.
- b) Decisions on the itinerary must be made early, for confirmed bookings to be obtained well in advance of travel dates and to facilitate per diem payments.
- c) All Non SPREP Staff including participants that are funded by SPREP for travel, are expected to be responsive when confirming itineraries. If an itinerary is not confirmed by the set deadline (normally 30 days before the meeting or event) by the respective traveller, SPREP reserves the right to cancel the travel. Participants are to be advised of this policy when invitations to a meeting or workshop are sent out.

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- d) Once the itinerary is finalised, a Purchase Order is raised for the issue of the air ticket. Air tickets will only be issued by the travel agent on receipt of SPREP's official purchase order which is released by the Finance Travel officer.
- e) Staff cannot change the itinerary while on travel without the approval of the responsible Director with FD to be copied. SPREP will not pay costs of stopovers arising from changes in itineraries which have not been approved.
- f) The Programme/Department's Budget holders through their relevant assistants are responsible with following up any financial recoveries, emanating out of any approved amendment/cancellation of their department related travels.

7. MONITORING AND REVIEW

This Policy and Procedures will be reviewed every three years in line with the SPREP Policy Guideline unless otherwise directed by the SPREP Meeting or Director General or where necessary under the requirements of the SPREP Financial Regulations. The review will consider feedback from employees, organisation-wide consultations as well as incorporating changes in institutional policies, legislation and financial governance structure.

Secretariat of the Pacific Regional Environment Programme (SPREP)

Standard Operating Procedures

SECURITY and SAFETY of Staff – Travelling to and Working in a Medium – High Security Risk Area

Introduction

1. The global security environment is dynamically evolving. Conflicts in the Middle East and in Ukraine and around the world will continue to shape and influence the geopolitical strategic landscape.

2. SPREP values the safety and well-being of its Staff. In the course of service delivery, SPREP Staff will be expected to travel to, through and work in areas that are not safe or secure.

This SOP is not exhaustive to deal with all eventualities but forms the guidelines and parameters when travelling into unsafe and insecure countries and regions should anything unexpected occur.

Purpose

3. The purpose of this Standard Operating Procedure is to proactively inform and advise SPREP Staff and affiliates on measures they need to take for their **Security and Safety** during and after their mission/travel. It aims to minimise risk and provide clarity should they encounter an incident where their security and safety is at risk.

Scope

4. The scope of this SOP covers regions/countries that would be considered to present a medium to high security risk. It covers the Middle East Region, Parts of Europe, Parts of Africa and countries assessed by SPREP Security Officer to have reached this threshold.

Security

5. Security can be defined in many ways whether that be internal or external. For this SOP – Security is defined as the state of being free from danger or threat; narrowed to the protection of Staff and affiliates. To that end, security is everyone's responsibility.

Safety

6. The actions Staff will adopt to mitigate security risks. Safety is the condition of being protected from or unlikely to cause danger, injury or threat. These are measures to be adopted to prevent Staff from injury or damage.

Responsibilities

7. SPREPs security environment is shaped by global, regional and national security environment. Therefore, everyone has a part to play in ensuring a safe and secure environment. It is the duty of all Staff to understand and comply with security protocols/processes laid out by host countries. The following responsibilities will apply:
 - a. **SPREP Executives.** Retains overall responsibility on decisions to ensure the safety of Staff and SPREP reputation. They are to make decisions on security matters on advice from the SPREP Security Officer.
 - b. **SPREP Security Officer.** The Security Officer is the Director SPPR and will monitor global, regional and national security trends. To liaise with hosts countries/organisations/SPREP focal points and partners to glean, analyse and provide updated security brief to Executives/SLTs. Security updates are to be shared with SPREP Delegation Lead, this is to ensure the safety of all Staff. Security Officer is to provide and maintain an updated country/region list that are considered medium to high risk.
 - c. **SPREP Delegation Lead.** Activated and appointed by Executives/SLT when three or more Staff are travelling to the same event. This SOP also applies for individual or those that may move in pairs. Staff safety is paramount. The SPREP Delegation Lead is to ensure the implementation of executive decision on security matters. He/She is to oversee the flow of information to all Staff and provide clear unambiguous direction on the ground to ensure safety.
 - d. **SPREP Campus Support.** The Director HR or the HR OIC is the focal point for information flow and coordinating actions on Campus to assist the SPREP Delegation and to liaise with families and dependents
 - e. **SPREP Staff.** Everyone is to be proactive on security matters. A proactive approach acts as a deterrent to would be opportunists. Staff are to remain vigilant at all times.

SPREP Security Risk Levels

8. The following security risk levels shall apply when assessing countries:
 - a. **Low.** Benign environment, Countries and regions considered safe for travel.
 - b. **Medium.** A degrading security environment. Countries and regions that are currently safe but there is a likelihood of spillover of conflict or sudden incidents.
 - c. **High.** Volatile Environment. Travel into these countries and regions will only be undertaken with the approval of the Executive on the recommendation of the Security Officer.

9. Assessment of security risks will be conducted by SPREP Security Officer and submitted to SPREP Executives to aid decision making.

Safety and Security Procedures

10. The following procedures shall apply to all SPREP Staff and affiliates travelling to medium to high-risk countries/regions/areas: (A template is Enclosed)
 - a. Staff/affiliate will be unaccompanied by spouse or family for personal travels.
 - b. **Checks before travel:**
 - i. Confirm planned routes are safe and secure.
 - ii. Have contingency for delays or cancellation of flights.
 - iii. Have travel insurance.
 - iv. Have medical insurance app activated and are aware of the policy and procedures for emergencies during travel.
 - v. Consider creating a WhatsApp or other easily accessing chat group for all travelling parties for ease of communication.
 - vi. Delegation lead is to gain contact information of nearest SPREP Member country Embassy/High Commission. Letting them know of travel dates and group details.
 - vii. Delegation Lead is to be informed once all these checks are completed.
 - viii. Provide family with SPREP Campus Apian contact number (Director HR)
 - c. **Upon Arrival:**
 - i. Move in groups, preferably be accommodated in the same place or proximity.
 - ii. Request hotels for emergency drills if none is available design one for the group.
 - iii. Ensure connectivity of delegation members.
 - iv. Delegation lead to inform nearest SPREP member country High Commission/Embassy of arrival.
 - v. Discuss timings of next meet.
 - d. **At the Event/Meeting:**
 - i. Request a daily security brief from hosts.
 - ii. Note emergency numbers or points of contacts.
 - iii. Note emergency drills, access and exits and assembly areas.
 - iv. Note Medical points and Hospitals capacity/capability.
 - v. Request Evacuation plan and be sure in your mind of your actions should an emergency is to occur.
 - vi. Conduct a booking in and out system.
 - vii. Delegation Lead to ensure everyone is aware of security risks and safety procedures.

- viii. Remain vigilant and report to your Delegation Lead any security concerns.
- ix. Ensure your whereabouts is known to a member of your team.

e. During an Emergency:

- i. Follow direction given by SPREP Delegation lead.
- ii. Stick together and stay as a team/unit – help those that may not be as mobile.
- iii. SPREP Delegation lead is responsible to inform SPREP Campus in Apia (HR Dept – Director HR or Director SPPR and SPREP Executives) of the situation.
- iv. SPREP Campus in Apia will be the Focal Point for contacting and liaising with families and dependants.
- v. Delegation lead is to liaise with hosts on activation of evacuation plan and reassure Staff by providing regular updates.
- vi. Delegation lead is to provide regular updates to Executives and SPREP Campus Apia articulating any requests for safe movement or personnel.
- vii. Delegation Lead is to inform High Commission/Embassy of situation.
- viii. Delegation lead is to document events for reporting and auditing purposes.
- ix. Remain calm and follow directions that will be given from time to time. Note that most accidents/injury happen out of panic rather than that caused by the incident.

f. After an Emergency:

- i. Delegation lead is to conduct head count of each member of the team.
- ii. Delegation lead is to assess each one's condition.
- iii. Delegation lead is to update Executives and SPREP Campus Apia of next steps and
- iv. Complete a report within 14 days of return

Summary

11. Points Of Contact (POC) for this SOP are as follows:

- a. **Executive:**
 - i. DG +685 7291 244 sefanaian@sprep.org
 - ii. DDG +685 7702656 easterc@sprep.org
- b. **SPREP Security Officer:** Director SPPR - Mobile: +685.
- c. **SPREP Campus Apia:** Director HR +685 21929 #236 or +685 770 8228
simeamativav@sprep.org
- d. **SPREP Delegation Lead:** Appointed as and when by Executives/SLTs and will be made known to all travellers.

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10	Request hotels for emergency drills if none is available design one for the group.	All		
11	Ensure connectivity of phones.	All		
12	Delegation lead to inform nearest SPREP member country High Commission/Embassy of arrival.	DL		
13	Discuss timings of next meet.	DL		
	At the Event/Meeting			
14	Request a daily security brief from hosts.	All		
15	Note emergency numbers or points of contacts.	All		
16	Note emergency drills, access and exits and assembly areas.	All		
17	Note Medical points and Hospitals capacity/capability.	All		
18	Request Evacuation plan and be sure in your mind of your actions should an emergency is to occur.	All		
19	Conduct a booking in and out system.	All		
20	Delegation Lead to ensure everyone is aware of security risks and safety procedures.	DL		
21	Remain vigilant and report to your Delegation Lead any security concerns.	All		
22	Ensure your whereabouts is known to a member of your team.	All		
	During an Emergency			
23	Follow direction given by SPREP Delegation lead.	All		
24	Stick together and stay as a team/unit – help those that may not be as mobile.	All		
25	SPREP Delegation lead is responsible to inform SPREP Campus Apia (HR Dept – Director HR or Director SPPR and SPREP Executives) of the situation.	DL		
26	SPREP Campus Apia will be the Focal Point for contacting and liaising with families	Dir HR		
27	Delegation lead is to liaise with hosts on activation of evacuation plan and reassure Staff by providing regular updates.	DL		
28	Delegation lead is to provide regular updates to Executives and SPREP Campus Apia articulating any requests for safe movement or personnel.	DL		
29	Delegation Lead is to inform High Commission/Embassy of situation.	DL		
30	Delegation lead is to document events for reporting and auditing purposes.	DL		
31	Remain calm and follow directions that will be given from time to time. Note that most accidents/injury happen out of	All		

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	panic rather than that caused by the incident.			
	After the Event			
32	Delegation lead is to conduct head count of each member of the team.	DL		
33	Delegation lead is to assess each one's condition.	DL		
34	Delegation lead is to update Executives and SPREP Campus Apia of next steps and	DL		
35	Complete a report within 14 days of return	DL		

Related SPREP Policies and Documents

- 1) SPREP Procurement Policy and Procedures Manual 2025
- 2) SPREP Financial Procedures Manual 2022
- 3) Staff Regulations 2012
- 4) Relevant HR Policies and Documents for family leave, school leave, relocation, repatriation, L&D, medical evacuation