

## CIRCULAR No. 2



TO: ALL NLUS & INTERIM NLUS, PARTNERS, DONORS  
FROM: EXECUTIVE DIRECTOR  
DATE: 29 JULY 2005  
SUBJECT: **SECOND NOTICE: 5<sup>TH</sup> PIANGO COUNCIL MEETING  
and 6<sup>th</sup> CSO FORUM**

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Greetings Friends

By now I hope you all have had to chance to digest the message sent on 4 April notifying you of the forthcoming Council meeting. This letter is a follow-up and also to let you all know where we are and what we still need to do.

I would appreciate if you could let me know if this message reaches you.

### 1. VENUE

The 5<sup>th</sup> PIANGO Council Meeting will be held at the Holiday Inn, Port Moresby, Papua New Guinea from 17-19<sup>th</sup> October 2005. More details will be provided to delegates in late August.

### 2. NOMINATION OF DELEGATES

PIANGO will be able to sponsor only **ONE** delegate to the Council. Delegates are generally the Chair and Board Member of your NLU. In order to assist the Secretariat preparation, please complete the attached form and send in before Friday 12 August 2005.

**PLEASE NOTE: Should you wish to send an extra representative from your NLU, you will be responsible for all costs. However, let us know of the extra delegates.**

### 3. TRAVEL ARRANGEMENTS

The PIANGO Secretariat will be responsible for arranging ticketing for one representative from each NLU, Interim NLU and Observers. It is important therefore that nominations are sent in by 12 August. Travel arrangements for each NLU delegate will be done by the most economical and direct route available. Claims for any expenses incurred during travel to the Council Meeting will need to be accompanied with receipts. **NO RECEIPTS, NO REFUND.** Claims for potential expenses incurred after the meeting can be discussed with Ashley Karae, Finance Officer in Fiji. PIANGO will only meet the costs of Pacific NLUs.

### 4. REPORTS

For all NLUs and Interim NLUs, you will be required to present a 5-10 minutes report at Council. Please forward a copy of your constitution and strategic plan. Template for NLU reporting will be attached to another mail that is being sent.

### 5. PACIFIC PEOPLE'S FAIR, 17-22 OCTOBER

NGOs will have the opportunity to display their posters, plus any brochures, newsletters, other information, craftwork, t-shirts, bilums, baskets etc during Council. If you would like to request a display board or tables, please let us know by 12 August.

**6. DELEGATE INFORMATION PACKAGE**

A Delegate Information Package will be sent to each nominee once we receive confirmation of names. To ensure that each delegate receives Council information well in advance of the meeting so items on the agenda can be discussed with your Board of Directors. It is important that the above information are sent in by 12 August or before.

**7. CSO FORUM**

Tentative dates for the 6<sup>th</sup> CSO Forum – 20-22 or 21-24 October, 2005. Venue is also at the Holiday Inn, Port Moresby, Papua New Guinea. Principal NLU representative from the Forum Island countries will be required to stay back for this meeting.

**8. PARTNERS & DONORS**

Please let us know if you want us to book your room and state if you are willing to share. We look forward to seeing you there and please let us know of your attendance by completing the attached form.

Thank you for your understanding and cooperation and look forward to receiving tons of mail from you all – soon!

PLEASE RESPOND TO THIS MESSAGE AND JUST SAY THAT YOU HAVE RECEIVED IT!



Cema Bolabola