



MEETING ANNOUNCEMENT

TO: Representatives of Governments and Administrations **No.:** MA 23/106

Copy: Ministry/Department of Health Observers

FILE: PRO 2/20/4/1

DATE: 29th January 2024

SUBJECT: RE-SCHEDULED – SPC Meeting Announcement No. 23-106 - 6th Pacific Biomedical Engineering Network (PBEN) Meeting to 8th - 12th April, 2024 [Nadi, Fiji]

Greetings from the Pacific Community (SPC).

PURPOSE OF NOTICE

I am pleased to inform you of **the Pacific Biomedical Engineering Network (PBEN) Meeting**, re-scheduled to take place on 8th – 12th April 2024, in Nadi, Fiji. The 5-day meeting will be divided into a Training Workshop and the Biomedical Engineering Network Meeting proper.

BACKGROUND & PURPOSE OF MEETING

1. The Pacific Biomedical Engineering Network formerly known as Pacific Biomedical Network held its inaugural meeting in 2012 for biomedical engineers and technicians in the region. This platform was launched to create a forum where regional biomed experts were able to provide support, share experiences, challenges and develop resolutions to the common challenges they faced.

The role of the PBEN forum is to ensure that Heads of Health are provided with clear guidance, advice and support from their Director of Clinical Services to enable them to make informed decisions on priority issues relating to biomedical engineering matters and the development of biomedical engineering services in the Pacific.

2. The objectives of the meeting are for member countries to share Biomedical experiences, challenges and to strengthen partnerships towards addressing Biomedical priorities in Pacific Island Countries & Territories (PICTs). Topics of interest include:

- **Capacity building:** Strengthen knowledge and skills through training. The workshop will include technical training of biomedical test equipment, servicing, maintenance and trouble shooting.
- **Network:** Support biomedical services and skills through strong collaboration and Partnerships
- **Leadership:** Strengthen leadership and management skills for qualified biomedical technicians targeted towards country's needs.
- **Gender Equality, Disability Social Inclusion (GEDSI):** Increase awareness on GEDSI matters in the health profession and biomedical field.

Recommendations from the meeting will be presented to the Pacific Directors of Clinical Services meeting.

3. The meeting is organised by SPC Public Health Division.

NOMINATIONS AND PARTICIPANTS

4. This invitation is for SPC member governments and administrations to nominate one Biomed representative and is extended to other agencies, organisations, and individuals with an interest in health, to attend the meeting and take the opportunity for discussion with Pacific Island Countries and Territories (PICTs) health representatives and specialists.
5. There is no registration fee, and given sufficient notice, SPC can facilitate room booking with hotels up to a month before the meeting.
6. Financial support is available for the attendance of one representative from each SPC member government and administration. For clarity and in keeping with SPC's policy on assessed contributions and host country grants, this financial support does not extend to any member who has arrears for more than a year.

VENUE

7. The PBEN meeting will be held in Nadi, Fiji with the meeting venue to be confirmed.
8. This is a face-to-face meeting only.

PROVISIONAL AGENDA

9. The PBEN focal points have been invited to set the agenda and a draft will be circulated by 18th March 2024. Nominated representatives may be requested to provide a presentation or an information paper on a particular action(s) or development(s) in their respective countries/regions which relate to an agenda item.

10. Given the specific focus of the meeting, there will be no time available for statements by “other organisations”.

11. All relevant meeting documents will be available and shared at least two weeks prior to the meeting.

LANGUAGE

12. As an official SPC sectoral meeting, the PBEN meeting will be conducted in English and French, with simultaneous interpretation, and translation of key papers.

REPORT

13. The formal report of the meeting will consist of a list of decisions, outcomes and recommendations identified by the Chair, and agreed by consensus, usually called the “Outputs” of the meeting.

TRAVEL, ACCOMMODATION AND TRANSPORTATION ARRANGEMENTS

14. An economy class return ticket by the most economical route will be provided to all SPC funded representatives. If a representative chooses to travel by a route other than the one proposed, the additional cost will be at the representative’s expense. Travel orders cannot be issued until the official nomination is received. Please retain all boarding passes and hotel receipts while in transit, SPC will require this documentation as proof of travel and accommodation.

15. A daily allowance will be provided to SPC funded representatives. Hotel accommodation will be booked and paid directly by SPC for the entire stay, while attending the meeting. If an overnight transit is necessary, full per diem will be paid (hotel, meals and incidentals), however you are responsible for these hotel arrangements. Hotel receipts will be required as proof of accommodation being used. If representative intends to stay with family or friends, please advise the Secretariat.

VISA REQUIREMENTS

16. Representatives are required to ascertain visa entry requirements to Fiji and to ensure passport is valid for at least 6 months from date of travel.

INSURANCE

17. The Pacific Community does not insure participants while attending meetings or during travel to and from Fiji, and will not be responsible for any expenses arising out of loss, sickness, injury, other disability or loss of life. It is participants' own responsibility to ensure that their travel is covered by insurance.

MEETING CONTACTS

18. Please direct all meeting enquiries related to the agenda, logistics and nomination form (Annex 1) to Ms Sunema Talapusi sunemat@spc.int and Ms Avikali Tila avikalit@spc.int



Dr. Paula Vivili

Deputy Director-General, Science and Capability

Encl. Annex 1 – Nomination Form

ANNEX 1**NOMINATION FORM**

<p>6th Pacific Biomedical Engineering Network Meeting,</p> <p>8th – 12th April, 2024</p>

Please complete and return this form no later than **29 February 2024** to sunemat@spc.int and avikalit@spc.int

Participant Information		
▪ Family Name (on passport):	▪ First Names (on Passport)	
▪ Passport Number:	▪ Passport Expiry Date:	
▪ Position:	▪ Gender:	
▪ Ministry/Department:	▪ Nationality:	
▪ E-mail:	▪ Phone:	
▪ Address:		
▪ City:	▪ Country:	▪ Post Code:

All nominations for SPC funded participants:

- Need to be received no later than **29th February 2024** so that flight bookings can be made; and
- Need to provide a copy of their passport biodata page at the time of nomination.
- No change to SPC-funded nominations will be accepted within one month of the meeting dates.
- Failure to confirm itinerary prior to this date forfeits SPC funding in its entirety.

Dietary Requirements

- Do you have any dietary requirements. If yes, please provide further information.

Disability

- Do you have a disability and/or require additional assistance for accessibility to the meeting. Please provide details.