



**DEPARTMENT OF PRIME MINISTER AND NATIONAL EXECUTIVE COUNCIL  
OPERATIONS WING**

***Office of the Deputy Secretary***

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**INTERNAL CIRCULAR**

**TO :** CHIEF SECRETARY  
SECRETARY – NATIONAL EXECUTIVE COUNCIL  
FIRST LEGISLATIVE COUNSEL  
COMMISSIONER FOR REVISED LAWS  
DEPUTY SECRETARY – POLICY 1  
DEPUTY SECRETARY – POLICY 2  
DIRECTOR GENERAL & DIRECTORS  
ALL STAFF

**DATE :** Thursday 18<sup>th</sup> May, 2023

**SUBJECT :** NOTICE TO ALL TO BE AWARE OF STAFF MOVEMENTS  
INTO SIR MANASUPE HOUSE FOR FRIDAY 19<sup>TH</sup> MAY,  
2023

This Circular is to inform you all that there will be a Bilateral Meeting between our Prime Minister Hon. James Marape, MP and Hon. Sitiveni Rabuka, Prime Minister of the Republic of Fiji in this building, Sir Manasupe House tomorrow, Friday 19<sup>th</sup> May, 2023.

You are all expected to observe protocol and show respect at all times while the visiting dignitaries are in the premises and the vicinity of this place.

Those who have vehicles are expected to park them at Morauta House or at the public car park near Morauta House. Your entry into the building will be through the Visitors Gate and not the VIP Gate. The Department Security Staff will be on hand to guide you all.

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Department of Prime Minister & National Executive Council  
2<sup>nd</sup> Floor – Sir Manasupe House,

Tel: (675) 3019099 / 3019054  
Email: [cops\\_depsec@pmnec.gov.pg](mailto:cops_depsec@pmnec.gov.pg)

PO Box 639, Waigani,  
National Capital District,  
Papua New Guinea.

If you have any appointments, please defer it as clients and visitors will not be allowed to enter the premises until after midday tomorrow.

Take note of this Circular seriously so you are not misunderstood, since this is a very important day for a meeting of this nature to take place in this building with our Prime Minister.

Your cooperation and support would be much appreciated.

Thank you!



**MS. THERESA SIAGURU, ML, MBE**  
***A/Deputy Secretary - Operations***

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