

SECRETARIAT OF THE PACIFIC COMMUNITY



LOGISTICS INFORMATION for SPC-funded participants

Date	Meeting	Venue
1-2 July 2013	19 th Regional Disaster Managers' Meeting	Tanoa International Hotel, Nadi
1-3 July 2013	Pacific Regional Water & Sanitation Consultations	Tanoa International Hotel, Nadi
3-5 July 2013	Inaugural Meeting of NDMOs, Fire and Police,	Tanoa International Hotel, Nadi
8-11 July 2013	2013 Joint Meeting of the Pacific Platform for Disaster Risk Management (PPDRM) & Pacific Climate Change Round Table (PCCRT)	Sofitel Resort, Denarau, Nadi

The Secretariat is pleased to provide the following general information for SPC-funded participants to attend the above listed meetings.

GENERAL

- **Entry** - A valid passport and a return ticket is a requirement for all participants entering Fiji.
- **Climate** - The month of July is characterized by *gradually rising* daily high temperatures, with daily highs increasing from 25°C to 28°C over the course of the month.
- **Clothing** - For meeting days “bula” wear, casual but smart. Bring light, summer clothing with a long sleeved jacket for the nights. Do not forget a swimming suit, mosquitoes repellent and a sun cream.
- **Currency** - Participants are advised that Fiji uses the Fiji dollar as its domestic currency. Most major international credit cards and travellers' cheques are widely accepted at major banks and hotels.
- **Languages** - The meetings will be conducted in English and French. Simultaneous interpretation and translation services will be available.
- **Power Supply** – The Fiji power supply operates at 240 volts.
- **Medical & Dental** – Any participant requiring medical or dental attention is asked to contact the Secretariat.

TRAVEL

- **Travel Arrangements** - A return air fare (Economy class), based on the most direct route and economical fare, between the representative's country and Nadi, Fiji will be provided. E-tickets will be emailed to SPC-funded participants. Any changes, amendments or cancellation to travel arrangements that will incur extra costs or loss of revenue to SPC, once tickets have been issued, will be borne by participant(s) concerned. For further information on travel arrangements, please contact the following:

Mrs Laisa Baoa
Travel & Conference Officer
SPC-SOPAC Division
Email: laisa@sopac.org/laisab@spc.int

and copied to:
Ms Asinate Nawamea
Programme Assistant
SPC/SOPAC Disaster Reduction Programme
Email: asinate@sopac.org

For further information on travel arrangements to attend the Regional Water & Sanitation Technical Meeting, please contact:

Ms Fane Waqa
IWRM Project Officer
SPC/SOPAC Water and Sanitation Programme
Email: fane@sopac.org

- **Visas** - Except for Timor Leste nationals who require entry permits before arrival into Fiji, all other nationals of SPC member countries will be issued with an entry visa upon arrival at Nadi Airport. Participants travelling through other countries which require transit visas will be responsible for obtaining such a visa. SPC issued letters of invitation to all representatives of Pacific island countries and territories may be used to support visa applications where this is needed. Visa fees will be reimbursed upon the production of the relevant receipt. This should be given to the delegated SPC staff at the Secretariat in Fiji shortly after arrival. Please note that every attempt will be made to reimburse visa fees in cash during the period of the meetings in Nadi.
- **Insurance** – SPC does not insure participants whilst attending or travelling to and from the meetings, and will not be responsible for any expenses arising from sickness, injury, other disability or loss of life.
- **Transit** - Transit costs (e.g. for accommodation, meals and incidentals wherever applicable) will be paid at the normal SPC per diem rate for the relevant location. The payment of transit cost will be paid together with their per-diem at the Secretariat, during registration.

PER-DIEM & ACCOMMODATION

- Accommodation has been pre-paid by SPC for all SPC-funded participants. In addition SPC-funded participants will receive FJD126 per day to cover meals and incidental costs. All other expenses such as laundry, bar and telephone or other service costs shall be the responsibility of participants and are to be paid prior to, or upon departure from hotels.
- Accommodation will be arranged on a single-room basis at the Tanoa International Hotel by the Secretariat. For further information, please email laisa@sopac.org/laisab@spc.int or asinate@sopac.org/asinaten@spc.int or fane@sopac.org/fanew@spc.int.

MEETING SERVICES

- **Meeting Pack** - A meeting pack consisting of conference book, note pad, and USB flash drive will be distributed upon registration.
- **Meals** - Morning and afternoon tea and lunches will be provided on meeting days only.
- **Registration** – Participants will be able to register online under the following link:
<http://www.pacificdisasterclimatemeeting2013.net>.
- **Transportation** – A schedule bus between the Tanoa International Hotel and Sofitel Resort and Spa, Denarau will be provided on a daily basis for participants attending the Joint Meeting of the Pacific Platform for DRM and Pacific Climate Change Roundtable, 8-11 July.

If you should require additional information or assistance, please contact any of the following Secretariat staff:

1. Akhilesh (679) 9992743 - akhileshp@spc.int
2. Asinate (679) 8355575 - asinate@spc.int
3. Fane (679) 9451032...fanew@spc.int
4. Laisa (679) 9948761/7381513 - laisab@spc.int
5. Marilyn (679) 7776301 - marilyns@spc.int

We are looking forward to welcome you all soon in Nadi, Fiji and wishing you safe travels!

Merci beaucoup and Vinaka.