



Food and Agriculture
Organization of the
United Nations



Pacific
Community
Communauté
du Pacifique

THE PACIFIC COMMUNITY (SPC)

Regional Training Workshop Use of Geographical Information Systems (Noumea, New Caledonia, November 19th to 23rd, 2018)

GENERAL INFORMATION FOR PARTICIPANTS

<p>Accommodation</p>	<p>Sponsored Participants have been accommodated at the Nouvata Park Hotel. Standard Ocean View rooms have been pre-paid for all sponsored participants for the length of their stay during the workshop in Noumea:</p> <p style="text-align: center;">Nouvata Park Hotel 123 Promenade Roger Laroque Anse Vata – Noumea New Caledonia Telephone: (687) 26.22.00 / Fax: (687) 26.16.77 Site web: http://www.glphotels.nc/</p> <p>Check in time is at 2:00pm and check out time is 10:00am. The Pacific Community will settle accounts for ROOM ONLY (for one person) directly to the hotel.</p> <p>Other costs incurred at the hotel will be charged to the meeting participant. Participants are personally responsible for settling their accounts prior to departure.</p>
<p>Venue</p>	<p>The workshop will be held at SPC in its Archives meeting room at SPC Headquarters, Anse Vata, and Noumea.</p> <p>Daily lunches, morning & afternoon teas during the workshop will be provided.</p>
<p>Ticket</p>	<p>SPC will provide the sponsored meeting participants with a round trip economy class airfare to Noumea by the most economical route.</p> <p>An electronic ticket will be forwarded to the concerned participant once nominated participant has agreed to the proposed itinerary.</p> <p>Purchased tickets are non-refundable and non-transferable so <u>please note that SPC cannot cater for last-minute changes</u>. Any fee or extra charges resulting from the changes will be at the cost of the participant.</p>

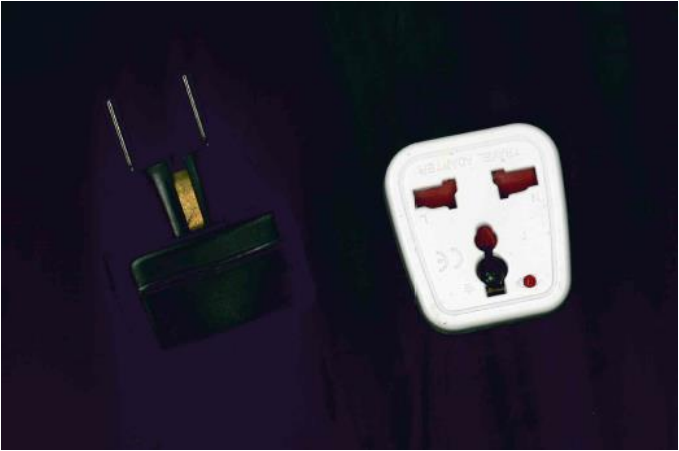
SPC Headquarters: Noumea, New Caledonia. Regional offices : Suva, Fiji Islands, and Pohnpei, Federated States of Microneia.
Country office: Honiara, Solomon Islands.

For contact details – Website: www.spc.int Email: spc@spc.int

Siège de la CPS : Nouméa (Nouvelle-Calédonie). Antennes régionales : Suva (Îles Fidji) et Pohnpei (États fédérés de Micronésie). Bureau national de coordination : Honiara (Îles Salomon).
Site Web : www.spc.int Courriel : spc@spc.int

<p>Per diem</p>	<p>SPC-sponsored participants will be provided with per diems at standard SPC rates to cover costs for necessary overnight transit stops en-route, as well as for living expenses and incidentals while in Noumea in line with SPC Travel Policy.</p> <p>The per diem has been reduced to take into the account that accommodation and lunches will be provided during the workshop.</p> <p>Participants will be responsible for paying meals (except lunches during the workshop), local transportation and incidental expenses from the allocated per die (such as telephone, laundry, meals ordered in the room, visas, airport transfer, etc.).</p> <p>Meeting participants who require additional nights' accommodation en-route will need to arrange these themselves and will be responsible for paying all hotel cost (while in transit), meals, local transportation and incidental expenses from the allocated per diem.</p>
<p>Per diem Payment procedure</p>	<p>➤ <u>In Noumea:</u> Per diem will be paid in XPF cash on Monday 19th November, 2018 at 10:00am during morning tea at the registration counter.</p> <p>SPC-sponsored delegates will be provided with per diems at standard SPC rates to cover costs for necessary overnight transit stops en-route, as well as for living expenses (dinners) and incidentals while in Noumea.</p> <p>Please retain all boarding passes and, if relevant, paid transit invoice accommodation on you way to Noumea as these will be required to collect per diems. All sponsored participants receiving per diems are required to sign the SPC Travel receipt as a standard administrative requirement</p> <p>➤ <u>Upon return home:</u> SPC sponsored travellers need to provide within 7 days upon return in pdf format from their duty travel to justify payment of the per diem and for auditing purposes</p> <ul style="list-style-type: none"> • Boarding passes; and • Copies of the hotel invoice as proof of accommodation payment while in transit, <p>If sponsored participants cannot provide those documents, SPC will reduce the amount of per diem and seek reimbursement.</p>
<p>Attendance registry</p>	<p>Participants will be required to daily sign the attendance registry as part of the SPC procedures.</p>
<p>Workshop documents/ presentations/laptop</p>	<p>Participants should bring their laptops to the workshop. The focus is to have a paperless workshop.</p> <p>The workshop announcement can be downloaded from: http://sdd.spc.int/en/events-activities</p> <p>All other documents can be downloaded from the 21.10.2018 : (link to be provided)</p>

Airport transfers	<p>The SPC meeting organizer will organize for the transfers between Tontouta airport and accommodation in Noumea, and return, for all meeting participants.</p> <p>Meeting participants will be picked-up by a driver from “Les Mouettes” airport services. Their driver will be standing outside the arrival terminal, at the shuttle parking space, which is located at about 100 meters on your right, after exiting the arrival terminal.</p>
Insurance	<p>SPC does not provide insurance cover for meeting participants or their belongings, and meeting participants are expected to make their own arrangements for accident, illness and luggage insurance.</p>
Internet	<p>Wireless connections (Wifi) are available throughout SPC’s Conference Centre. Major hotels and resorts offer email and internet services.</p>
Telephone	<p>SPC switchboard number: +687-26.20.00.</p> <p>For international calls out of New Caledonia, dial 00 and then country code (Australia: 61, New Zealand: 64). To phone New Caledonia from overseas, the country code is 687.</p> <p>Mobile telephones – depending on the network provider – Australian and New Zealand mobile telephones may be able to be used in New Caledonia if an international roam service is subscribed to.</p> <p>Coverage is excellent throughout Noumea and the most populated areas.</p>
Banking facilities	<p>Travelers’ cheques can be cashed at the hotel or only at the BCI Bank. There is a bank exchange at the airport where you can exchange your foreign currencies.</p> <p>We advise meeting participants to change their foreign currencies before their arrival in New Caledonia or at Tontouta airport since banks in New Caledonia do not provide this service (apart from their own customers).</p> <p>An ATM machine is available at the Banque Nationale de Paris (BNP) at Anse Vata, to withdraw XPF and is situated between the SPC headquarters and the Nouvata Park Royal Hotel and it is opened from Monday to Friday, 7:30am to 3:45pm. It is closed during lunchtime.</p> <p>It is possible to exchange USD at the Nouvata Park Hotel only for the meeting participants staying in the hotel.</p> <p>The American Express card is not widely accepted in Noumea.</p>
Smoking	<p>SPC has declared a non-smoking area since January 1992.</p> <p>It would be highly appreciated if this rule is strictly adhered to.</p> <p>Smoking is allowed only in designated areas for SPC.</p>
Medical and dental attention	<p>Any meeting participant requiring assistance to arrange an appointment for medical and dental attention should contact the meeting Secretariat.</p> <p>However, urgent cases are referred to the clinic of Nouville for immediate attention.</p>
Visits of interest	<p>Please check the online Tourism offices: www.office-tourisme.nc/en</p>

Power Supply	<p>Electrical current is 220V, 50 cycles AC, using European plugs with two round pins.</p> <p>Most Australian/New Zealand appliances can be used with an adaptor, and several hotels and resorts also provide Australian/New Zealander sockets.</p>  <p>SPC shall make available to meeting participants an adaptor at the cost of 600XPF.</p>
Useful phone numbers	<p><u>Consulates:</u></p> <ul style="list-style-type: none"> • Australian Consulate-General: +687-27.24.14 • New Zealand Consulate-General: +687-27.25.43 <p><u>Emergency services:</u></p> <ul style="list-style-type: none"> • Police: 17 • Fire brigade: 18 • SOS Medical Service: 15 <p><u>Airlines:</u></p> <ul style="list-style-type: none"> • Aircalin: +687-26.55.00 • Qantas: +687-28.65.46 • Air New Zealand: +687-28.66.77
Transport	<p>There is a frequent bus services between the downtown and Anse Vata and vice versa but not at regular intervals. The fare is 210 XPF one way.</p> <p>Taxis are available. Telephone: +687-28.35.12 / 28.53.70.</p> <p>Rental cars can be hired. Information can be obtained from your hotel.</p>
Climate	<p>For weather, please check the 10 days forecast on: https://weather.com/en-AU/weather/today</p>
SPC shop purchases	<p>Purchases of duty-free goods may be done at the Secretariat's shop by meeting participants on production of their meeting nametag. Please note that the agreement between the Secretariat and the French Administration which allows the operation of the shop stipulates that purchases may be made for the personal use of meeting participants only.</p> <p>The shop is opened between 3:00pm and 5:00pm every day. Payment must be made in cash XPF at the time of purchase.</p>

CONTACT DETAILS

For FAO	Mr Anthony Burgard Consultant Mail: anthony.burgard@fao.org Direct line: (+66)-0860.965.777
For SPC	Mr Phil Bright GIS Innovation & Dissemination Lead Mail: PhilB@spc.int Direct line: +687.26.20.00 – Ext. 31226 Mr Luis de la Rua GIS Officer Email : LuisR@spc.int Direct line: +687.26.20.00 – Ext. 31228
Logistics <i>(hotel booking, per diem payment and airport transfers)</i>	Ms Elodie Lionnet Secretary of the meeting / Administrative Assistant Mail: elodiel@spc.int Direct line: +687.26.20.00 – Ext. 31227 Mrs Sandra Gianini Meeting Organiser / Coordinator Finance and Administrative Officer Mail: sandrag@spc.int Direct line: +687.26.20.00 – Ext. 31224
Papers / Documents / Web	Mrs Gaëlle Le Gall Meeting Organiser / Information and Communicatoin Officer Mail: gaellelg@spc.int Direct line: +687.26.20.00 – Ext. 31225

27th September, 2018