



## 1<sup>st</sup> Pacific Statistics Standing committee Meeting (PSSC)

Tanoa International Hotel  
Nadi – Fiji, 1<sup>st</sup>-2<sup>nd</sup> November 2018

### GENERAL INFORMATION FOR PARTICIPANTS

<b>Venue and Registration</b>	<p>The meeting will be held at the Tanoa Room at the Tanoa International Hotel, Nadi, Fiji.</p> <p>SPC will be responsible for registering participants on the opening day and for giving general assistance thereafter for the duration of the meeting.</p>
<b>Accommodation</b>	<p>SPC sponsored PSSC members and delegates will be accommodated at the Tanoa International hotel. Rooms are single occupancy and have been pre-paid for the length of their stay in Nadi as part of the per diem.</p> <p style="text-align: center;"><b>Tanoa International Hotel, Nadi, Fiji Islands.</b> Vatulevu Road PO Box 9203 Nadi, Fiji Tel: + 679 672 0277 Email: <a href="mailto:international@tanoahotels.com">international@tanoahotels.com</a> Website: <a href="http://www.tanoainternational.com">www.tanoainternational.com</a></p> <p>Check in time is at 14:00 and Check out time is 11:00am.</p> <p>The Pacific Community will settle accounts for SPC sponsored participants' ROOM ONLY (for one person) directly to the hotel. 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>Please note that "<u>No show</u>" will incur on 1 nights payment if participants does not check in as per the expected date of arrival.</p>
<b>Airport Transfers</b>	<p>Airport transport is provided to and from the Nadi International Airport. Your drivers Atinash Raju, Amit Prakash, Prem Chand, Deepak Naidu, Shiraz and Umesh Chand are in charge of your transfers to and from the Nadi International Airport on a 24-hour shift. Their mobile contact is +679 999-8552.</p>
<b>Breaks and Lunches</b>	<p>SPC will provide daily morning &amp; afternoon teas and lunches during the meeting days. Please kindly advise us for any dietary concern before 10.10.218.</p>

<p><b>Visa and entry requirements</b></p>	<p>As this meeting will be held in Fiji, it is imperative that all nominees sort out all necessary documentation if visa is required for Fiji. Responsibility for the Visa application process rests with the nominees. We will provide the nominee(s) with their travel itinerary. We recommend that each confirmed nominee should also check with the relevant authority in their country for visa requirements for Fiji.</p>
<p><b>Travel</b></p>	<p>In line with SPC travel policy, SPC will provide to the sponsored PSSC members and delegates with return air fares (economy class), based on the most direct route and economical fare, between the representative's country and Nadi, Fiji;</p> <p>Purchased tickets cannot be changed without the clearance of the meeting secretariat. Any fee or extra charges resulting from the changes will be at the cost of the delegate.</p>
<p><b>Per diem and Payment procedure</b></p> <p><b>SPC sponsored participants</b></p>	<p>➤ <u>In Nadi:</u> 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 Nadi.</p> <p>Per diem will be paid to SPC sponsored participants by cash on Wednesday 1 November 2018. Please retain all <b>boarding passes</b> and, if relevant, <b>paid transit invoice accommodation on you way to Nadi</b>, as these will be required to collect per diems. All meeting delegates 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 <b>within 7 days upon return</b> 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"> <li>• Boarding passes; and</li> <li>• Copies of the hotel invoice as proof of accommodation payment while in transit,</li> </ul> <p>If sponsored meeting delegates cannot provide those documents, <b>SPC will reduce the amount of per diem and seek reimbursement</b> from the participant</p>
<p><b>Meeting papers</b></p>	<p>The focus is to have a paperless meeting. The meeting announcement can be downloaded from <a href="http://sdd.spc.int/en/events-activities">http://sdd.spc.int/en/events-activities</a></p> <p>All other documents can be downloaded from the 15.10.2018. <a href="http://sdd.spc.int/en/news/latest-news/200-1st-meeting-of-the-pacific-statistics-standing-committee-pssc">http://sdd.spc.int/en/news/latest-news/200-1st-meeting-of-the-pacific-statistics-standing-committee-pssc</a></p>

<b>Internet at the hotel</b>	<p><b>WIFI INTERNET ACCESS IN CONFERENCE ROOM:</b> Complimentary standard WiFi Internet access in the Conference Room - Unlimited Wi-Fi Data Cap up to 1G per second</p> <p><b>IN-ROOM WIFI INTERNET ACCESS:</b> Standard WiFi Internet Access for every accommodation booked.</p>
<b>Dress Attire</b>	Dress attire will be informal during all sessions. Warm clothing is suggested due air-conditioning.
<b>Smoking</b>	Smoking is allowed only in non-enclosed areas and other areas approved by the hotels.
<b>Telephone</b>	<p>Telephone, fax and internet facilities are available at hotels. Charges for all telephone calls, faxes and internet use are the responsibility of the representatives incurring them. Internet is free during conference hours at the conference venue.</p> <p style="text-align: center;">Fiji Country Code: 679</p>
<b>Insurance</b>	The Pacific Community does not insure participants while attending meetings or during travel to and from meetings and will not be responsible for expenses arising from sickness, injury or other disability or loss of life.
<b>Medical Attention</b>	<p>Pharmacies with registered pharmacists are readily available. Over-the-counter pharmaceuticals may be purchased in most retail stores, supermarkets, and hotel shops.</p> <p>For medical or dental services during the course hours, please seek assistance from the meeting Secretariat. Outside those hours, please refer to the Front Desk for directions.</p>
<b>Currency</b>	<p>Participants are advised that the currency used in Fiji is the Fijian dollar.</p> <p>Generally, cash is used for every day purchases. Most major international credit cards are widely accepted at the larger retail establishments. Cashing of travellers' checks and foreign currency exchange can be carried out at most hotels, banks, and foreign currency exchange services for most major international currencies. Automatic Teller Machines (ATM) are also widely available.</p>
<b>Time</b>	Greenwich Mean Time +12 hours.
<b>Transportation</b>	There is frequent bus and taxi service available in Nadi. Metered taxi fares are relatively inexpensive: FJ\$ 15.00 – FJ\$ 20.00 between Tanoa and Nadi Town. A slightly higher rate applies for evening runs. Drive-yourself cars may also be arranged – information brochures available from Hotel reception.
<b>Power Supply</b>	Fiji power supply operates at 220 volts.

<b>Weather</b>	For Nadi /Fiji forecast please check it out at <a href="http://www.timeanddate.com/weather/fiji/nadi/ext">http://www.timeanddate.com/weather/fiji/nadi/ext</a> or at <a href="http://www.met.gov.fj/">http://www.met.gov.fj/</a>
<b>Useful Links</b>	Fiji Visitors' Bureau: <a href="https://fiji.travel/">https://fiji.travel/</a>  Visa Information : <a href="http://www.immigration.gov.fj/travel-requirements/fiji-visas">http://www.immigration.gov.fj/travel-requirements/fiji-visas</a>

Noumea 05.10.2018