



Pacific
Humanitarian
Team



Pacific Resilience Week

"Pathways to a Resilient Pacific"

SPREP FUNDED PARTICIPANTS FOR THE PCCR & JOINT MEETING.

ADMINISTRATIVE NOTE

Travel

The Secretariat of the Pacific Regional Environment Programme (SPREP) will cover the cost for officially nominated participants from the 14 Pacific island countries to attend the Pacific Climate Change Roundtable (PCCR) from 2-3 October and Joint Climate Change Roundtable and Disaster Platform from 4-5 October.

SPREP funded participants are expected to attend the PCCR and also the Joint Meeting which run consecutively in as events of the Pacific Resilience Week. This document provides key information for funded participants who will be attending these meetings.

Meeting Venue and Working Hours

The PCCR and Joint Platform meetings will be held at the **Holiday Inn Hotel Suva from the 02-05 October.**

Meeting Arrangements

All meetings will be conducted in English and all working documents, as well as the provisional and final reports of the meetings, will be available in English only.

Both meeting hours will be from 8:00am to 5:00pm daily. Should the meetings require scheduled times to be changed, you will be advised at the commencement of the week.

The welcome reception for the resilience week will be held on Monday the 2nd at the Fiji Museum.

'We want your opinion on PCCR' Survey

To assist with the arrangements of the PCCR this year, a survey monkey has been developed by the Secretariat to gather feedback from participants on their views of PCCR and the anticipated objectives for this year's meeting. SPREP strongly encourage each of the participants to provide their feedback and will take only 8mins or less (5 multiple questions only).

Should you have any questions please contact Azarel Maiwai (azarelm@sprep.org) if you have any questions.

Travel

Air Ticket:

Tickets will be issued on the most direct and economical route and any deviations from the official itinerary will be at the participants own expense.

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Participants are required to submit a completed Registration Form and Passport Copy to ensure timely facilitation of Travel and DSA. If you have not received your ticket please contact Ms. Sela Simamao (selas@sprep.org) and copy Azarel Maiai (azarelm@sprep.org).

Daily Subsistence Allowance (DSA): Daily Subsistence Allowance is intended to account for daily lodging, meals, incidentals and other expenses. Total DSA will be calculated based on your confirmed ticket. During official meeting days, DSA will be paid at a rate of approx USD 182 per day. This rate are based on October DSA rate for SPREP, minus the costs of catering that is supplied during the week’s meetings.

Accommodation in Suva

Since participants will be provided with DSA, you are kindly requested to make your accommodation arrangements in Suva. Please find below details of some recommended hotels in the greater Suva business district.

Hotel:	Location:	Contact Details:
Holiday Inn	Victoria Parade Suva	Tel. (+679) 3301600 Email. reservations@holidayinnsuva.com.fj
Tanoa Plaza	Gordon Street, Suva	Tel. (+679) 3312300; Fax. 3301300 Email. plazares@tanoahotels.com
Southern Cross Hotel	63 Gordon Street, Suva	Tel. (+679) 3314233 / 3314371; Fax. 3311819 Email. southerncross@kidanet.net.fj
Suva Peninsula Hotel	Pender Street Suva	Email. Peninsula International Hotel reservations02@peninsula.com.fj Tel: (+679) 3313711
Best Western Suva Motor Inn	Corner of Gorrie and Mitchell Street, Suva	Tel: (+679) 3313973

Visas/Entry Formalities

A passport valid for at least six months from the date of travel and a return/onward ticket are requirements for all visitors to Fiji. Please ensure that you have the necessary travel and health/insurance documents prior to departure from your country of origin. Please visit www.immigration.gov.fj to check if your country is one of the visa-exempted countries.

Contact / Focal Point:

If you have any further queries, please do not hesitate to contact Espen Ronneberg espenr@sprep.org, Tagaloa Cooper tagaloac@sprep.org and Azarel Maiai azarelm@sprep.org