



WORLD  
METEOROLOGICAL  
ORGANIZATION

## INFORMATION NOTE FOR PARTICIPANTS OF THE FIFTH PACIFIC METEOROLOGICAL COUNCIL AND PRE-EVENTS

### Time and Place of Meetings

1. The Pacific Meteorological Council 5 (PMC 5) (and related PMC 5 events) will be held at the Tui Atua Tupua Tamasese Efi (TATTE) Convention Centre from 5 - 9 August 2019.
2. The Pre-PMC 5 Events (occurring before PMC) will be held at Sheraton Hotel and Bungalows from 29 July – 3 August, 2019 (please refer to the schedule of events→ <https://www.pacificmet.net/pmc/meetings/pmc-5>).

### Travel Arrangements

3. A return economy ticket will be issued to SPREP funded participants at the most economical route in compliance with SPREP Travel Policy. Any changes, amendments or cancellation to travel arrangements that will incur extra costs or loss of revenue to SPREP once the ticket has been issued will be borne by the participant. For more information on travel (for SPREP funded participants only) please contact [teuilajane@sprep.org](mailto:teuilajane@sprep.org) and copy [PacMetDesk@sprep.org](mailto:PacMetDesk@sprep.org).
4. Travel insurance for SPREP funded participants is not provided however, we highly encourage you or your organization to organize for travel insurance in the case that an emergency does arise.

### Arrival and Transport Arrangements

5. Airport transport will be provided by the government of Samoa for PMC-5 participants. For self-funded participants please complete the arrival and departure information on the registration link provided or else email this information to [teuilajane@sprep.org](mailto:teuilajane@sprep.org).
6. Should you wish to arrange your own airport transfer, public transport is available by TAXI or shuttle services. TAXI fares range from 70-100 SAT depending on the distance of your hotel. Some hotels also provide an airport pick-up service.

### Per-diem Arrangements (SPREP Funded Participants)

7. Per-diems will be provided in accordance with SPREP rates (and in cases where travel has been supported through the IMPACT project then the BMU rates and rules will be applied as per funders instructions). It is recommended that you carry sufficient funds to cover incidentals and/or accommodation costs for your journey over to Apia until a time that you receive your per-diems.  
Your per-diem will cover all your incidental, transport and accommodation costs. Per diems will be given out on the first day of the meeting and a breakdown of your pre-diem calculation can be provided upon request. Please provide your boarding passes to collect your per-diem.

### Communication and Foreign Exchange

8. On arrival there is a Bluesky Samoa Booth at the airport which sell sim cards and credit. There is also a Western Union- Number 1 Currency counter and Bank of South Pacific Counter (as well as various ATM's) in the terminal for foreign exchange. It is recommended that you convert some funds before you depart the airport for use up until you receive your DSA.

## Meeting Arrangements

9. The workshop 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.
10. It is planned that the registration of participants will start at 8:00am on 7 August 2019 at the registration desk located inside TATTE Convention Centre. Participants will receive identification badges at the time of registration, please wear these badges throughout the duration of the meeting for catering and security purposes. For the timetable of each day please refer to the draft agenda which will be available leading up to the meeting.

## Entry Requirements

11. A valid passport (and visa if applicable) is necessary for all persons entering Samoa. This link will provide further details → <http://www.samoa.org.nz/index.php?page=visa>. Most countries can enter Samoa visa free. It is the responsibility of each participant to ensure they have the relevant VISAs to attend the meeting in Apia, Samoa (kindly note this includes any transit VISAs that you may require).

## Coordination

12. The Local Coordinators for the Workshop are:
  - The Government of Samoa, Ministry of Natural Resources and Environment (MNRE)
  - Secretariat of the Pacific Regional Environment Programme (SPREP)
  - World Meteorological Organization (WMO)

For any queries on the working arrangements please email [PacMetDesk@sprep.org](mailto:PacMetDesk@sprep.org) and [ausetalia.titimaea@mnre.gov.ws](mailto:ausetalia.titimaea@mnre.gov.ws) for assistance.

For any queries on workshop logistics and transport please email [tumau.neru@mnre.gov.ws](mailto:tumau.neru@mnre.gov.ws), [faapisa.aiono@mnre.gov.ws](mailto:faapisa.aiono@mnre.gov.ws), [tile.tofaeono@mnre.gov.ws](mailto:tile.tofaeono@mnre.gov.ws), [siosinamelel@sprep.org](mailto:siosinamelel@sprep.org), [salesan@sprep.org](mailto:salesan@sprep.org), [azarelm@sprep.org](mailto:azarelm@sprep.org) and [teuilajane@sprep.org](mailto:teuilajane@sprep.org)

## Banking and Currency

13. Samoan currency is the Samoa Tala (SAT). All major currencies are generally accepted in main banks and foreign exchange counters.
14. Please note the most common form of payment in Samoa is Samoan tala with only selected vendors able to process card payments and provide foreign exchange services (apart from banks).
15. General banking hours: 9:00 am - 3:00 pm week days (Monday – Friday). The current exchange rate is roughly USD 1 ≈ 2.59 Tala, subject to fluctuation. Credit cards are accepted by all major hotels, however rarely accepted at most stores.

## Electricity and Plug Type

16. The electrical current in Samoa is 220-240 Volts, and the type of plug normally used is shown below (type Australian AS-3112).



17. Please bring an adaptor if your power plugs are different for your own use during the meeting.

### **Health and Safety**

18. Samoa is one of the safest destinations in the world, with a low crime rate, no terrorist activity, and very few diseases. However, we still recommend that you apply the same common sense approach to your health and safety as you would at home, by not leaving valuables unattended, and investing in both travel insurance and a basic travel first aid kit. In the event of an unlikely emergency please call 911.

### **Accommodation**

19. Appendix A contains a list of recommended hotels and their rates.
20. Participants are advised to make their own accommodation bookings. When booking, you may be asked for details of your credit card for guarantee (type and No., name, expiry date). If you require assistance please email [teuilajane@sprep.org](mailto:teuilajane@sprep.org).

Hotel names	Contact details for reservation	Standard Room per night (Samoa Tala)		Deluxe Room per night (Samoa Tala)	Distance from Workshop Venue
		Single	Double	Single	
<b>Apia Central Motel</b>	Tel: (685) 20782	140.00/ 160.00 (aircon, fully self- contained, breakfast included)	240.00 (aircon, fully self- contained, breakfast included)		5 minute drive
<b>Tatiana Motel</b>	Tel: (685) 21260	80.00 (fan only/ shared facilities)		119.00-129.00 (aircon/ self contained unit)	5 minute drive
<b>Discovery Rentals/ Samoana Boutique Motel</b>	Tel: (685) 31000 Email: <a href="https://www.samoanahotel.com/en/">https://www.samoanahotel.com/en/</a>			180.00 (aircon, 2 double beds and fully self-contained unit with a small kitchenette- hotplate/fridge)	5 minute drive
<b>Moatoga Hotel</b>	Tel: (685) 27001 Email: <a href="https://moatogahotel.com/">https://moatogahotel.com/</a>	113.00	128.00	210.00	5 minute drive

<b>Taumeasina Hideaway</b>	Tel: +685 7589255			180.00 (en suite with hot water and aircon. Price includes breakfast)	8 minute drive
<b>Manumea Hotel</b>	Tel: +685 7606178 Email: <a href="mailto:bookings@manumearesort.com">bookings@manumearesort.com</a>	\$185.00 tala/night inclusive of tropical breakfast			15-20 minute drive
<b>Sheraton Hotel and Bungalows</b>	Tel: +685 62800 Email: <a href="mailto:Reservations.SamoaHotel@sheraton.com">Reservations.SamoaHotel@sheraton.com</a>			365.00 (Classic King Room)	5 minute drive
<b>Taumeasina Island Resort</b>	Tel: +685 61000 Email: <a href="mailto:reservations@taumeasinainlandresortsamoa.com">reservations@taumeasinainlandresortsamoa.com</a>			450.00 (Ocean view king room)	8 minute drive
<b>Tanoa Tusitala Hotel</b>	Tel: +685 21122 Email: <a href="mailto:tusitala@tanoahotels.com">tusitala@tanoahotels.com</a>			350.00 (Double deluxe and king deluxe room)	3 minute drive

