

INFORMATION NOTE FOR FUNDED PARTICIPANTS

COSPPac Meeting, Joint National Meteorological and Hydrological Services (NMHSs) and National Disaster Management Office (NDMO) Meeting, Sixth Meeting of the Pacific Meteorological Council (PMC-6), the First Development Partners and Donors Engagement Meeting, the Third Pacific Ministerial Meeting on Meteorology (PMMM-3) and related meetings
9-18 August 2023, Nadi, Fiji

1. Meeting Venue (Refer to the Meeting table under point 3)

The Meetings planned for **9-12 August 2023** will be held daily at the **Novotel Hotel** conference facilities in Nadi, Fiji.

Location:

Novotel Hotel
Namaka Hill
Nadi Airport
Nadi, Fiji
Telephone: +679 672 2000
[Google Pin HERE](#)

The Meetings planned for **14-18 August 2023** will be held daily at the **Sofitel Fiji Resort and Spa** conference facilities in Denarau, Fiji.

Location:

Sofitel Fiji Resort and Spa
Beachfront
Denarau Island, Fiji
Telephone: +679 675 1111
[Google Pin HERE](#)

2. Travel Arrangements for SPREP funded Participants

A return economy ticket will be issued to SPREP-funded participants at the most economical route in compliance with SPREP Travel Policy. The participant will bear any changes, amendments, or cancellations to travel arrangements that will incur extra costs or loss of revenue to SPREP once the ticket has been issued. For more information on travel (for SPREP-funded participants only), please contact: Wati Kanawale @watic@sprep.org and copy in Teuila Fruean @teuilajane@sprep.org.

All participants must check-in for their respective flights 3-4 hours before departure to allow time for any check-in procedures and processing delays. Travel/health insurance for SPREP-funded participants is not provided; however, we highly encourage you or your organisation to organise travel insurance for emergencies. Participants are required to fulfil any Passport and VISA processing that may be required following

the route in your approved e-ticket, including VISAS for any transit countries. The participant or their respective organisation will bear payment for any VISA/passport costs.

It is also recommended to check with airlines regarding transit and entry requirements, including insurance requirements, before you commence your travel from your country of origin, as travel requirements are subject to change without notice.

3. Meeting Schedule

The most updated meeting schedule is provided below. Should you have any queries relating to any of the meetings listed in the table, please email:

PacMetDesk@sprep.org. The agendas and other detailed meeting information will be released in due course.

Dates	Meetings	Who will Attend	Location
9 August	Climate and Ocean Support Programme for the Pacific (COSPPac) Meeting	<ul style="list-style-type: none"> Directors of National and Hydrological Services (NMHSs) the 14 PICs 	Novotel Hotel, Nadi
10-11 August	Joint Meeting between National Meteorological Services and National Disaster Management Offices	<ul style="list-style-type: none"> Directors of NMHSs Directors of National Disaster Management Offices Development Partners RCC members 	Novotel Hotel, Nadi
12 August	PMC Panel Meetings	<ul style="list-style-type: none"> Directors of NMHSs PIAWS, PIMOS, PICS, PHS, PICI, PIETRS Panel members 	Novotel Hotel, Nadi
14-16 August	Sixth Meeting of the Pacific Meteorological Council (PMC-6)	<ul style="list-style-type: none"> Directors of NMHSs Directors of National Disaster Management Offices Meteorology Community Development Partners Donors 	Sofitel Fiji Resort, Denarau, Nadi
17 August	First Development Partners and Donor Engagement Meeting	<ul style="list-style-type: none"> Development Partners Donor NMHSs Meteorology Community 	Sofitel Fiji Resort, Denarau, Nadi
17 August	Ministerial Briefing or excursion (Afternoon – parallel with the Engagement Meeting)	<ul style="list-style-type: none"> Ministers SPREP DG WMO SG 	Sofitel Fiji Resort, Denarau, Nadi
18 August	3 rd Pacific Ministerial Meeting on Meteorology (PMMM-3)	<ul style="list-style-type: none"> Ministers responsible for Meteorology Directors of NMHSs and Government Officials Development Partners Donors 	Sofitel Fiji Resort, Denarau, Nadi

4. Entry Requirements & Passport

Participants from SPREPs 14 Pacific Island member countries do not require a VISA to enter Fiji. As a visitor, you must have an onward or return ticket and a valid visa (if required) for the next country (i.e., transits) to which you're travelling.

A valid passport is necessary for all persons entering Fiji. More information is [HERE](#).
Check that your passport does not expire within 6 months to avoid issues during your travelling.

Pre-Departure Requirements for Entering Fiji is [HERE](#).

5. Airport Transport Arrangements

Every participant is advised to arrange their own airport transfer as these costs have been factored into your per diems. Public transport is available by TAXI or shuttle services (based outside the airport arrival area). We recommend Pehicle Tours Ltd should you want to organise your airport transfer in advance, you can contact them at transport@pehicle.com or phone +679 672 4086 or 995 7729 / 999 5250.

6. Local Transport Arrangements

Please make your own way to/from the meeting venue (Novotel Hotel) for the week of 9-12 August 2023, all local transport costs have been factored into your per diems. You can dial 2000 for a local taxi service.

The Fijian Government has kindly confirmed that transport will be provided for the PMC meeting from 14-18 August 2023 to and from Sofitel Resort. The pickup and drop off will be from designated central Nadi locations, which will be advised closer to the meeting dates.

7. Communication and Foreign Exchange

Immediately outside the exit from the Customs Clearance area at the Nadi International Airport, there are 2 booths of Fiji's main mobile service providers: Digicel (right-hand side) and Vodafone (left-hand side). Both provide SIM and data services, and you are encouraged to purchase these at the airport for convenience. There is also a Westpac and Western Union- Number 1 Currency counter and Various ATM's in the terminal for foreign exchange. It is recommended that you convert some funds into the local currency (FJD) before you depart the airport for use until you receive your per diems.

8. Accommodation (SPREP arranged travel only)

Participants are advised to make their own accommodation bookings as these costs have been factored into your per-diems. When booking, you may be asked for your credit card details for guarantee (type and No., name, expiry date).

We want to draw your attention to the fact that the month of August in Fiji tends to be a particularly busy period. Upon our initial assessment, we found that most affordable hotels and accommodations are fully booked or offered at rates significantly higher than the Nadi DSA rates. The SPREP logistics team undertook a mission to address this issue and discussed it with various accommodation providers. We are pleased to inform you that we have identified 12 hotels that fit within the scope of the SPREP DSA rates and have confirmed the availability of rooms. For detailed



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information, please refer to the attached ***Accommodation Table***.

To this end **we highly recommend that you make your hotel booking at your earliest convenience with your chosen hotels.**

Please email Teuila Fruean @teuilajane@sprep.org and Janice Mitchell @Janice.Mitchell@met.gov.fj should you require assistance.

Should you prefer to stay elsewhere you can also book via online booking systems such as www.Booking.com and www.airbnb.com

9. Per-diem Arrangements (SPREP arranged travel only)

Per-diems will be provided in accordance with the SPREP rates and regulations. SPREP currently follows the UN Per Diem rates. For planning purposes, you will receive 166.00 USD per day in Nadi as well as funds for long transits (as per SPREP travel policy). It is recommended that you carry sufficient funds to cover incidentals and/or accommodation costs for transit to Nadi until you receive your per-diems.

Per diems will be given out during the first day of the meeting, and a breakdown of your per-diem calculations will be provided for your reference. You'll be required to provide your boarding passes to collect your per-diem.

For NDMO Representatives, we would like to inform you that UNDRR is providing support for your Per Diem during the upcoming NDMO & MET Meeting. The UN rate for DSA, including Airport Transit allowances, will be applicable to you. Please be advised that your DSA will be handed over to you on the first day of the scheduled NDMO & MET Meeting, which is on August 10, 2023.

In addition, UNDRR will share an information package and provide specific requirements separately to all NDMO representatives. Kindly keep an eye out for this communication from UNDRR.

10. Meeting Arrangements and Events

This table contains the same meetings listed in point 3 however it also includes the other activities and events which will be held throughout the week/s.

Please take note for planning purposes.

Fiji Meteorological Service has provided a list of activities (i.e. day cruises) which participants may be interested in joining on Sunday 13 August 2023, special rates have been secured and you are welcome to book directly with the contacts in the attachment “Day Cruises and Activities Fiji”.

Wed 9 Aug	Thu 10 Aug	Fri 11 Aug	Sat 12 Aug	Sun 13 Aug	Mon 14 Aug	Tue 15 Aug	Wed 16 Aug	Thu 17 Aug	Fri 18 Aug
COSPPac Meeting (Novotel Hotel)	Joint Meeting between NMHSs and NDMO (Novotel Hotel)	PMC Panel Meetings (Novotel Hotel)	<i>(Optional) Activities co-ordinated by Fiji Met Service</i>	PMC-6 Meeting (Sofitel Resort)	2 parallel side events (Lunch)		Donor and Development Partners Engagement (Sofitel Resort)	Ministerial Briefing (Sofitel Resort)	PMMM-3 (Sofitel Resort)
				PMC-6 Meeting (Sofitel Resort)					
				Opening sunset event		Closing sunset event	Ministerial Dinner		
				Varysian Private Sector Display and Engagement (Sofitel)					

Participants will receive identification badges at the time of registration; please wear these badges throughout the duration of the meeting/s for security and catering purposes.

Full details on the meeting program for each day will be included in the agenda, which will be available leading up to the meeting.

11. Coordination

For any queries on the working arrangements and/or workshop and logistics, please email: Naheed Hussein @naheedh@sprep.org, Salesa Nihmei @salesan@sprep.org and copy Teuila Fruean @teuilajanef@sprep.org and Wati Kanawale @watik@sprep.org.

12. Banking and Currency

Fiji currency is the Fijian Dollar (FJD). All major currencies are generally accepted in main banks and foreign exchange counters.

The current exchange rate is roughly USD 1 \approx 2.20 FJD, subject to fluctuation. Credit/debit cards are accepted by all major hotels, big restaurants, and some super-markets.

13. Electricity and Plug Type

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



Please bring an adaptor if your power plugs are different for your own use during the meeting. Particularly if you are coming from the North Pacific and are using US power plugs.

14. Health and Safety

Please bring a face mask as a precautionary measure.

It is recommended 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 unlikely event of an emergency in Fiji please call 917.

15. Additional Information

Should this be your first-time visiting Fiji and you'd like to learn more, please refer to the Fiji Travel website which has a wealth of information → <https://www.fiji.travel/>.

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