

INFORMATION NOTE FOR PARTICIPANTS

Time and Place of Meetings

1. At the kind invitation of the Government of Solomon Islands, the Fourth Pacific Meteorological Council (PMC-4) and Second Pacific Ministerial Meeting on Meteorology (PMMM-2) will be held in Honiara, Solomon Islands, from 14 to 17 August 2017 and 18 August 2017, respectively.
2. Both meetings will take place at the Forum Fishery Agency (FFA) Conference room in Honiara, Solomon Islands.

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 participants. For more information on travel (for SPREP funded participants only) to please contact selas@sprep.org and copy PacMetDesk@sprep.org.

Arrival and Transport Arrangements

4. Transport will be provided by the Solomon Islands Meteorological Services for the pick-up service at the airport provided that arrival details are communicated to the local organizers in well in advance of arrival time into Honiara. After immigration clearance at the airport, look for your names for assistance and you'll be transported to your hotels.
5. Public transport is available by TAXI services, usually parked in front of the arrival area with TAXI signs on them. TAXI fares are ranging from SBD\$100 - \$150.00 depending on the distance where the hotel you've booked located in Honiara.

Communication

6. Also to note on arrival free Telekom sim card can be provided upon request after check out through immigrations and customs. Free Telekom sim card can be given by providing your passport at the Western Union counter in the departure checking terminal.
7. Mobile service providers will be setting up booths as the meeting venue as well for phones, sim cards, internet dongles and recharge cards.
8. Wi-fi will be available at the meeting venue and dongles are also available for purchase.

Meeting Arrangements

9. Both 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.
10. It is planned that the opening ceremony for the PMC-4 will begin at 9:00 a.m. on 14 August 2017. Registration of participants will start at 7:30 a.m. on 14 August 2017 at the registration desk located at the entrance to the meeting room. Participants will receive identification badges and information packages at the time of registration.
11. For the Second Pacific Ministerial Meeting on Meteorology (PMMM-2) the opening ceremony

will take place at 9:00 a.m. on 18 August 2017. Registration of participants will start at 8:00 a.m. on 18 August 2017 at the registration desk located at the entrance to the meeting room. Participants will receive identification badges and information packages at the time of registration.

Entry Requirements

12. A valid passport (and visa if applicable) is necessary for all persons entering Solomon Islands. Some countries in the region can obtain Visa on arrival whilst others are not. Participants that are not able to obtain Visa on arrival can contact the host country focal point organiser – Mr Lloyd Tahani, Acting Director Meteorology, Solomon Islands for Visa formalities (please use [Appendix 1 - Visa Application Information Form](#)). The “Application Form for Visa” can be obtained from the website of the Solomon Islands Immigration Department, Ministry of Commerce, Industries, Labour and Immigration at: http://www.commerce.gov.sb/Divisions/Immigration/Application_Form.htm.

Coordination

13. The Local Coordinators for the Meeting of the PMC-4 and PMMM-2 are:

Mr Lloyd Tahani (l.tahani@met.gov.sb)
Mr Chanel Iroi (c.iroi@met.gov.sb)
Mr Noel Sainao (noel.sanau@met.gov.sb)
Mr Solomon Sammy (s.sammy@met.gov.sb)
Ms. Florence Bale (FBale@mecm.gov.sb)
Ms. Ruth Nalangu (RNalangu@mecdm.gov.sb)

Solomon Islands Meteorological Services
Ministry of Environment, Climate Change, Disaster Management and Meteorology
P.O BOX 21
Honiara
Solomon Islands
Téléphone Nos.: (677) 24218 / (677) 27658
Fax No.: (677) 23029

14. The regional coordination support for the PMC-4 and the PMMM-2 will be provided by SPREP and WMO

Mr. Salesa Nihmei (salesan@sprep.org)
Ms. Sela Simamao (selas@sprep.org)
Ms. Azarel Mariner (azarelm@sprep.org)
Mr. Henry Taiki (htaiki@wmo.int)
Or PacMetDesk (PacMetDesk@sprep.org)

15. Telephone, facsimile, Internet and postal services are available at or near the meeting place.

Banking and Currency

16. Solomon Islands' currency is the **Solomon Islands Dollar (SBD)**. Notes are issued in denominations of SBD 2, 5, 10, 50 and 100. One SBD is equal to 100 cent. Coins come in denominations of 5, 10, 20, 50 cents and 1 dollar. Solomon Islands currency can be exchanged at banks. All major currencies are generally accepted.
17. General banking hours: 9:00 am - 04:00 pm week days (Monday - Friday). Participants

arriving during the weekend are advised to change some money at the Airport on arrival. The current exchange rate is roughly USD 1 \approx SBD\$7.80, subject to fluctuation. Credit cards are accepted by all major hotels.

18. Solomon Islands Meteorological Services has also arranged for banks to setup booths at the meeting venue for foreign exchange.

Electricity and Plug Type

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



20. Please bring an extra adaptor if you want to use your laptops, etc.

Local Climate in August/September

21. Climate data in August/September in Honiara, Solomon Islands are listed below:

Mean daily temperature:	+ 27.2 °C
Mean maximum temperature:	+ 31.3 °C
Mean minimum temperature:	+ 23.3 °C
Mean precipitation	94.0mm

Accommodation

22. Appendix A contains a list of recommended hotels in Honiara where rates are attached to them. All recommended hotels have internet access. Honiara Hotel and Pacific Casino Hotel are located close to the meeting venue.
23. Participants are advised to make their own accommodation bookings well in advance. When booking, you must provide details of your credit card for guarantee (type and No., name, expiry date). Bookings may be made via Internet or by faxing the Hotel Reservation Form contained in Appendix B.

LIST OF RECOMMENDED HOTELS

Hotel names	Contact details for reservation	Standard Room per night (SBD\$)		Deluxe Room per night (SBD\$)	
		Single	Double	Single	Double
Heritage Park Hotel	E-mail : enquires@kaivitimotel.com Web: www.heritageparkhotel.com.sb Telephone: (677) 24007 Fax: (677) 21001	2,300.00	2,300.00	2,475.00	2,475.00
Solomon Kitano Mendana Hotel	E-mail: reserv@mendana.com.sb Web: http://www.kitanomendana.com Telephone: (677) 20071 Fax: (677) 23942	1,210.00	1,210.00	1,400.00	1,400.00
King Solomon Hotel	Email: Reservations@Kingsolomon.Com Tel: (677)21205 Fax: (677) 21771 Web: www.Kingsolomomhotel.inf	770	770	1,035	1,035
Iron Bottom Sound Hotel	Email: Tel: (677) 28633 Fax: (677) Web: http://www.ironbottomsoundhotel.com	770	770	1200	1200
Honiara Hotel	Email :reservation@honiarahotel.com.sb Tel : (677) 21737/23412 Fax : (677) 20376 Web : http://www.honiarahotel.com.sb	795	795	1250	1250

[illegible]

Mothers Union Rest House	Email: stagnes@solomon.com.sb Tel: (677) 27785/27630	381 (2 beds) C/F	520	508 (3beds)	600 (4 beds) A/C	2km	to meeting venue
Bulaia Motel - Kula Ridge		500			900	1.8km	Pickup by transport to meeting venue
Skyline Apartments	Email: Reservation: skyline.apartments@yahoo.com Tel: (677) 7479121	10,000				3km	Pickup by transport to meeting venue
Royal Palm Motel - Tanoli	Email: trpm@solomon.com.sb Tel: (677) 20203 Mobile: (677) 7720718	480	440	550	550	1.7km	Pickup by transport to meeting venue
Lolo Rest House – Panatina		400			700	5km	Pickup by transport to meeting venue
Chester Rest House	Email: mbhches@solomon.com.sb Tel: (677) 26355 Fax: (677) 23079	500 (2 beds)			800	2km	Pickup by transport to meeting venue

HOTEL RESERVATION FORM

Participants attending the PMC-4/PMMM-1 meetings are welcome to make their hotel reservation directly with the hotel by fax or e-mail, or return the form no later than **15th July 2017** to:

Mr Noel Sainao

Tel.: (677) 24218

noel.sanau@met.gov.sb

Mr. Alick Haruhiru

Fax: (677) 23029

a.haruhiru@met.gov.sb

Name _____

Country _____

Address _____

Tel. No.: _____

Fax No.: _____

E-mail: _____

	<i>Flight No.</i>	<i>Date</i>	<i>Time</i>
Arrival	_____	_____	_____

Departure	_____	_____	_____
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Please reserve

Name of hotel: _____

Please specify one of the recommended hotels

Standard/Superior/Deluxe/Suite: Single () Twin ()

Check-in date _____

Check-out date _____

Credit card details for guarantee:

Type _____ Number _____

Name _____ Expiry Date _____

Date _____ Signature _____

Kindly inform us should you not have credit cards for accommodation bookings.