

Original: English

Administrative note for participants for the

FIFTY-FOURTH MEETING OF THE COMMITTEE OF
REPRESENTATIVES OF GOVERNMENTS AND ADMINSTRATIONS
(CRGA 54)

5–6 NOVEMBER 2024

HOTEL HILTON TAHITI, PAPEETE, FRENCH POLYNESIA

Secretariat

Meeting arrangements

1. The Secretariat is responsible for the facilitation of CRGA 54, including the preparation of agendas, meeting documentation, access to the meeting, interpretation and all Secretariat services for the meeting.
2. The principal Secretariat focal point for the meeting is Ms Sonia Schutz-Russell, Senior Adviser to the Director-General (soniasr@spc.int), supported by Ms Emilia Hénin, Executive Office Manager (emiliah@spc.int).

Papers

3. CRGA papers will be available from 16 October on the dedicated CRGA website: <https://www.spc.int/crga>. Any late papers will be announced to members in due course.
4. Previous papers and records of past CRGA meetings and conferences are also available on the website should members be interested.
5. Closed session papers will be sent to Heads of Delegations prior to the meeting and as soon as they are available.

Governance training

6. The Secretariat has produced short online videos on governance, SPC and SPC's governance structure. These provide a brief refresher for members and useful background for new attendees. Members are invited to access these videos ahead of the meeting at their leisure via the links on the CRGA website.

Meeting conduct and courtesies

7. The Chair of CRGA 54 (Tokelau) will open and manage the meeting with support from the Vice-Chair (Tonga). Delegates are requested to be seated by 8:20 am prior to a start at 8.30 sharp.
8. Heads of Delegation wishing to make an intervention during the meeting should signify their intention by raising their placard vertically. The Chair will invite Heads of Delegation to speak in turn.

Meeting platform details

9. The meeting is in-person but will be streamed to online participants via Zoom. Please note that there will be no opportunity for interaction with online participants, except through the chat feature.
10. To participate online via Zoom, please register here: https://spc.zoom.us/webinar/register/WN_OzymedSNQ0q2fZ5_CVKyUg
11. Delegates participating online via Zoom will enter the room muted and with cameras off. This is a default setting that has been enabled. All online participants will receive their unique link to join via the email they registered with. These cannot be shared and are unique to each participant.

Location and registration

12. The Secretariat undertakes to ensure an adequate registration and identification process for participants in SPC governing bodies' meetings in accordance with the Rules of Procedures and international practice for meetings of the governing bodies of intergovernmental organisations. This commitment requires all participants to complete the online registration form by category (representatives of members, permanent observers, ad hoc observers [by invitation only], SPC staff and visitors [listed by category: press, students, civil society, etc.]) by Friday, 27 September 2024.
13. The online registration form for participants is available here: <https://spc.int/registration-form>
14. A registration desk will be staffed by the Secretariat at Salle Ahi, Hilton Hotel Tahiti.

Interpretation

15. Simultaneous interpretation (French/English) will be available during the meeting. To assist our interpreters to understand and render speech, please be sure to speak clearly and not too quickly.

Media arrangements

16. For any media-related queries, please contact SPC's Director of Communications, Ms Lisa Kingsberry via email (lisak@spc.int).

Bilateral meeting arrangements

17. For inquiries or arrangements related to bilateral meetings, please reach out to Sarah Mecartney, SPC's Regional Director for Melanesia via email (sarahm@spc.int), with Emilia Hénin copied in CC (emiliah@spc.int).
18. A dedicated bilateral room (Salle Fenua) has been allocated for members and partners to use. To access the room, please email the Secretariat to reserve the date and time.

Travel, accommodation and logistics arrangements for participants attending CRGA 54 in Papeete

Flight arrangements

19. The Secretariat will cover the cost of one senior official to CRGA from each member Government and Administration (except for Australia, France, New Zealand, the United Kingdom and the United States of America), as outlined in (i) and (ii) below:
 - i. return air fares, based on the most direct route and economical fare, between the representative's country and Papeete, French Polynesia;
 - ii. per diem allowances at the prevailing SPC rates for the nights necessarily spent in transit to and from Papeete, French Polynesia, and for the duration of the meeting.
20. All subsequent travel arrangements and reconfirmation of return bookings will be handled by SPC through the official travel agent.

Passport and visa requirements

21. Delegations should check visa requirements for entry to French Polynesia when arranging travel.
22. A valid passport is required and must be valid for a least 6 months.
23. It is the responsibility of the participants to obtain the appropriate visa required for travel.

Insurance

24. SPC does not cover participant's insurance while attending meetings or during travel to and from French Polynesia and will not be responsible for any expenses arising out of loss, sickness, injury, other disability or loss of life. It is, therefore, the participants' own responsibility to ensure that their travel is covered by insurance.

Transit

25. We have an extensive list of delegates to arrange travel for, from a large list of countries and territories. We will be booking all delegates on the most direct flights to ensure they arrive in time for the meeting. The Secretariat is unable to confirm/book your preferred dates with specified international overnight arrangements.

Hotel accommodation

26. Delegates will be accommodated in one of the following hotels:

Hilton Hotel Tahiti

Auae Faaa

98713

Papeete

Tel: +689 40 86 48 48

<https://www.hilton.com/en/hotels/ppthihh-hilton-hotel-tahiti/>

Intercontinental Tahiti Resort & Spa

PK7, Faaa

98702

Papeete

Tel: +689 40 86 51 10

<https://tahiti.intercontinental.com/>

Hotel Maitai Express Tahiti

Avenue du Prince Hīnoi

98714

Papeete

Tel: +689 40 80 36 00

<https://hotelsmaitaiexpresstahiti.com/>

27. Hotel accommodation includes complimentary continental breakfast for delegates.

Airport pick-up

28. Meeting participants will be picked up at Faaa International Airport by an airport transfer company, TAHITI NUI TRAVEL, generally located just outside the arrival terminal. Participants are encouraged to email peggyr@spc.int and amelinil@spc.int to confirm their arrival date and time.
29. If for some reason participants are not met by SPC-arranged transport, they are requested to proceed to the Arrival Information Counter for assistance to get a taxi or general airport transfer. Reimbursement will be provided upon submission of receipts to the meeting Secretariat.

Daily subsistence allowance, currency and rate of exchange

30. For SPC funded participants, hotel accommodation, including continental breakfast, will be paid directly to the hotel. Lunch will be provided during meeting days by SPC.
31. Participants will be paid a daily subsistence for other costs based on SPC's Papeete per diem rate (full rate is EUR 360 per day), after accommodation and breakfast/lunch have been deducted.
32. The currency of French Polynesia is the Central Pacific Franc (CPF / XPF). The exchange rate is currently 1 USD = 106.81 XPF (subject to change).

Travel acquittals

33. All travellers must provide proof of travel in the form of boarding passes for the entire journey. The originals can be handed in to the Secretariat or sent by post to SPC. Boarding passes can also be scanned and emailed as long as they are legible.

Language

34. French Polynesia is a French speaking territory. SPC's working languages are both English and French. Simultaneous interpretation in both languages will be provided throughout the meeting plenary sessions.

Climate

35. The average temperature in November ranges from 20–26 degrees Celsius. Overnight temperatures can be noticeably cooler.

Attire protocol

36. SPC generally has a respectful approach to meetings, and island formal attire is recommended during meetings and formal occasions. Should you have any protocol matters we should be aware of in preparation for your travel, please let the organising team know via email.

Field trip

37. A field trip will be organised on 7 November to complement the meeting. It is recommended you pack practical clothing and accessories for your field activities: sneakers, a hat, a waterproof jacket, insect repellent and sunscreen. Pick up and drop off will be arranged at the Hilton Hotel Tahiti. Further information will be provided in due course.

Venue address

38. The address for the meeting venue is:

Hilton Hotel Tahiti
Auae Faaa
98713
Papeete
Tel: +689 40 86 48 48

Further enquiries

39. For further enquiries please email soniasr@spc.int and emiliah@spc.int.

Note: The information provided here was accurate at the time of drafting, and SPC will endeavour to provide any updates to changing requirements as they become available. However, it is the participants' responsibility to confirm travel and entry requirements for the respective country of entry and return, prior to travel.