



Pacific Regional Disaster and Emergency Managers' Meeting

DATE: 8TH – 12TH APRIL 2024

TANOA INTERNATIONAL HOTEL, NADI, FIJI

ADMINISTRATIVE NOTE

This document provides information for SPC funded participants under the Building Safety and Resilience in the Pacific (BSRP II) Project, Pacific Islands Emergency Management Alliance (PIEMA) and Pacific Humanitarian Warehouse Program (PHWP).

Registration	Registrations close on Tuesday 12th March 2024 Please note, the registration process must be completed for each person attending the meeting using this link : Meeting Registration Form .
Date and Venue	The meetings will be held from Monday 8 th – Friday 12 th April, 2024 at the Tanoa International Hotel, Nadi, Fiji +679 672 0277.
Language	This meeting will be conducted in English. All official documentation and applications will also be provided in English. NB. This meeting will be paperless.
Accessibility and Dietary Requirements:	Morning tea, lunch and afternoon tea will be provided meeting days only. Please include all dietary and accessibility information into the registration form – link above.
Insurance	The Pacific Community does not insure participants attending meetings or during travel to and from Fiji and will not be responsible for any expenses arising out of loss, sickness, injury, other disability or loss of life. It is the participants' responsibility to ensure that their travel is covered by insurance. All costs incurred from medical treatment shall be borne by the participant and should be settled directly with the medical establishment, if needed.

Covid-19 related cost	SPC will not cover any mandatory quarantining / isolation related COVID-19 costs.
Covid-19 and Fiji Border Requirements	All foreign passport holders must have medical travel insurance, with international coverage that covers COVID-19 before travelling. For up-to-date vaccination and border requirements for Fiji, please visit https://www.health.gov.fj/
Visa and entry	For information about the visa requirements for Fiji, please visit: https://www.immigration.gov.fj/travel-requirements/fiji- visas .
SPC Sponsored Participants	SPC will provide travel and daily subsistence allowance (DSA)/per diem for participants. This will be provided according to the SPC policies and will include: <ul style="list-style-type: none"> ▪ Round trip air ticket by the most economical class and route ▪ DSA at the current SPC rate <p>SPC will directly contact nominated participants who have registered for travel arrangements. Air tickets will be issued by the SPC Travel Agent. Please email Ms Verenaisi Bakani verenaisiba@spc.int or mobile +679 9715757 / 7101919 with any questions relating to travel.</p> <p>All travel arrangements will be in accordance with SPC Travel Policy.</p>
Daily Subsistence Allowance (DSA) for SPC sponsored participants	DSA will be issued at the Hotel on first day of meeting i.e. Monday 8 th April, 2024. This covers meals not provided during the workshop and incidentals. Accommodation will be prepaid directly to the hotel and deducted from participant's DSAs. Any additional expenses (e.g., room service, laundry, telephone, mini bar, etc.) will be the responsibility of the participant. Participants who wish to stay beyond the official mission dates must let us know before flights are finalised and will bear any additional costs related to travel and accommodation.
Boarding passes	SPC sponsored participants must submit their boarding passes before collecting DSA at the venue. Boarding passes for the return leg must be submitted by email to Ms Verenaisi Bakani verenaisiba@spc.int
Accommodation for SPC sponsored participants	Confirmed and registered participants will be booked to stay at the selected hotel which is also the venue of the meeting. Following notification of your nomination and registration, you will be sent information on your booking details at the hotel. Accommodation at any other hotel (apart from the selected hotel) will not be covered by SPC and will be at participant's own cost.

	All costs for other officials not sponsored by SPC will be at their own expense.
Other information	Local information on Fiji (currency, electricity weather etc.) can be found on https://www.myfiji.com/fiji-travel-guides/
Conference organiser:	The meetings will be facilitated by SPC through the Disaster & Community Resilience Programme (DCRP)
DCRP contact	Ms Verenaisi Bakani verenaisiba@spc.int or mobile +679 9715757 / 7101919.