



2nd SPC Heads of Maritime Meeting and 1st Steering Committee Meeting for the Pacific One-Maritime Framework: 22-26 April 2024, [Nadi, Fiji]

Administrative and Logistics Note

This note provides logistical information regarding your travel and participation to the above-mentioned workshop held in Nadi, Fiji.

Logistical Arrangements	
Meeting dates and times	<p>The meeting will be held from Monday 22nd to Friday 26th April 2024</p> <p>Please refer to the detailed agenda. Generally, the meetings will start at 8am and end at 4.30pm daily.</p>
Meeting location and venue	<p>The meeting will be held in the Convention Centre, Tanoa International Hotel, Votualevu Road, Namaka, Nadi, Fiji</p> <p>For a map of the location of the hotel, please visit: https://maps.app.goo.gl/RFiPLf8CsAHyvBZN7</p>
Economy return air ticket & reconfirmation of return travels	<p>SPC will meet the costs of return airfare by the most direct route. All funded participants will receive their e-tickets by Tuesday 16th April, 2024. Please contact Ms. Leba Vaseva lebav@spc.int immediately if you have not received your ticket by the said date.</p> <p><u>Important</u></p> <p>SPC funded participants are requested to submit boarding passes from home station to Nadi to Ms. Elenoa Rokodi at the collection of DSAs. All return sector scanned copies of boarding passes are required to be emailed to lebav@spc.int upon completion of travel.</p>
Visa and entry	<p>For information about visa requirements for Fiji, please visit: https://www.immigration.gov.fj/travel-requirements/fiji-visas.</p>
Accommodation	<p>SPC funded participant have been booked to stay at the Tanoa international Hotel.</p> <p>Please note that SPC has taken the accommodation portion from your DSAs to pay for your lodgement at Tanoa International Hotel, which includes breakfast.</p>

Accessibility and Dietary Requirements:	Morning tea, lunch and afternoon tea will be provided during the meeting days only. Please include all dietary and accessibility information in the registration form ; on the event website page (see below under 'meeting details' for the link to the website).
Daily subsistence allowance/ Per diem (Funded Participants)	<p>Partial daily subsistence allowances (DSAs) consisting of meals (dinner) and incidentals will be given to participants);</p> <p>All funded participants, please carry enough cash to cater for your travelling expenses in Nadi and meal costs for the weekend. All these costs are covered in your DSAs, and will disbursed to you upon your arrival in the hotel</p>
Airport pickup/drop-off	SPC will <u>not</u> provide airport transfers for participants. However, please note that the transfer costs have been allocated to your respective DSAs to cover for taxi transfer to and from Nadi Airport.
Insurance	SPC 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.
Internet	Tanoa International Hotel will have Wi-Fi accessibility. Digicel/ Vodafone/ Ink sim cards are freely available at their outlets in Nadi and the airport should you require it.
Meeting Details	
Website	<p>Information relating to the meeting can be found on the event page: https://gem.spc.int/meetings/spc-heads-of-maritime-meeting-and-first-steering-committee-meeting-for-the-pacific-one</p> <p>Please check the website regularly as updates will be pushed out to the event page rather than disseminated through email.</p>
Presentation Format	<p>Presentations templates can be found on the event webpage under Reporting Templates:</p> <ul style="list-style-type: none"> Country Template: for use by PICTs: https://purl.org/spc/digilib/doc/vit6w Generic Template (optional for partners): https://purl.org/spc/digilib/doc/7qznu <p>Presenters are requested to please email a copy of your presentation to Ms Amelia Bola, ameliab@spc.int a day prior to your presentation time.</p>

General information	
Temperature & Meeting Dress Code	The temperature in Nadi ranging from 23°C to 30°C (73°F to 86°F), and you may dress smart casual for the meeting.
Currency	Local information on Fiji (currency, electricity weather etc.) can be found on https://www.myfiji.com/fiji-travel-guides/about-fiji/
Meeting Contacts	
Logistics and travel	<ul style="list-style-type: none"> • Ms. Leba Vaseva, Finance and Administration, SPC lebav@spc.int, • Ms. Elenoa Rokodi, Finance and administration, SPC elenoar@spc.int • Team email: maritime_transport@spc.int
Meeting papers and Presentations	<ul style="list-style-type: none"> • Ms Faranise Kinivuwai, Team Leader, SPC faranisesek@spc.int • Ms Amelia Bola, Maritime GHG Officer, SPC ameliab@spc.int • Team email: maritime_transport@spc.int
Overall meeting coordination	<ul style="list-style-type: none"> • Ms Virginia Rokoua, Programme Officer, SPC virginiar@spc.int • Team email: maritime_transport@spc.int