

SPC MEETINGS - CRGA/CONFERENCE
5 - 11 November 2003
Raffles Tradewinds Convention Centre, Lami -Fiji

GENERAL INFORMATION FOR MEETING PARTICIPANTS

Welcome to Fiji. The Secretariat is pleased to provide the following general information for meeting participants, including the Programme for the week of CRGA and Conference. If you should require additional information or assistance, please contact the following:

Name	Telephone
SPC Director of Corporate Services–Mr Louni Hanipale Mose – CRGA/Conference Information	Noumea tel- wk:(687) 260118 mobile - 836337
Assistant Secretary (Political&Treaties), Ms Namita Khatri, Fiji Min. of Foreign Affairs & External Trade –for general/logistical -Committee and Conference Information	Work tel: (679) 3309651/3309654 During CRGA/Conference, Fiji Secretariat Conference Venue
Administration Officer (Suva), Ms Matilda Simmons –for general/logistical –pre Committee and Conference Information	Work tel:(679) 3379306 or mobile (679) 9990285
Personal Assistant to Deputy Secretary for Foreign Affairs (Political & Treaties), Ms Elisapeci Vave	Fiji Secretariat, Conference Venue
SPC Travel Arrangements; Ms Nicole Milot	SPC Secretariat, Conference Venue
SPC Conference Accommodation Arrangements Ms Stella Hini	SPC Secretariat, Conference Venue
SPC Suva –Switchboard –to contact SPC Suva Programmes	(679) 3370733

CRGA/Conference – Meeting Services

The **CRGA** meeting is scheduled to begin at 09:00 on Wednesday, 5 November and thereafter at 8.30 a.m on 6 & 7 November. The official opening of **Conference** will take place on Monday, 10 November at 09:00, immediately followed by the Conference meeting.

Programmes: The following Programmes are attached: (i) The CRGA and Conference (ii) Spouses Programme.

Meeting venue. The Conference facility featuring the Tradewinds Convention Centre is located in the Raffles Tradewinds Hotel, Queen’s Road, Lami, about 10-15 minutes drive from Suva city.

The SPC has a Non-Smoking policy in effect in the offices and conference facility. It would be appreciated if this rule is strictly adhered to. Smoking, however, is allowed only outside in the garden area.

Meeting papers – All meeting papers have been distributed electronically to all delegations. Spare copies would be available at the Conference if required. Pigeon holes marked for each of the participants will be located in the foyer next to the Conference room and further documents that become available when CRGA and Conference are in session may be collected there.

The working **languages** will be English and French, and simultaneous interpretation will be provided.

Transport Arrangements – Heads of delegations to the Conference will be provided with a vehicle and driver and liaison officers available to each delegation.

Delegates arriving in Nadi and Suva will be met on arrival. For Suva arrivals transport has been arranged to take delegates to their respective hotels.

Transport to the meeting venue for both CRGA and Conference will also be provided for participants taking up accommodation in hotels other than Raffles Tradewinds hotel will be picked up each morning. Participants will be picked up between 8.00 a.m and 8.15 a.m on Wednesday 5 November and Monday 10 November 2003. On 6 & 7 November for CRGA and 11 November for Conference – pick up will be between 7.15 a.m and 7.45 a.m.

Internet access will be available through the 6 Internet computers located in the Internet Cafe located in the Entertainment Centre. Web accessible e-mail accounts, such as Hotmail can be directly accessed through the web browser provided.

Participants unable to reach external mail accounts may ask correspondents to send e-mail to conference@spc.int Mail received in this account will be placed in participants' pigeon holes.

Participants with laptop computers will be able to connect them directly to the Internet if they have a network adapter or a wireless card.

Fax facilities are available at the Conference office during meeting times. The charges for outgoing faxes will be the responsibility of the participants incurring them. Incoming faxes will be delivered to addresses or placed in pigeon holes. Fax services are also available at most hotels.

Overseas telephone calls can be made from the Conference facility. Telephone cards in the amount of F\$10.00 and F\$20.00 and F\$50.00 can be obtained from the Conference/Travel Officer.

Local telephone calls can be arranged with the Meeting Secretary during the day and from hotel telephones after meeting hours.

Return travel bookings may be confirmed through the Conference/Travel Officer or Meeting Secretary. All tickets must be handed to the Secretariat from **Thursday, 6 November 2003**.

Medical Services. Medical services will be available through the Fiji Ministry of Health Medical Centre next to the Conference room during the hours CRGA and Conference are in session. Outside office hours, please seek assistance through respective hotels. The Lami Pharmacy, located in Lami town (less than 5 minutes drive from Raffles Tradewinds hotel has opening hours from 8.00 a.m until 5.00 p.m Monday – Friday and Saturday 8.00 a.m – 12 noon. Telephone : 336 2591.

Insurance. It should be noted that SPC does not insure participants whilst attending or travelling to and from the CRGA and Conference meetings, and will not be responsible for any expenses arising from sickness, injury, other disability or loss of life.

General Information

Currency. Delegates are advised that Fiji has its own currency as its domestic currency. Most major international credit cards are widely accepted. Cashing of Travellers' cheques and foreign currency

exchange can be carried out at most hotels. Foreign currency exchange services are also available with major banks (Australia New Zealand Banking Group (ANZ), Westpac and Colonial National Bank from 9.00 a.m to 3.00 p.m Monday to Thursday, and from 9.00 a.m to 4.00 p.m on Friday). Automatic Teller Machines (ATM's) are also widely available in the Suva as are other Foreign Exchange outlets such as Thomas Cook.

Local transport. There is frequent bus and taxi service between the Conference site in Lami and Suva. Taxi fares are relatively inexpensive: F\$1.50 between Raffles Trade Winds Hotel and Lami town and F\$5.00 from the Raffles Tradewinds to Suva during the day. A slightly higher rate applies for evening runs. Drive-yourself cars may also be arranged – information brochures available from hotel reception.

Power supply. The Fiji power supply operates at 120 volts.

Weather: The temperature is currently warm ranging between 28-30 degrees C during the day with a bit cooler nights.

Tourism and Leisure Information. Please contact the front desk at your hotel for available tourism brochures. General information on Fiji and places to go in Suva will be available in information packs prior to the meeting. You will note that Saturday and Sunday are free days.

The schedules of Church services conducted in English is provided for your general information.

Anglican Churches

Holy Trinity Anglican Cathedral (in the city opposite Sukuna House).
18 MacArthur Street, Suva
Sunday 7.00 a.m; 10.00 a.m
Telephone: 330 4693

St Luke's Anglican Church Laucala Bay (close to USP)
Hutson Street
Suva Point
Sunday 8.30 a.m
Telephone: 330 0483

Assemblies of God

Calvary Temple
Samabula
10.00 a.m

Catholic Church

Immaculate Conception – Lami Parish
Queens Road – -Lami (3 mins drive from Tradewinds or 10 –15 mins walk)
7.00 a.m; 10.30 a.m
Telephone: 336 1408

Cathedral of the Sacred Heart (city)
63 Pratt Street, next to Reserve Bank Building.
Suva
7.00am, 8.30am, 10.00am & 5.00pm

Samoan Christian Congregational Church

5 Thurston Street, Suva
10.00 a.m

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Methodist Church
Wesley Methodist Church
Butt Street, Suva
10.45 a.m and 4.00 p.m

33RD MEETING OF THE (CRGA)
Wednesday to Friday, 5-7 November 2003
&
3RD CONFERENCE OF THE PACIFIC COMMUNITY
Monday to Tuesday, 10-11 November 2003
Meeting Venue-Raffles Tradewinds & Convention Centre, Lami

