



INFORMATION NOTE

**Pacific Regional Preparatory Meeting
for the
Third International Conference on Small Island Developing States**

**10 - 12 July 2013
Nadi, FIJI**

INFORMATION NOTE TO PARTICIPANTS

GENERAL

The SIDS Pacific Regional Preparatory meeting is scheduled to be held at the Radisson Blu Resort Fiji, Denarau Island, Nadi, from 10 July to 12 July 2013. The meeting is hosted by the Government of Fiji and jointly organised with the United Nations Department of Economic and Social Affairs (UNDESA) and the Economic and Social Commission for Asia and the Pacific, in close collaboration with the United Nations Development Programme. Participation is by invitation only.

MEETING PROGRAMME

The draft meeting programme is available on the website: sidspacific2013.webs.com

MEETING DOCUMENTS

The meeting will be, as much as practicable, a paperless meeting. Only the Heads of Delegations will receive a hard copy of all meeting documents. All registered participants will receive a USB each containing e-copies for their reference. This is to minimise paper wastage, unnecessary clutter in meeting rooms as well as unnecessary baggage for delegates on their return. Delegates are however assured that printing facilities will be made available at the meeting venue for their convenience. Please do not hesitate to contact the Fiji Secretariat for assistance.

Meeting documents will be uploaded online as soon as available.

REGISTRATION

All confirmed participants are required to process their registration online at: www.sidspacific2013.webs.com. A confirmation note will be received by participants immediately after submission. Should they require to contact the Fiji Secretariat, they may do so at the 'Contact Us' section of the online portal.

Participants are also advised to produce their passports at the registration counter on Wednesday, 10 July to facilitate the provision of their meeting packs using the registration details already submitted online.

DAILY MEETING PROGRAMME

A copy of the daily programme will be available on the website.
This will be updated daily.

CREDENTIALS

Members of delegations are kindly requested to bring their official credentials with them, duly signed by the appropriate authorities of their respective Governments/agencies/organizations, and provide them to the secretariat staff at the Registration Counter, which is located outside the main conference room (Captain's Ballroom) of the Radisson Blu Resort Fiji.

VISA REQUIREMENTS

Visit the Fiji Immigration website for more information:

<http://www.immigration.gov.fj/index.php/visa>

List of visa exempted countries:

Antigua & Barbuda, Argentina, Australia, Austria, The Bahamas, Bangladesh, Barbados, Belgium, Belize, Bermuda, Botswana, Brazil, Brunei Darussalam, Bulgaria, Canada, Chile, China, Colombia, Cook Islands [NZ passport holder] Cyprus, Czech Republic, Denmark, Commonwealth Dominica, Estonia, The federal Republic of Germany, The federated States of Micronesia, Finland, France, The Gambia, Ghana, Greece, Grenada, Guyana, Holy See (Vatican), Hong Kong [SAR] Hungary, Iceland, India, Indonesia, Israel, Italy, Jamaica, Japan, Kenya, Kiribati, Latvia, Liechtenstein, Lesotho, Luxemburg, Malawi, Malaysia, Maldives, Malta, Mauritius, Mexico, Moldova, Monaco, Nauru, The Netherlands, New Zealand, Nigeria, Norway, Palau, Papua New Guinea, Paraguay, Peru, The Philippines, Poland, Portugal, Republic of Ireland, Republic of the Marshall Islands, Romania, Russia, Samoa, Serbia, Slovak Republic, St Kitts & Nevis, St Lucia, St Vincent & The Grenadines, Seychelles, Sierra Leone, Singapore, Slovenia, Solomon Islands, South Africa, South Korea, Spain, Swaziland, Sweden, Switzerland, Taiwan, Tanzania, Thailand, Tonga, Trinidad & Tobago, Tunisia, Turkey, Tuvalu, Uganda, United Arab Emirates, Ukraine, United Kingdom of great Britain and Northern Ireland, United States of America, Uruguay, Vanuatu, Venezuela, Zambia and Zimbabwe.

WEATHER

The western side of the main island, Viti Levu where the venue of the meeting is located is popular for its warm and sunny weather. The wet season occurs from December to March and can bring heavy rain. Tropical cyclones have also been common in recent years around this time. Around July, the weather is usually fine with the lowest amount of rainfall during the year.

Visit the Fiji Meteorological website for Fiji's weather forecast: <http://www.met.gov.fj/>

HEALTH & VACCINATION

Healthcare facilities in Fiji urban areas are adequate for routine medical problems. Two major hospitals, the Lautoka Hospital in the western city of Lautoka, and the Colonial War Memorial Hospital in Suva, provide limited emergency and outpatient services. Doctors and hospitals expect immediate cash payment for health services. The national emergency number for emergency services is 911.

Tap water is safe to drink in hotels, resorts and main towns, but precautions should be taken in rural areas. Bottled water is available. Milk is pasteurized and dairy products are safe for consumption. Local meat, poultry, seafood, fruit and vegetables are generally considered safe to eat.

DECLARATION OF FOREIGN CURRENCY

Any person who brings or takes an aggregate amount of foreign currency exceeding F\$10,000 or its equivalent into or out of Fiji shall declare the amount of foreign currency to a Customs official. Failure to make such a declaration or making any false declaration to a Customs official is a criminal offence.

Currency exchange facilities are available at baggage collection area and outside the customs clearance counter at the Nadi Airport arrival concourse, as well as the Denarau hotels, Nadi Town centre and other outlets. Such services are also available at the commercial banks which include, Australian New Zealand (ANZ) Banking Group Limited, Wespac Banking Corporation and Bank South Pacific (BSP). Normal banking hours are from 09:30hours to 15:00 hours, from Monday to Friday.

AIRLINE RESERVATION

Fiji Airways (formerly Air Pacific) is Fiji's international carrier that offers direct flights from Auckland, Christchurch, Brisbane, Melbourne, Sydney, Honolulu, Los Angeles and Hong Kong. Air Pacific is a full partner of the Qantas Frequent Flyer programme and has code-share arrangements with Qantas Airways.

Other airlines that fly into Fiji are Air New Zealand, Korean Air, V Australia, Air Vanuatu, Aircal, Air Niugini and Jetstar.

Fiji is ideally located in the heart of the South Pacific, a mere three-hour flight from Brisbane and Auckland, four hours from Sydney, six hours' flight time from Honolulu and just 10 hours' flight time from Los Angeles, Seoul, and Hong Kong.

RECEPTION ON ARRIVAL

In order for the Fiji Secretariat to provide proper protocol arrangements for participating Heads of Delegation at the ministerial level and above, it is strongly recommended that they stay at the Radisson Blu Resort Fiji or any other hotel on Denarau Island. The Fiji Government would appreciate receiving information on the arrival and departure flight details of ministers at least two weeks in advance of their arrival into Nadi via the online registration form provided on this online portal.

AIRPORT TRANSFER

Outside the arrival concourse, airport yellow cabs are available for hire. Taxi drivers are required by law to use the taxi fare meter. A trip to Radisson Blu Resort Fiji on Denarau from Nadi Airport will cost around F\$19. Participants are advised to convert their foreign currency into Fiji dollars beforehand as the exchange rates at the hotel may be a little more expensive than at the airport or major banks and currency exchange agencies outside of Denarau. For currency exchange guide, refer to this link: <http://www.anz.com/personal/travel-foreign-exchange/currency-converter/>

HOTEL ACCOMMODATION

Special negotiated prices will apply for the period between 8 - 13 July only. Sixty rooms have been block-booked for the participants and will be available on a first-come-first-serve basis. All participants are requested to contact Ms Leba Petersen (petersen@un.org) and Ms Patricia Momoivalu (momoivalu@un.org) to confirm their room reservations.

RESORT NAME	ROOM CATEGORY	RATE PER ROOM PER NIGHT	OTHER FEATURES
RADISSON BLU RESORT FIJI 5 STAR *****	<u>STANDARD GUEST ROOM</u> (60 x rooms @ special negotiated price)	F\$470 per night (inclusive of taxes + buffet breakfast)	<ul style="list-style-type: none"> ▪ Private express registration desk ▪ Free buffet breakfast for one ▪ Free high speed in-room broadband internet ▪ Free high speed wireless internet in all meeting rooms ▪ Free wireless hotspots in public areas of the resort including by the poolside ▪ Express checkout ▪ Enjoy the best cuisine in our Fiji resort's four restaurants, including upscale, casual and waterfront dining options. ▪ Featuring one of the largest lagoon swimming pools on Denarau and Fiji's only white water tunnel water slide. ▪ Other features: A Harmony Retreat day Spa, gymnasium, deli-bottle shop and Lobby Shop.

For participants who wish to make reservation outside of Denarau Island, a list of hotels is given via the link below for your consideration:

http://www.tourismfiji.com/nadi_accommodation.html

Participants are strongly encouraged to make their reservations at the Radisson Blu Resort Fiji as those billeted outside of Denarau Island will be required to make their own transportation arrangements to the meeting venue during their stay.

PAYMENT OF HOTEL ACCOUNTS

The Radisson Blu Resort Fiji accepts all major currencies and major credit cards for bill payments. Please enquire at the counter during check-in. Before departure from Nadi, participants should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, business centre use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

PERSONALISED AIRPORT SHUTTLE SERVICE

For participants who want a more up-scale personalised service, please visit this link for services/costs details: <http://www.airportshuttlefiji.com/>

There are a number of car hire companies in the Arrival Hall concourse, including Budget, Hertz, Europcar and Avis. Driving in Fiji is the same as in Australia and New Zealand. However the roads are narrow and care must be taken to avoid potholes, pedestrians & animals. The maximum speed limit is 80kph however the average is 60kph.

SECURITY

Fiji is a relatively safe place to visit. However for your own safety, it is advisable that delegates seek the advice of any of the secretariat staff and security personnel available on site, if traveling into unfamiliar territory or during odd hours during their stay in Fiji.

MEDIA

Accredited media personnel will be permitted access into meetings sessions as appropriate. It is recommended that they don their badges at all times during the meeting for ease of access. Press conference details will be advised in due course.

COMMUNICATION/CORRESPONDENCE

Mail intended for participants during the meeting should be addressed as follows and given to the Radisson Blu Resort Fiji front desk:

For immediate delivery

(Name of participant)

(Delegation)

c/o Fiji Secretariat – Pacific SIDS Regional Preparatory Meeting

Radisson Blu Fiji Resort

Nadi.

SOCIAL EVENTS

Delegations wishing to host cocktail receptions, luncheons, dinners or refreshment breaks are invited to give prior notice to the Permanent Secretary of the Ministry of Foreign Affairs and International Cooperation in order to facilitate the coordination and notification of events by the Fiji Secretariat.

*The Permanent Secretary
Ministry of Foreign Affairs and International Cooperation
87 Queen Elizabeth Drive
Nasese
Suva
FIJI
Telephone: (679) 330 9645
Facsimile: (679) 330 1741
Email: psids2013@gmail.com*

ABOUT THE HOST COUNTRY - FIJI

Visit this link for more information about Fiji: <http://www.tourismfiji.com/>

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