



**Pacific Forum on Sustainable Development
&
Voluntary National Reviews (VNR) Capacity Building Workshop
for Pacific SIDS
21-25 October 2019
Samoa TATTE Convention Centre (STCC), Apia, Samoa**

INFORMATION NOTE FOR PARTICIPANTS

Venue

The meetings will be held at the Samoa TATTE Convention Centre (STCC) in Apia.

Meeting Schedule

21-22 October 2019 **Pacific Forum on Sustainable Development (PFSD)**

On Monday 21 October, please note the meeting will commence at 1.00pm. Registration will be open from 12.30pm.

23-25 October 2019 **VNR Capacity Building Workshop for Pacific SIDS**

A tentative meeting programme has been emailed to all delegates. Participants will note the programme indicates issues to be covered under each session, with associated interventions from the floor expected on country experiences and perspectives. In addition, participants may be contacted to consider delivering country presentations on selected issues.

Morning tea, lunch and afternoon tea will be provided on meeting days.

Registration

Registered delegates can collect meeting badges from the registration desk which will be open from 8.30am on Monday 21 October at the Samoa TATTE Convention Centre.

Travel Itinerary

For participants funded by the UN, return air travel from your country of origin to Apia, Samoa on the most economical route will be provided. ESCAP will be in touch with you regarding itineraries and e-tickets.

Hotel Accommodation

Meeting participants are requested to make your own hotel bookings. The Government of Samoa has block-booked rooms at several hotels and a list of recommended hotels with contacts for bookings is attached.

Participants will be responsible for payment of hotel accommodation and any incidental expenses (telephone calls, laundry service, etc). Please ensure that all expenses are settled prior to check out.

Daily Subsistence Allowance (for participants funded by the UN)

Participants funded by the UN will be provided a daily subsistence allowance which covers accommodation, meals and incidentals.

DSA will be paid at the meeting venue on the second day of the meeting (Tuesday 22 October). To collect DSA, funded participants are kindly requested to bring:

- (1) your e-ticket,
- (2) your passport, and
- (3) your incoming boarding passes.

Return boarding passes should be emailed to Leba Petersen (petersenl@un.org) and/or Patricia Momoivalu (momoivalu@un.org) immediately upon return to your country.

Airport Transfers

Airport transfers on arrival and departure will be arranged by the Government of Samoa.

To assist with coordination of transfers, all delegates are kindly requested to please confirm with Leba Petersen (petersenl@un.org) and/or Patricia Momoivalu (momoivalu@un.org) the hotel where you are staying.

Self-funded delegates are also requested to email flight arrival and departure details should you wish to be included in the list for airport transfers.

Taxis from the airport to Apia will cost about SAT80; it is recommended that you confirm the price with the driver before you depart.

Visas Requirements for Samoa

No visas are required for entry into Samoa. However, ALL participants must have a passport valid for at least six months from date of travel, a return/onward ticket, and completed arrival form.

Meeting Attire

Meeting attire is island formal. Light summer clothing is appropriate given the prevailing climatic conditions.

Internet

Wi-Fi access will be available at the Samoa TATTE Convention Centre.

Business Hours in Apia

Business hours are Monday through Friday from 9.00am to 5.00pm and on Saturday from 8.00am to 12.00pm.

Currency, Credit Cards and Banking Services

The national currency of Samoa is the Samoa Tala (ST). Foreign currency can be exchanged at banks, hotels and foreign exchange agents. A Western Union branch is located at the TATTE Building lobby in

the STCC compound. Currency exchange counters are located in the arrivals area of the Faleolo International Airport. ANZ Bank, Bank of the South Pacific (BSP) and Western Union are always open to meet arriving flights.

All major international credit cards are generally accepted in hotels, shops and restaurants.

Banks in Apia are open Monday to Friday from 9.00am to 4.00pm.

Voltage

The standard voltage is 230V and the frequency is 50HZ.

Taxes and Tips

The Value-Added Goods and Services Tax (VAGST) of 15% is usually included in consumer prices unless otherwise indicated. Tipping is not mandatory.

General Information

For other general information on Samoa, please visit the Samoa Tourism Office website :

<http://www.samoa.travel/page/practical-information>

Other financial and administrative arrangements

Participants are required to provide their own health insurance.

The workshop organisers will not assume responsibility for any other expenditures, including the following:

- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- (ii) Salary and related allowances for the participants during the period of the meeting;
- (iii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- (iv) Compensation in the event of death or disability of participants in connection with attending the meeting;
- (v) Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

Focal Points

Should you have any other queries regarding the meeting, please do not hesitate to contact the following:

Ms Leba Petersen

UN ESCAP Pacific Office, Suva

Email. petersenl@un.org

or

Ms Patricia Momoivalu

UN ESCAP Pacific Office, Suva

Email: momoivalu@un.org

Thank you and we look forward to seeing you in Apia.
