



## **Pacific Subregional Workshop on Preparing for a Smooth Graduation from the LDC Category**

Co-organized by:  
the Economic and Social Commission for Asia and the Pacific (ESCAP) and  
the Government of Vanuatu

In collaboration with:  
the United Nations Office of the High Representative for the Least Developed Countries, Landlocked  
Developing Countries and Small Island Developing States (UN-OHRLS) and  
the United Nations Development Programme (UNDP)

**22-23 November 2018**  
**Holiday Inn Resort Vanuatu**  
**Port Vila, Vanuatu**

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### **INFORMATION NOTE FOR PARTICIPANTS**

*(As of 7<sup>th</sup> of November 2018)*

#### **GENERAL**

1. The workshop will be inaugurated at 10:00 hours on 22 November 2018 at the Ballroom, Holiday Inn Resort Vanuatu, Port Vila, and all subsequent sessions will also be held at the same venue from 09:00 hours to 17:00 hours including lunch and coffee breaks, until 23 November.

#### **REGISTRATION & IDENTIFICATION BADGES**

2. Participants are requested to register and obtain meeting badges on the first day of the meeting. The Registration Desk will be set up in front of the Ballroom, Holiday Inn Resort Vanuatu on Thursday, 22 November 2018, between 09:30 to 10:00 hours.

3. For identification and security reasons, all participants are requested to wear their meeting badges at all times during the workshop and social functions. The loss of a meeting badge should be reported personally to the Registration Desk, so that a new one can be issued immediately.

4. Subject to availability, papers for the meeting will be provided to the participants. Documents will also be available at our website: [www.unescap.org/events/pacific-subregional-workshop-preparing-smooth-graduation-ldc-category](http://www.unescap.org/events/pacific-subregional-workshop-preparing-smooth-graduation-ldc-category). While limited number of the documents will be distributed at the venue, participants are urged to print the copies from the website and bring them to the workshop.

#### **WORKING LANGUAGE OF THE MEETING**

5. Meeting will be held in English. No translation will be provided.

### **FLIGHT RESERVATION**

6. For participants financed by ESCAP, the cost of their air tickets will be covered by ESCAP. Please note that tickets should be arranged and purchased by ESCAP. Please contact Ms. Woranooch Thiusathien, E-mail: <[thiusathien.unescap@un.org](mailto:thiusathien.unescap@un.org)> to initiate the travel arrangement.

### **VISA / IMMIGRATION REQUIREMENT**

7. All participants must hold passports that are valid for at least six months beyond the time of their arrival in Port Vila. The Government of Vanuatu will facilitate the arrangement of visa on arrival. **Please send a scanned copy of your passport first page with photo at your earliest convenience, but no later than 9<sup>th</sup> November 2018**, to Ms. Woranooch Thiusathien, [thiusathien.unescap@un.org](mailto:thiusathien.unescap@un.org), and copy to Mr. Dreli Solomon, [dsolomon@vanuatu.gov.vu](mailto:dsolomon@vanuatu.gov.vu) and Mr. Yusuke Tateno, [tateno@un.org](mailto:tateno@un.org). Please include the following information in the email: first name, last name, nationality, date of birth, place of birth, passport number, type of passport (official or national), place of issue, date of issue and date of expiry and copies of your ticket itinerary.

8. Visa stamping will be done at the port of entry (Bauerfield International Airport, Port Vila).

### **ARRIVAL AND TRANSPORTATION**

9. Transportation arrangements from/to Bauerfield International Airport have been made for all participants staying at Holiday Inn Resort Vanuatu, Port Vila. Officials from the Government of Vanuatu will be present at the airport to receive you and assist in completing airport formalities.

10. Participants who are not staying at Holiday Inn Resort Vanuatu, Port Vila, should make their own transportation arrangements from/to the airport.

### **CUSTOMS REGULATIONS**

11. Narcotic drugs as well as arms and ammunition should not be brought into Vanuatu as they are strictly prohibited. Offenders are subject to strict and severe punishment in line with local laws and regulations. If you are carrying tobacco items, you will have to pay 100% sales tax and 100% customs duty. The permissible quantities are as follows:

- 200 sticks of cigarettes;
- 30 sticks of cigar; and
- 150 grams of other tobacco products.

### **DAILY SUBSISTENCE ALLOWANCE (only if applicable)**

12. International participants whose travel is sponsored by ESCAP will receive a daily subsistence allowance (DSA) at the established United Nations rates to cover hotel accommodation, local transportation cost, airport departure tax, meals and other miscellaneous and incidental expenses. Any participants who are unable to stay for the duration of the meeting are requested to inform the secretariat as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.

13. In order to facilitate the payment of DSA, eligible participants are requested to bring their passports, e-tickets and boarding passes to the secretariat staff at the Registration Desk next to the conference room on the first day of the workshop, 22 November 2018.

#### **HOTEL ACCOMMODATION**

##### **14. Accommodation for participants funded by ESCAP**

**All ESCAP funded participants are required to stay in non-shared rooms at the hotel where the workshop will be held (Holiday Inn Resort Vanuatu).** Single room for each funded participant at a special rate for three nights stay (for arrival day plus two meeting days) in the hotel has been booked. The single room rate at Holiday Inn Resort Vanuatu is US\$ 140 per night inclusive of breakfast, service charges, taxes, for one person. MasterCard, Visa and Amex are acceptable. A 4% surcharge is applicable to all credit card transactions.

Please note that participants are responsible for settling their own board and accommodation bills and other personal expenses from the DSA provided by ESCAP. The DSA for those who will be staying less than three nights in Holiday Inn Resort Vanuatu will be adjusted accordingly and those participants are required to return the balance to ESCAP.

#### **FINANCIAL & ADMINISTRATIVE ARRANGEMENT**

15. In those cases where the participation costs are borne by the ESCAP secretariat, the secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditure, 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.

#### **FOREIGN EXCHANGE AND CURRENCY**

16. The Vanuatu currency unit is the Vanuatu Vatu (VUV). The UN operational exchange rate is approximately US\$ 1 = VUV 108.82 (as of 1 October 2018).

17. Foreign currencies are exchangeable at the commercial banks, airport and/or at the Hotel. International credit cards and traveler cheques are accepted in major establishment (all banks, 3 - 5 stars hotel and in some shops).

#### **WEATHER**

18. In Port Vila, summer is from November to March. It can be hot, wet and humid. Summer clothing would be highly recommended. The temperature in the conference room will be adjusted to appropriate.

#### **HEALTH**

19. Medical services are available at the hotel. In the event of a medical emergency during the workshop, please contact the Information Help Desk of the Vanuatu Ministry of Foreign Affairs, International Cooperation and External Trade (see contact persons below) for facilitation to the nearest hospital.

20. Immunization certificates are not normally required for entry into Port Vila.

#### **INTERNATIONAL DIRECT DIALING**

21. Port Vila is linked via satellite and optic cable to all major countries of the world. International calls can be made (via operator or IDD) from any private business or hotel phone. Country code Port Vila: +678.

#### **IMPORTANT TELEPHONE NUMBER**

- 22. Fire Station: 002
- Ambulance: 001
- Police Station: 000
- Immigration: 22354

#### **ELECTRICITY**

23. The hotels use 220 and 240 volts AC. Primary Socket Type: Australia AS-3112 (see picture). It is recommended to check before using an appliance.



#### **FOCAL POINT OF SECRETARIAT IN BANGKOK AND THIMPHU**

24. The details of the focal point of the ESCAP secretariat is as follows:

Mr. Yusuke Tateno  
Economic Affairs Officer  
Countries with Special Needs Section  
Macroeconomic Policy and Financing for Development Division  
Economic and Social Commission for Asia and the Pacific  
The United Nations Building

Rajdamnern Nok Avenue  
Bangkok 10200, Thailand  
Tel: (662) 288 1346, Fax: (662) 288 3007  
E-mail: [tateno@un.org](mailto:tateno@un.org)

The details of the contact person in Port Vila, Vanuatu is as follows:

1. **Mr. Sanlan WILLIAM**  
Tel: (+678)5542947  
Email: [swilliam@vanuatu.gov.vu](mailto:swilliam@vanuatu.gov.vu)
2. **Mr. Johnety JERETTE**  
Tel: (+678)5373783  
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3. **Mr. Dreli SOLOMON**  
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