**NINTH MEETING OF THE PACIFIC ENERGY ADVISORY GROUP (PEAG)**

**THIRD STEERING COMMITTEE MEETING OF PACIFIC CENTRE FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY (PCREEE)**

**GEORESOURCES MEETING**

**PCREEE TRAINING WORKSHOP**

**Logistical Note**

The Georesources and Energy Programme (GEP) of the recently formed Geoscience Energy and Maritime Division (GEMD) of SPC together with the Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE), warmly welcomes the Pacific Islands Member countries, development partners and private sector energy companies and representatives to the “9*th Meeting of the Pacific Energy Advisory Group, 3rd Meeting of the PCREEE Steering Committee, Georesources and PCREEE Training Workshop*” for a successful and rewarding experience. We extend our sincere gratitude to the financial sponsors – US Government and UNIDO for joining to make this learning experience a possibility.

This note provides logistical information regarding your participation to the above-mentioned meetings.

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| **Item**  | **Details and Contacts**  |
| **Meeting dates / times and venue** | **9th Meeting of the Pacific Energy Advisory Group*** 19 & 20 November 2018 - Pacifika Conference Room, Lotus Building (Nabua Police Station Building), 1st Floor.

**3rd Steering Committee Meeting of Pacific Centre For Renewable Energy and Energy Efficiency (PCREEE)*** 21 November 2018 - Pacifika Conference Room, Lotus Building (Nabua Police Station Building), 1st Floor.

**Georesources Meeting** * 21 November 2018 - Geoscience Energy and Maritime Division (GEMD) Conference Room, Lotus Building (Nabua Police Station Building), 2nd Floor.

**PCREEE Training Workshop*** 22 November 2018 - Pacifika Conference Room, Lotus Building (Nabua Police Station Building), 1st Floor.
* 23 November - Holiday Inn

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| **Transfers** | Pacific Community will provide daily transfers from Novotel Hotel to meeting venue and returns after completion of sessions each day. Ensure to be present at hotel lobby at 7:30am daily for the pickup.  |
| **Meeting Agenda**  | Final printed version will be available upon registration. Kindly refer to the 3 links provided below for the latest updates. |
| **Badges and registration**  | Delegates will collect their badges and informative material during registration on 19 November 2018 (08:00 – 08:30am) \*\*As a requirement for SPC reporting, attendance will be taken daily. All participants are to sign attendance sheet daily with Ms. Pooja Pal, prior to start of meeting proper. |
| **Language**  | This meeting will be conducted in English language only.  |
| **Laptops**  | Delegates are invited to bring their laptop, as electrical power point connection will be provided. As we are aiming for minimum use of papers in this meeting, thus necessary documents (agenda, resource materials) can be downloaded from below links1. 9th PEAG Meeting: <http://prdrse4all.spc.int/node/4/content/9th-meeting-pacific-energy-advisory-group-peag-2018-19-27-november-2018>
2. Meeting of the Office of the Pacific Energy Regulators Alliance (OPERA): <http://prdrse4all.spc.int/node/4/content/meeting-pacific-energy-regulators-19th-november-2018>
3. 3rd PCREEE Steering Committee Meeting : <http://prdrse4all.spc.int/node/4/content/3rd-steering-committee-meeting-pacific-centre-renewable-energy-and-energy-efficiency>
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| **For Funded Participants, Sponsorship Includes:**  |
| **Economy return air ticket & reconfirmation of return travels** | SPC will meet the costs of return airfare by the most direct route.All funded participants should have received their e-tickets. Please contact Ms. Pooja Pal immediately if have not received your ticket. **Keep your boarding passes safely:** SPC will collect all boarding passes (Home Station to Suva) in order to distribute the daily subsistence allowance/per diem. SPC will reconfirm return travels of sponsored participants and will provide assistance to self-funded participants, if required. |
| **Visa** | Nationals of the following countries are NOT required to obtain visa before entering Fiji as visitors ([**Please click here to view the list.**](https://www.fijihighcom.com/images/FORMS/visa-exempted-countries.jpg)**)** however, they need to ensure that a passport that is valid for at least 6 months from date of entry into Fiji. Countries who are not on exemption list will need to ensure that visa are obtained prior to travel dates.  |
| **Immigration** | **Entry**Once you have arrived at the Immigration Check Point, please make sure you have all the necessary travel documents when you go through Passport Control (“Non Residents” line). Immigration Officer will stamp your entry in your passport and please proceed to baggage belt. Please ensure that you have fulfilled the following requirements:* Passport valid for at least six months on arrival.
* Maintain a printed copy of Circular invite and Agenda
* Valid travel documents for a return journey, and copy air ticket

**Departure**Please make sure you have all the necessary travel documents and get exit stamp in your passport by Immigration Officer when you go through Passport Control. |
| **Accommodation**  | All SPC funded delegates are hosted at Novotel Lami Bay Hotel **Novotel Suva Lami Bay Hotel**Lami Bay, SuvaTEL: +679 [336 2450](https://www.google.com.au/search?safe=active&rlz=1C1GGRV_enFJ748FJ748&ei=OgImWtbfJ5PI8wWA8pzYDw&q=Novotel+Lami&oq=Novotel+Lami&gs_l=psy-ab.3..0l8.4630.184344.0.184916.13.11.1.0.0.0.487.1340.2-2j0j2.4.0....0...1.1.64.psy-ab..9.4.924...35i39k1j0i67k1j0i20i263i46k1j46i20i263k1j0i20i263k1.0.dptKBfS6fX0)Email: reservations@novotelsuva.com.fjWebsite:<http://www.novotel.com/gb/hotel-6990-novotel-suva-lami-bay/index.shtml>Pacific Community will cover the cost of accommodation and breakfast only during your stay period in Suva. However, any other incidental incurred will be the participants’ own responsibility. Ensure to sign on invoice provided by hotel before checkout.  |
| **Meals**  | Two refreshments (morning & afternoon tea) and lunch are provided for workshop days (19 – 23 November 2018).**Note: Per diem provided does not include lunch allowance for meeting days.**  |
| **Daily subsistence allowance/ Per diem (Funded Participants)** | A partial daily subsistence allowance (DSA) will be provided to all funded participants. DSA will cover meals, incidentals, excluding accommodation, breakfast, cost, and lunch provided on meeting days.**Transit days (if any):** In case of transits, participants are expected to come prepared to cover the cost of transits. Allowance provided in Suva will include those transit costs.The DSA will be disseminated on 19 November, 2018 by Ms Pooja Pal (SPC) during the afternoon tea break. **IMPORTANT**All boarding passes from home station to Suva are required be submitted, in order to collect allowance. All return sector scanned copies of boarding passes are required to be emailed to Pooja Pal (poojap@spc.int) upon completion of travel.  |
| **Other Information:** |
| **Fijian Greeting**  | Bula  |
| **Airport pickup/drop-off**  | Airport transfers are delegates own responsibility. Recommended to use the airport cabs for transfers to hotel and arrange with hotel for transfer back to airport upon check out. Transfers costs FJ$30 - $35.00, which is included in daily subsistence allowance.  |
| **Internet**  | Meeting venue will have Wi-Fi accessibility. Login details will be provided upon registration.   |
| **Electricity** http://www.denarauislandfiji.org/wp-content/uploads/2012/07/powerpoint.jpg | **Power Voltage and Plug**The power system in Fiji operates at **240 volts** AC 50Hz with three-pin power points - the same as in Australia and New Zealand. Leading hotels and resorts offer universal outlets for 240V or 110V appliances, or 110V adapters |
| **Expected weather in Suva, Fiji** | During the week of the meeting, the weather forecast is mostly sunny with light showers.  |
| **Dress Code** | Business casual is the dress code for the meeting.   |
| **Contacts**  | For any questions or comments please contact: Ms. Pooja Pal Tel: +679 9235300 Email: poojap@spc.int   |