

## UNLOCKING MINI-GRIDS FOR SUSTAINABLE DEVELOPMENT: A REGIONAL HANDS-ON TRAINING FOR THE PACIFIC ISLANDS

**26-30 JUNE 2023, SUVA, FIJI.**

### LOGISTICAL NOTE

The Geoscience Energy and Maritime Division of SPC together with the Pacific Centre for RE and EE (PCREEE), warmly welcomes the Pacific Islands Member countries, development partners and private sector, energy companies, energy regulators, and representatives to the “*UNLOCKING MINI-GRIDS FOR SUSTAINABLE DEVELOPMENT: A REGIONAL HANDS-ON TRAINING FOR THE PACIFIC ISLANDS*” for a successful and rewarding experience.

This note provides logistical information regarding your participation in the *Unlocking Mini-Grids for Sustainable Development: A regional hands-on training for the Pacific Islands*” which will be held at the **Heilala Conference Room, SPC Narere- Pacific Islands Tree / Seed Centre, Vatoa Rd, Nasinu, Suva Fiji** from 26-30 June 2023.

Item	Details and Contacts
Meeting dates and times	<ul style="list-style-type: none"> <li>▪ <b>26 June – 28 June 2023-</b> Unlocking Mini-Grids for Sustainable Development, A Regional Hands-On Training for Pacific Islands.</li> <li>▪ <b>29 June 2023</b> – Site visits and Hands-on training. The site visit programs will be shared together with the training Agenda.</li> <li>▪ <b>30 June 2023</b> – Half Day (9:00 am – 12:30 pm) Briefing and Wrap-up</li> <li>▪ The registration for all SPC-funded participants and self-funded participants will be on 26-30 June 2023; <b>08:00 am – 09:00 am</b></li> <li>▪ Training proper starts at 9:00 am daily</li> </ul> <p><b>**As a requirement for SPC reporting, attendance will be taken daily. All participants are to sign an attendance sheet daily with Mrs.Sinalaulii Fifita, prior to the start of the training proper.</b></p>

<b>Meeting location and venue</b>	<p>The training venue will be at the address below:</p> <p><b><u>Heilala Conference Room,</u></b> SPC Narere- Pacific Islands Tree / Seed Centre, Vatoa Rd, Nasinu, Suva Fiji</p> <p><b><u>Contacts:</u></b> TEL: +679 3370 733 Email: <a href="mailto:sinalauliif@spc.int">sinalauliif@spc.int</a> Website: <a href="http://www.spc.int">http://www.spc.int</a></p>
<b>Airport Transfer</b>	<ul style="list-style-type: none"> <li>Pacific Community will provide per diem for funded participants which will cover accommodation, meals, transportation, and incidentals.</li> <li>Taxis charge according to their meters. Taxis from Nausori airport to Suva hotels are about FJD30 – 35.</li> </ul>
<b>Training Venue Transfer</b>	<ul style="list-style-type: none"> <li>Due to the venue's location and distance from Suva, the SPC PCREEE will organize a minibus to pick up participants from selected hotels and transport them to the training location, and then drop them off again.</li> <li>Participants <b><u>must</u></b> inform the organizers of the <b>name, address, and phone numbers of their accommodation.</b></li> <li>Participants can travel by taxi from Suva hotels to the training venue and is about FJD\$15. Please tell the driver to drop you at the <b>SPC Narere- Pacific Islands Tree / Seed Centre, Vatoa Rd, Nasinu, Suva Fiji</b></li> <li>The mini-bus pickup time will start at <b>7:00 am</b> and drop off time is <b>5:00 pm</b></li> </ul>
<b>Training Agenda</b>	The final printed version will be available upon registration. Kindly refer to the link provided below for the latest updates.
<b>Badges and Registration</b>	Delegates will collect their badges and informative material during registration on 26 November 2023 (08:00 – 09:00 am)
<b>Language</b>	This training will be conducted in English language only.

### Laptops

You are invited to bring your laptop as the presentation and other materials will be shared online. Link to the event as per below

<https://www.pcreee.org/event/unlocking-mini-grids-sustainable-development-regional-hands-training-pacific-islands-suva-fiji>

An online registered zoom link below:

<https://spc.zoom.us/meeting/register/tJEsfu2qqjorHNUawp0vll4UULc-xJSDJV36#/registration>

### For Funded Participants, Sponsorship Includes:

### Economy return air ticket

SPC will meet the costs of return airfare by the most economical and direct route. All funded participants should receive their return e-tickets before the 19<sup>th</sup> June 2023. Please contact Mrs.Sinalaulii Fifita immediately if have not received your ticket after the date mentioned above.


**Keep your boarding passes safely** as SPC will collect all boarding passes (Home Station to Suva) to confirm the daily subsistence allowance/per diem given.

### Visa

Nationals of the following countries are NOT required to obtain visa before entering Fiji as visitors [Visa Exempted Countries | Fiji High Commission](#) however, they need to ensure that a passport is valid for at least 6 months from the date of entry into Fiji.

Countries that are not on the exemption list will need to ensure that a visa is acquired prior to travel dates.

<p><b>Immigration</b></p>	<p><b>Entry</b> 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.</p> <p>Please ensure that you have fulfilled the following requirements:</p> <ul style="list-style-type: none"> <li>✓ Passport valid for at least six months on arrival.</li> <li>✓ Funds necessary for a stay. Hotel confirmation letter can be presented to the officer. (Maintain a printed copy of the Circular invite and Agenda)</li> <li>✓ Valid travel documents for a return journey, and copy air ticket</li> </ul> <p>For full details on Fiji’s entry and COVID-19 requirements please visit <a href="#">Fiji’s Ministry of Commerce, Trade, Tourism and Transport</a> website</p> <p><b>Departure</b> Please make sure you have all the necessary travel documents and get exit stamp in your passport by an Immigration Officer when you go through Passport Control.</p>
<p><b>Accommodation</b></p>	<p>SPC-funded delegates are responsible to book their own accommodation prior to arrival.</p> <p>Participants will be responsible for all their hotel bills and SPC will not be responsible if the participant chooses to stay in a hotel that is more than FJD 308 / night or 55% of the DSA.</p> <p>The SPC PCREEE team would be happy to assist with the accommodation bookings.</p> <p>The accommodation component of the DSA will be deducted from those that will stay with friends and families.</p>
<p><b>Meals</b></p>	<p>Two refreshments (morning &amp; afternoon tea) and lunch for the training days (26 – 28) June 2023) will be provided.</p> <p>There will be morning tea and lunch provided for the 29<sup>th</sup> &amp; 30<sup>th</sup> June 2023.</p>
<p><b>Daily subsistence allowance/ Per diem (Funded Participants)</b></p>	<p>A daily subsistence allowance (DSA) will be provided to all funded participants. DSA will cover accommodation, incidentals, and meals.</p> <p>While we are doing our best for <b>funded participants to receive their DSA on registration day at Suva on the 26<sup>th</sup> June 2023</b>. Participants are kindly asked to consider paying their costs until the receipt of their DSAs upon registration day.</p>

	<p><b>Transit days (if any):</b> In case of transits, participants are expected to come prepared to cover the cost of transits. Transits cost for funded participants will be included in the itinerary provided.</p> <p><b><u>IMPORTANT</u></b> All boarding passes from the home station to Suva are required to be submitted prior to collecting the DSA for funded participants. Scanned copies of boarding pass for the return sectors are required to be emailed to Sinalaulii Fifita (<a href="mailto:sinalauliif@spc.int">sinalauliif@spc.int</a>) upon completion of travel.</p>
<b>Other Information:</b>	
<b>Fijian Greeting</b>	Bula
<b>Airport pickup/drop-off</b>	Airport transfers are delegates own responsibility. Suva city is approximately 20km away from the Nausori (Suva) Airport. Transfers take at least 30 – 60mins via taxi depending on traffic. You will see yellow taxis parked right outside of domestic arrivals. Transfers costs FJ\$30 - \$35.00
<b>Internet</b>	The meeting venue will have Wi-Fi accessibility.
<b>Electricity</b> 	<p><b>Power Voltage and Plug</b></p> <p>The power system in Fiji operates at <b>240 volts</b> 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</p>
<b>Expected weather in Suva, Fiji</b>	During the week of the meeting, the weather forecast is sunny with humidity with a couple of light showers. Nonetheless, the meeting venue is fully air-conditioned.
<b>Dress Code</b>	Business casual is the dress code for the meeting.
<b>Contacts</b>	<p>For any questions or comments please contact:</p> <p><b>Mrs. Sinalaulii Fifita</b>  <b>PCREE, SPC</b>  <b>Tel: +676 25209</b>  <b>Email: <a href="mailto:sinalauliif@spc.int">sinalauliif@spc.int</a></b></p>