

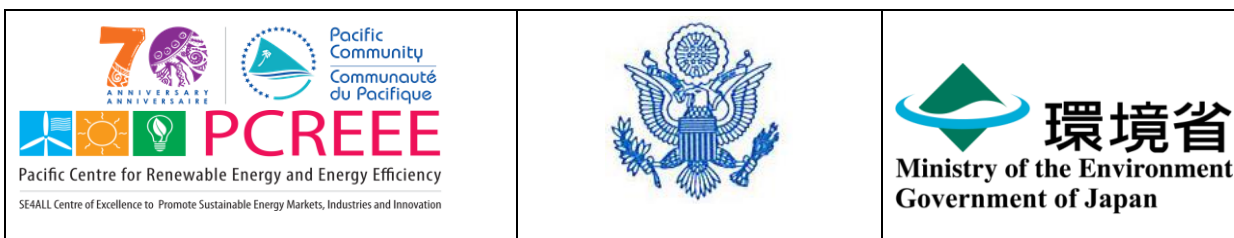
**PACIFIC ISLANDS WORKSHOP ON ELECTRIC MOBILITY & 7TH
MEETING OF THE PCREEE STEERING COMMITTEE,
SUVA, FIJI: 28 NOVEMBER - 01 DECEMBER 2022**

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 and representatives to the “*Pacific Islands Workshop on Electric Mobility and 7th Meeting of the PCREEE Steering Committee*” for a successful and rewarding experience. We extend our sincere gratitude to the financial sponsors –Governments of Austria and Norway and UNIDO for joining to make this learning experience a possibility.

This note provides logistical information regarding your participation to the “*Pacific Islands Workshop on Electric Mobility and 7th Meeting of the PCREEE Steering*” held at **Pasifika Conference Room, Lotus Building, Nabua, Suva** from 28 November – 01 December 2022.

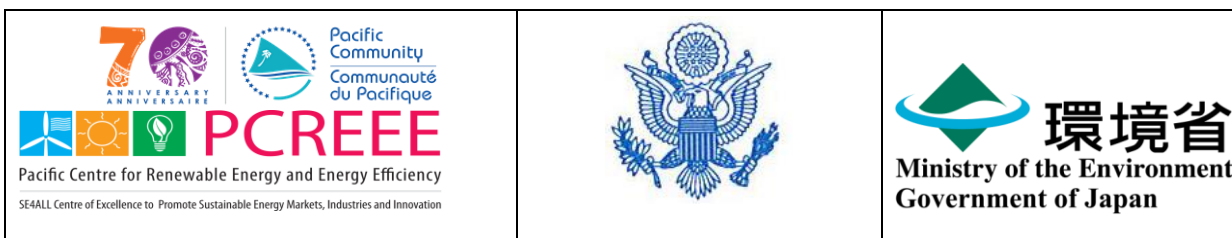
Item	Details and Contacts
<p>Meeting dates and times</p>	<ul style="list-style-type: none"> ▪ 28 November – 30 November 2022 – Electric Mobility Workshop Conference ▪ 01 December 2022 – Steering Committee Meeting ▪ Registration: 28 November 2022; 08:00am – 09:00am ▪ Meeting proper starts at 9:00am daily <p>**As a requirement for SPC reporting, attendance will be taken daily. All participants are to sign attendance sheet daily with Mrs.Sinalaulii Fifita, prior to start of meeting proper.</p>
<p>Meeting location and venue</p>	<p>The venue of the workshop is Pasifika Conference Room located on Lotus Building, Nabua, Suva, Fiji</p> <p><u>Pasifika Conference Room</u> Lotus Building Nabua, Suva TEL: +679 3370 733 Email: sinalauliif@spc.int Website: http://www.spc.int</p> <ul style="list-style-type: none"> • Pasifika Conference Room: 28 November – 30 November 2022 • Pasifika Conference Room: 01 December 2022




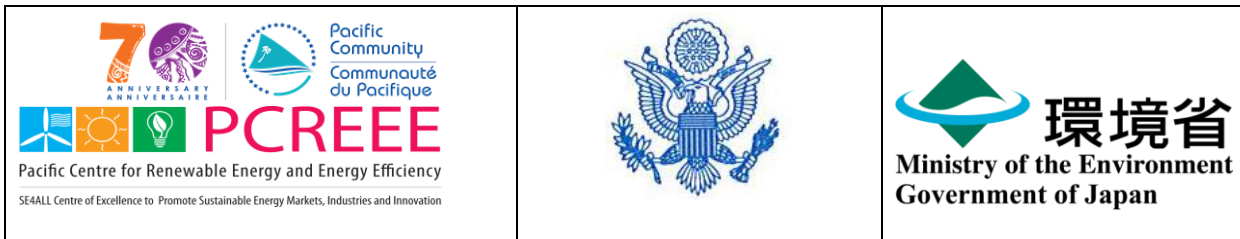
<p>Airport and Workshop Venue Transfers</p>	<p>Pacific Community will provide per diem for funded participants which will cover accommodation, meals, transportation, and incidentals. Taxis charge according to their meters. Taxis from Nausori airport to Suva hotels is about FJD30 – 35. Suva hotels to the workshop / venue is about FJD\$8. Please tell the driver to drop you at the Lotus Building [which houses the Nabua Police Station on the ground floor].</p>
<p>Meeting Agenda</p>	<p>Refer to copy of agenda sent to all delegates together with this note. Final printed version will be available upon registration. Kindly refer to the 2 links provided below for the latest updates.</p>
<p>Badges and registration</p>	<p>Delegates will collect their badges and informative material during registration on 28 November 2022 (08:00 – 09:00am)</p>
<p>Language</p>	<p>This workshop and meeting will be conducted in English language only.</p>
<p>Laptops</p>	<p>You are invited to bring your laptop as presentation and other materials will be online. Link to event as per below</p> <ul style="list-style-type: none"> ▪ Electric Mobility Workshop- https://pcreee.org/event/pacific-islands-workshop-electric-mobility ▪ Steering Committee Meeting – https://pcreee.org/event/7th-pcreee-steering-committee-meeting
<p>For Funded Participants, Sponsorship Includes:</p>	
<p>Economy return air ticket</p>	<p>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 21st November 2022. Please contact Mrs.Sinalaulii Fifita immediately if have not received your ticket after date mentioned above.</p> <p><u>Keep your boarding passes safely</u> as SPC will collect all boarding passes (Home Station to Suva) to confirm the daily subsistence allowance/per diem given.</p>



<p>Visa</p>	<p>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 that is valid for at least 6 months from date of entry into Fiji.</p> <p>Countries who are not on exemption list will need to ensure that visa is acquired prior to travel dates.</p>
<p>Immigration</p>	<p>Entry</p> <p>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"> ✓ Passport valid for at least six months on arrival. ✓ Funds necessary for a stay. Hotel confirmation letter can be presented to the officer. (Maintain a printed copy of Circular invite and Agenda) ✓ Valid travel documents for a return journey, and copy air ticket ✓ Proof of COVID-19 vaccination card / certificate <p>For full details on Fiji’s entry and COVID-19 requirements please visit Fiji’s Ministry of Commerce, Trade, Tourism and Transport website</p> <p>Departure</p> <p>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>Accommodation</p>	<p>It is an extremely busy time in Suva with all the rooms in the usual hotels booked months in advance. All SPC funded delegates are advised to book accommodation prior to arrival.</p> <p>Participants will be responsible for all their hotel bills and SPC will not be responsible if the participant choose to stay in a more expensive hotel.</p>



<p>Meals</p>	<p>Two refreshments (morning & afternoon tea) and lunch for workshop & meeting days (28 – 01 December 2022) will be provided.</p> <p>SPC will deduct FJD\$20/daily for meals provided at the conference and meeting – a total of FJD\$80.00.</p>
<p>Daily subsistence allowance/ Per diem (Funded Participants)</p>	<p>A daily subsistence allowance (DSA) will be provided to all funded participants. DSA will cover accommodation, incidentals, and meals.</p> <p>Transit days (if any): 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>The DSA will be distributed to funded participants bank accounts on the 3rd week of November 2022 by Finance Department. Sinalaulii Fifita will advise once remittance is received. (Note for DSA that will be received upon arrival in Suva – it can be received during the conference registration)</p> <p><u>IMPORTANT</u></p> <p>All boarding passes from home station to Suva are required to be submitted prior to collecting the, DSA for funded participants. Scanned copies of boarding passes for the return sectors are required to be emailed to Sinalaulii Fifita (sinalauliif@spc.int) upon completion of travel.</p>
<p>Other Information:</p>	
<p>Fijian Greeting</p>	<p>Bula</p>
<p>Airport pickup/drop-off</p>	<p>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</p>
<p>Internet</p>	<p>Meeting venue will have Wi-Fi accessibility.</p>
<p>Electricity</p> 	<p>Power Voltage and Plug</p> <p>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</p>
<p>Expected weather in Suva, Fiji</p>	<p>During the week of the meeting, the weather forecast is sunny with humidity with couple of light showers. None the less the meeting venue is fully air conditioned.</p>



Dress Code	Business casual is the dress code for the meeting.
Contacts	<p>For any questions or comments please contact:</p> <p>Mrs. Sinalaulii Fifita PCREE, SPC Tel: +676 25209 Email: sinalauliif@spc.int</p>