

**PACIFIC ISLANDS ELECTRIC MOBILITY WORKING GROUP  
WORKSHOP & EXPOSURE VISIT TO ENERGY DEVELOPMENTS AND  
THE PCREEE IN TONGA  
12<sup>th</sup> – 16<sup>th</sup> June 2023, Nuku'alofa Tonga**

### 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 ELECTRIC MOBILITY WORKING GROUP WORKSHOP & EXPOSURE VISIT TO ENERGY DEVELOPMENTS AND THE PCREEE IN TONGA*” for a successful and rewarding experience. We extend our sincere gratitude to the financial sponsor – National Renewable Energy Laboratory (NREL) for making this learning experience a possibility.

This note provides logistical information regarding your participation to the “PACIFIC ISLANDS ELECTRIC MOBILITY WORKING GROUP WORKSHOP & EXPOSURE VISIT TO ENERGY DEVELOPMENTS AND THE PCREEE IN TONGA” to be held from 12<sup>th</sup> – 16<sup>th</sup> June 2023.


Item	Details and Contacts
<b>Workshop dates and times</b>	<ol style="list-style-type: none"> <li>Monday 12 June – Wednesday 14 June 2023 – Tonga Stakeholders Workshop   <b>Venue:</b> <u>Davina House, Waterfront, Nuku'alofa TONGA</u></li> <li>Thursday 15 June – Friday 16 June 2023 – Pacific EV Working Group Workshop   <b>Venue:</b> <u>Tungi Colonade, Nuku'alofa TONGA</u></li> <li>Both workshops will be part and parcel of the exposure visit. Other than interacting with the workshop participants, additional meetings and site visits will be held after lunch from Monday 12 – Wednesday 14 June. Please refer to ANNEX 1 for the schedule of exposure visit. <ul style="list-style-type: none"> <li>Registration: 12 – 16 June; <b>08:30am – 09:00am</b></li> <li>Workshop proper starts at 9:00am daily.</li> </ul> </li> </ol> <p><b>**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 workshop proper.</b></p>

<b>Location and venue</b>	<p>1. Monday 12 June – Wednesday 14 June 2023 – Tonga Stakeholders Workshops <b>Venue:</b> <u>Davina House, Waterfront, Nuku'alofa TONGA</u></p> <p>2. Thursday 15 June – Friday 16 June 2023 –Pacific EV Working Group Workshop <b>Venue:</b> <u>Tungi Colonade, Nuku'alofa TONGA</u></p>
<b>Airport and Workshop Venue Transfers</b>	Pacific Community will provide per diem for funded participants which will cover accommodation, meals, transportation, and incidentals. Taxis from Fua'amotu airport to hotels accommodation in Nuku'alofa area is about TOP\$ 50-60. Nuku'alofa hotels to the workshop / venue is about TOP\$ 5.
<b>Workshop Agenda</b>	Refer to copy of agenda sent to all delegates together with this note. Final printed version will be available upon registration. Kindly refer to link provided below for the latest updates.
<b>Language</b>	This workshop and meeting will be conducted in English language only.
<b>Laptops</b>	<p>You are invited to bring your laptop as presentation and other materials will be online. Link to event as per below</p> <p><a href="#">Pacific E-Mobility Workshop in Tonga   12 - 16 June 2023</a></p>
<b>For Funded Participants, Sponsorship Includes:</b>	
<b>Economy return air ticket</b>	<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 07 June 2023. Please contact Mrs.Sinalaulii Fifita immediately if have not received your ticket after date mentioned above.</p> <p><b><u>Keep your boarding passes safely</u></b> as SPC will collect all boarding passes (Home Station to Nuku'alofa) to confirm the daily subsistence allowance/per diem given.</p>
<b>Visa</b>	<p>Nationals of the following countries are NOT required to obtain visa before entering Tonga as visitors <a href="https://www.revenue.gov.to/immigration-and-general-services">https://www.revenue.gov.to/immigration-and-general-services</a> however, they need to ensure that a passport that is valid for at least 6 months from date of entry into Tonga.</p> <p>Countries who are not on exemption list will need to ensure that visa is acquired prior to travel dates.</p>



<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 Circular invite and Agenda)</li> <li>✓ Valid travel documents for a return journey, and copy air ticket</li> </ul> <p><b>Departure</b> Please make sure you have all the necessary travel documents and get an exit stamp in your passport by an Immigration Officer when you go through Passport Control.</p>
<p><b>Accommodation</b></p>	<p>Participants will be responsible for all their hotel bills and SPC will not be responsible for any of the costs. SPC would be happy to assist with accommodation bookings.</p>
<p><b>Meals</b></p>	<p>Two refreshments (morning tea &amp; lunch) for workshop days (12 – 14 June 2023) will be provided.</p> <p>Two refreshments (morning &amp; afternoon tea) and lunch for workshop days (15 – 16 June 2023) will be provided.</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 to get DSAs transferred directly to participants’ bank accounts, delays may be experienced. Participants are kindly asked to consider paying their costs until the receipt of their DSAs into their accounts.</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 home station to Tonga 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 (<a href="mailto:sinalauliif@spc.int">sinalauliif@spc.int</a>) upon completion of travel.</p>



Other Information:	
<b>Tongan Greeting</b>	Malo e Lelei
<b>Airport pickup/drop-off</b>	Airport transfers are delegates own responsibility. Nuku'alofa town area is approximately 22km away from the Fua'amotu Airport. Transfers take at least 30 – 60mins via taxi depending on traffic. Transfers costs TOP\$50 - \$60.00
<b>Internet</b>	Workshop venue will have Wi-Fi accessibility.
<b>Electricity</b> 	<b>Power Voltage and Plug</b> <p>The power system in Tonga 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 Nuku'alofa, Tonga</b>	During the week of the workshop, the weather forecast is sunny with humidity with couple of light showers. None the less the workshop venue is fully air conditioned.
<b>Dress Code</b>	Business casual is the dress code for the workshop.
<b>Contacts</b>	<p>For any questions or comments please contact:</p> <p>Mrs. Sinalaulii Fifita PCREE, SPC Tel: +676 25209 Email: sinalauliif@spc.int</p>

## ANNEX 1

### Schedule for the Exposure visit

Date	Item	Time
Monday 12 <sup>th</sup> June	Courtesy visit and meeting with Tonga Electricity Commission.	1:30pm - 2:30pm
	Courtesy visit and meeting the Department of Energy	3:00pm - 4:30pm
Tuesday 13 <sup>th</sup> June	Site visit Tonga Power Ltd power station, diesel generator, solar and BESS storage.	1:30pm - 2:30pm
	Courtesy visit to TIST and Akotu'uloa	3:00pm - 4:30pm
Wednesday 14 <sup>th</sup> June	Electrical wirings and site inspection and testing with Tonga Electricity Commission.	1:30pm - 4:30pm



Pacific Centre for Renewable Energy and Energy Efficiency

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