



ADMINISTRATIVE NOTE

BIOLOGICAL DIVERSITY BEYOND NATIONAL JURISDICTION PACIFIC NEGOTIATORS MEETING & IMPACTS OF SEA-LEVEL RISE ON MARITIME BOUNDARIES WORKSHOP 26 – 29 February 2020

Pacific Islands Forum Secretariat
Suva, Fiji

1. Purpose

To provide logistical information to participants regarding the aforementioned meeting and workshop.

3. Meeting Venue

- i. BBNJ Pacific Negotiators Meeting
Conference Room A, Ryoichi Jinnai Conference Centre
PIFS HQ, Ratu Sukuna Road, Suva.
- ii. Impacts of Sea-level rise on maritime boundaries Workshop:
USP Lower Campus main Lecture Room & Bure

4. Payments of Travel, Accommodation and Per diems for sponsored delegates

Sponsorship will include:

- **Sponsored air travel** from your home base country to and from the location of the workshop, Suva, Fiji, via the most economical route and consistent with the PIFs travel policies, including in support of reducing greenhouse gas emissions wherever possible.
- **Travel**
For sponsored participants, travel arrangements are being facilitated by the PIF Travel Teams. Itineraries have been booked for all sponsored participants and forwarded by the Secretariat for confirmation. If you have not received or confirmed your travel arrangements, please urgently email: Ms. Vasiti Babitua on (vasitib@forumsec.org).
- **Accommodation:** For funded participants, the PIF Secretariat travel team will be making the necessary hotel arrangements for you, including your transit hotels. Please note that in accordance with PIF policies, the accommodation portion of the per diems (58%) will be paid to the hotel and the rest will be given to the participant.



Should participants choose to be accommodated privately (i.e. with friends or relatives), a non-accountable gratuity of FJD50 per night will be provided in addition to the per diems; and

- **Per diems:** this will include meals and incidentals which includes breakfast, dinner and incidental allowances. Other transit or stop-over allowances will be paid to the participants at the meeting venue during lunch or afternoon tea break on **Wednesday 26 February 2020**. Participants are to ensure that they present their boarding passes upon collection of their allowances from the Secretariat.

5. Accommodation Details

Sponsored participants attending the workshop are accommodated (breakfast/wifi inclusive) at the Tanoa Plaza Hotel

Address:

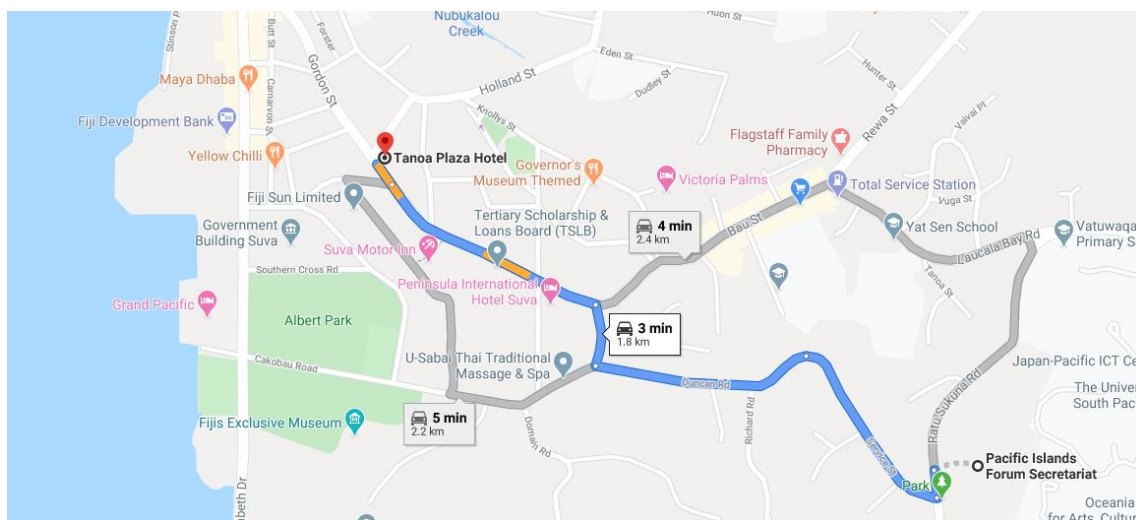
Corner of Malcom and Gordon Street, Suva.

Tel: (679) 3312300

Email: plaza@tanoahotels.com

The Hotel will make every effort to ensure your rooms are available at your time of check-in. However, standard check-in time is from 1400hrs, and the latest check out time is 1100hrs the next day. Please note that this has been paid (accommodation only) and any additional hotel costs (e.g. mini-bar, telephone calls, internet, in-house movies, meals, laundry etc.) must be settled with the hotel by each participant upon checkout. For those with late afternoon/evening flights, a request has been submitted for late check-out.

Map from Tanoa Plaza Hotel to the meeting venue





6. Details on Arrival

Airport Transportation

In terms of transportation, taxi fares from Nausori Airport to the Tanoa Plaza Hotel will cost around \$30 - \$40 Fijian dollars and will take a 30-minute ride into Suva City where most of the hotels are situated. Participants are responsible for their own transportation to and from the airport and hotel.

Please note:

As of 20 February 2020, there are no confirmed cases of the 2019 novel coronavirus (COVID-19) in Fiji. Passengers arriving in Fiji who have travelled to mainland China 14 days prior will be denied entry. All passengers will be screened upon entry into Fiji.

7. Office Facilities & Internet Facilities

Limited photocopying and printing may be arranged by contacting the Secretariat Office. Please contact Lavinia Tomtavala on laviniamt@forumsec.org. Details for internet access will be available in the meeting room.

Meeting documents will be circulated via email on 21 February 2020. A link containing all the meeting documents will also be communication in due course.

8. Contact Details

For all travel related emergencies please contact:
Vasiti Babitu, vasitib@forumsec.org +(679) 9981226

For any other emergencies or queries related to the meeting documents, please contact: Riibeta Abeta, Riibetaa@forumsec.org +(679) 99753639

Pacific Islands Forum Secretariat, Suva
20 February 2020

