



## Convention on Biological Diversity

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### CAPACITY-BUILDING WORKSHOP FOR THE PACIFIC ON ECOSYSTEM CONSERVATION AND RESTORATION TO SUPPORT ACHIEVEMENT OF THE AICHI BIODIVERSITY TARGETS

AND

SUB-REGIONAL CAPACITY-BUILDING WORKSHOP ON THE  
NAGOYA PROTOCOL FOR THE PACIFIC  
Suva, Fiji, 25-29 November 2013

### Information Note for Participants

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## 1. Opening and registration

The Capacity-building workshop for the Pacific on ecosystem conservation and restoration to support achievement of the Aichi Biodiversity Targets and the Sub-regional Capacity-building Workshop on the Nagoya Protocol for the Pacific will be held in Suva, Fiji from Monday, 25 to Friday, 29 November 2013.

The workshops will start at 9:00 a.m. on Monday, 25 November, and registration will take place at the venue of the workshops at 8:30 a.m. the same day.

## 2. Venue

The workshops will be held at:

### **The University of the South Pacific (USP)**

Laucala Campus

Suva, Fiji Islands

Tel: (679) 323 1444 / 1000

Fax: (679) 323 1516

E-mail: [helpdesk\(at\)student.usp.ac.fj](mailto:helpdesk(at)student.usp.ac.fj)

Web site: [www.usp.ac.fj/](http://www.usp.ac.fj/)

## 3. Working language of the workshops

The workshops will be held in English.

## 4. Documents

Participants are kindly reminded to bring their own copies of the documents for the workshops as there will be no extra copies made available on site during the workshops. Documents will be made available on the Secretariat's web site at:

Capacity-building workshop for the Pacific on ecosystem conservation and restoration to support achievement of the Aichi Biodiversity Targets

<http://www.cbd.int/doc/?meeting=WSCBECR-PAC-01>



Sub-regional Capacity-building Workshop on the Nagoya Protocol for the Pacific

<http://www.cbd.int/doc/?meeting=ABSCBW-PAC-01>

## 5. General information on access to Suva, Fiji



The city of Suva is serviced by the Nausori International Airport just outside in Suva, Fiji (about 27 km from the city centre).

## 6. Visa information



Participants from countries listed below do not require an entry visa for Fiji all others are strongly advised to contact the nearest Fijian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

Citizens of the following countries can obtain a visa upon arrival for Fiji for a stay of up to 4 months:

Antigua and Barbuda, Argentina, Australia, Austria, Bahamas, Bangladesh, Barbados, Belgium, Belize, Bermuda, Botswana, Brazil, Brunei Darussalam, Bulgaria, Cameroon, Canada, Chile, China, Colombia, Cyprus, Czech Republic, Denmark, Dominica, Estonia, Finland, France, Gambia, Germany, Ghana, Greece, Grenada, Guyana, Holy See, Hungary, Iceland, India, Indonesia, Ireland, Israel, Italy, Jamaica, Japan, Kenya, Kiribati, Latvia, Liechtenstein, Lesotho, Luxembourg, Malawi, Malaysia, Maldives, Malta, Marshall Islands, Mauritius, Mexico, Micronesia (Federated States of), Moldova, Monaco, Nauru, Netherlands, New Zealand, Nigeria, Norway, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Portugal, Republic of Korea, Romania, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Seychelles, Sierra Leone, Singapore, Slovak Republic, Slovenia, Solomon Islands, South Africa, Spain, Swaziland, Sweden, Switzerland, Tanzania (United Republic of), Thailand, Tonga, Trinidad and Tobago, Tunisia, Turkey, Tuvalu, Uganda, Ukraine, United Kingdom Great Britain and Northern Ireland, United States of America, Uruguay, Vanuatu, Venezuela, Zambia, Zimbabwe.

Information on visa procedures is available on the web site of Tourism Fiji which provides a listing of visa countries at: [http://www.fiji.gov.fj/index.php?option=com\\_content&view=article&id=110&Itemid=160](http://www.fiji.gov.fj/index.php?option=com_content&view=article&id=110&Itemid=160). A list of relevant Fijian diplomatic/consular missions abroad and countries with visa exemption arrangements can be found at Tourism Fiji links: <http://www.fiji.gov.fj/Government-Directory/Fiji-Overseas-Missions.aspx>; <http://www.fiji.travel/information/getting-fiji/fiji-missions-overseas>

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters to be attached to the visa applications.

## **7. Health Requirements**

A yellow fever vaccination certificate is required from travellers entering Fiji from countries with risk of yellow fever transmission and from travellers having transited more than 12 hours in an airport of a country with risk of yellow fever transmission.

The International travel, health and vaccination requirements for travel to Fiji can be obtained from the World Health Organization (WHO) web site at: [http://www.who.int/ith/chapters/ith2012en\\_countrylist.pdf](http://www.who.int/ith/chapters/ith2012en_countrylist.pdf).

For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

## **8. Hotel information**

A list of recommended hotels in the vicinity of the Suva campus of the University of South Pacific can be found in Annex A below. Participants are advised to make their own hotel reservations.

More information on Fiji can be found at the following link: <http://www.fiji.travel/>

## **9. Payment of the Daily Subsistence Allowances (DSA)**

Sponsored participants will receive the relevant DSA on the first day of the workshop.

## **10. Official languages in Fiji**

The official language in Fiji is English, however, Bau Fijian, and Hindustani are also spoken.

## **11. Weather and time zone information**



In November, temperatures in Suva usually range between a maximum of 29°C in the daytime and a minimum of 22°C at night. Current weather conditions can be found at: <http://www.worldweather.org/022/c00093.htm>.

The standard time zone will be GMT/UTC + 13 hours.

## **12. Electricity**

The electrical currents are 240 volts, 50 Hertz and the plug type and is shown below.



## **13. Currency**




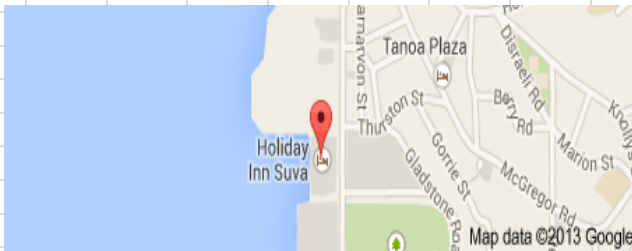
The currency in Fiji is the Fijian Dollar (FJD \$) (F\$). The current exchange rate as at 8 November 2013 is US \$1.00 = FJD \$1.83 and = €1.00 = FJD \$2.44.

## **14. Disclaimer**

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical insurance for the period of participation prior to departure.

## Annex A – Suva Hotel list

Studio 6 Room Rates									
<b>Studio6 Apartments</b> <b>1-3 Walu Street</b> <b>P.O.Box 16455, Suva</b> Phone: 679 339 7477 Mobile: 679 7083722 Email: <a href="mailto:reservations@holidayinnsuva.com.fj">reservations@holidayinnsuva.com.fj</a>									
<p>* <b>Standard rooms</b> – garden view sleeps 1 person or a couple @ \$ 80.00 per night, (special rate \$70.00 per night)</p> <p>Bedding configuration – 1 x double,</p> <p>Rooms Amenities:</p> <p>Television, Telephone, coffee and tea facilities, private bathroom and toilet.</p>									
<p>* <b>Sea view Deluxe Rooms</b> – garden view/Sea view with single/double occupants @ \$135.00 per night, (special rate - \$100.00 per night)</p> <p>Bedding configuration – 1 x king size bed &amp; single bed.</p> <p>Rooms Amenities:</p> <p>Television, Telephone, coffee and tea facilities, private bathroom and toilet and basic cooking facilities (Electric frying pan, rice cooler, toaster, electric kettle.)</p>									
<p>* <b>Family Rooms</b> – harbour view can sleep 3 to 4 adults @ \$140.00 per night, (special rate - \$120.00 per night)</p> <p>Bedding configuration – 2 x double bed in a separate bedroom.</p> <p>Room Amenities:</p> <p>Television, A/C, basic cooking facilities (Electric frying pan, rice cooker, toaster, electric kettle) private bathroom and toilet.</p>									
<p>* <b>Continental Breakfast</b> @ \$10.00 per person.</p>									
<p><b>Do not provide transfers from Airport to Hotel.</b></p>									

Holiday Inn Room Rates										
<b>Holiday Inn</b> <b>501 Victoria Parade, Viti Levu</b>										
Phone:	679 330 1600 ext 306/323 6006									
Email:	<a href="mailto:reservations@holidayinnsuva.com.fj">reservations@holidayinnsuva.com.fj</a>									
Complimentary unlimited internet										
All Government Taxes included										
* Twin share cost of the above room is F\$295 per night and will include breakfast for 2 adults daily.										
* Shuttle transfer to/from the Nausori Airport is F\$35 per person one way										
* Private Camry transfer to/from the Nausori Airport is F\$45 per vehicle one way										

## Tanoa Palaza Room Rates

### Tanoa Plaza

Corner Gordon and Malcom St. Suva

Phone: 679 331 2300

Email: [plazares@tanoahotels.com](mailto:plazares@tanoahotels.com)



### Local corporate rates are as follows :

FJ\$198.00VIP (single/double)	Room Only
FJ\$224.00vip (single/double)	Room with Continental Breakfast x 1 inclusive
FJ\$243.00VIP (single/double)	Room with Full Breakfast x 1 & Free WIFI internet inclusive
FJ\$275.00VIP (single/double)	Room with Full Breakfast x 2 & Free WIFI internet inclusive

### DELUXE ROOM

FJ\$216.00VIP (single/double)	Room Only
FJ\$242.00VIP (single/double)	Room with Continental Breakfast x 1 inclusive
FJ\$261.00VIP (single/double)	Room with Full Breakfast x 1 & Free WIFI internet inclusive
FJ\$293.00VIP (single/double)	Room with Full Breakfast x 2 & Free WIFI internet inclusive

### EXECUTIVE SUITE

FJ\$359.00VIP (single/double)	Room Only
FJ\$385.00VIP (single/double)	Room with Continental Breakfast x 1 inclusive
FJ\$404.00VIP (single/double)	Room with Full Breakfast x 1 & Free WIFI internet inclusive
FJ\$436.00VIP (single/double)	Room with Full Breakfast x 2 & Free WIFI internet inclusive

Superior and Deluxe rooms have a queen sized bed and a Double SOFA bed while our Executive Suites has a king sized bed only.

The hotel does not have a courtesy shuttle to transfer clients.

## Suva Central (Quest Suva) Room Rates

### Quest Suva

Redwick Road, Suva Central

Phone: 679 331 9119

Email: [stay@questsuva.com](mailto:stay@questsuva.com)



- \* Standard studio - \$228 per night
- \* These rates are all inclusive of the 20% taxes and continental breakfast.
- \* We can arrange taxi pick up from the airport and have charged back to the room.

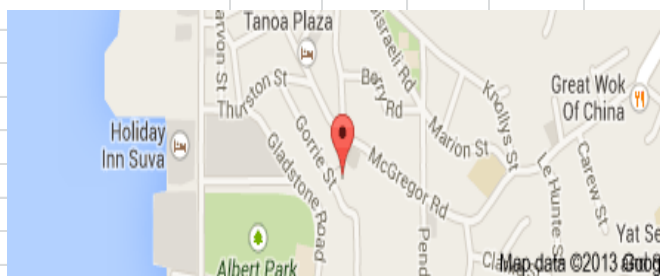
Suva Motor Inn

Suva Motor Inn

PO Box 2500, Govt Bldgs

Phone: 679 331 3973

Email: [suvmotorinn@connect.com.fj](mailto:suvmotorinn@connect.com.fj)



CORPORATE RATE

Rates Effective from 1<sup>st</sup> Jan 2013 – 31<sup>st</sup> Dec 2013

ACCOMODATION TYPE	BED PLAN	VEP	VAT 15%	HTT 5%	NETT RATE
2 Bedroom Apartment	Main Bedroom - 1 double bed	\$ 180.00	\$ 27.00	\$ 9.00	\$ 216.00
	Second Bedroom - 2 single beds				
	Lounge - 1 rollaway bed				
Studio Apartment	Main Bedroom - 1 double bed - 1 single bed	\$ 118.00	\$ 17.70	\$ 5.90	\$ 141.60
Extra Pax		\$ 17.32	\$ 2.60	\$ 0.87	\$ 20.78

PLEASE NOTE THE FOLLOWING:

1) All rates are Government tax inclusive i.e. Turn over tax and Vat ( subject to change )

2) Check-in Time – 13.00 hours.


3) Check-out Time – 10.30 hours.

4) All reservation should be made by fax or e-mail.

5) Cancellation & No Shows – If cancellation is done inside 72 hours prior to arrival a one night fee will apply. A no show will result in full payment being demanded. All cancellations must be in writing by either fax or e-mail and a confirmation of cancellation obtained.

6) Late check – out until 3pm will incur a charge equivalent to 80% of the room rate, subject to space availability.  
Check - outs after 5pm are charged a one night's rate.

7) 2 Kids under 12 years of age free – using the existing bedding except studios.

Peninsula Hotel Rates	
<b>Peninsula Hotel</b> <b>Cnr. McGregor Road &amp; Pender Street, Suva</b> Phone: 679 331 3711/3315 5744 Email: <a href="mailto:reservations@peninsula.com.fj">reservations@peninsula.com.fj</a>	
	
<ul style="list-style-type: none"><li><u><b>Standard rooms</b></u> Single room - \$115.00 Twin / Double - \$135.00</li></ul>	<ul style="list-style-type: none"><li><u><b>Deluxe rooms</b></u> Single - \$140.00 Twin / Double - \$155.00</li></ul>
<ul style="list-style-type: none"><li><u><b>Suite rooms</b></u> Single - \$137.00 Twin / Double - \$152.00 Tripple - \$175.00 Quad - \$197.50</li></ul>	<ul style="list-style-type: none"><li><u><b>Superior Deluxe rooms</b></u> Single - \$140.00 Twin / Double - \$160.00</li></ul>
<ul style="list-style-type: none"><li><u><b>Breakfast Cost</b></u> Continental Breakfast @ \$15.50 per person. (Selection of fruit juice, fresh seasonal fruits, toast, butter and jam with tea or coffee). Full Breakfast @ \$22.50 per person. (All your continental selection plus your choice of eggs cooked to your liking with bacon or sausage, baked beans or spaghetti, Grilled tomatoes, hash brown and toast).</li></ul>	
<ul style="list-style-type: none"><li><u><b>Transfers</b></u> We don't provide transfer to and from the airport but we have taxis or running cab that we could organize to pick your participants from the airport at \$35.00 per one way.</li></ul>	

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