



Convention on Biological Diversity

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21 March 2010

ENGLISH ONLY

REGIONAL WORKSHOP FOR ASIA-PACIFIC COUNTRIES ON THE
PREPARATION OF THE FOURTH NATIONAL REPORT
Apia, Samoa, 19-22 April 2010

Information Note for Participants

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1. Opening and registration

The Regional Workshop for Asia-Pacific Countries on the Preparation of the Fourth National Report will be held at the offices of the Secretariat of the Pacific Regional Environment Programme (SPREP) in Apia, Samoa from Monday 19 to Thursday 22 April 2010.

Registration will take place at 8:30 a.m. on Monday, 19 April 2010 at the SPREP Training and Education Centre (TEC) and the workshop will start at 9:00 a.m. Badges will be issued to participants upon presentation of photo identification.

2. Venue

The workshop will be held at:

The Secretariat of the Pacific Regional Environment Programme (SPREP)

P.O. Box 240, Vailima

Apia, Samoa

Tel: +685 21929

Fax: +685 20231

E-mail: sprep@sprep.org

3. Working language of the workshop

The workshop will be held in English.

4. Documents

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



<http://www.cbd.int/doc/?meeting=4NRCBW-PAC>

5. General information on access to Apia, Samoa

Apia is serviced by Faleolo International Airport, which is approximately 23 km from the Apia. Transportation for delegates to and from the airport will be arranged by SPREP. Taxis are also available at the international airport at a cost of \$50.00 tala (approx. US \$19.50) to Apia one way.

6. Visa information

Participants do not require an entry visa for Samoa. If you need assistance with visas, please contact:

Ms. Theresa Fruean-Afa
Programme Assistant
Secretariat of the Pacific Regional Environment Programme
Fax: (685) 20231
Phone: (685) 21929 ext. 277
E-mail: theresaf@sprep.org; ccvainuupoj@sprep.org.

Visas for transit via Australia

The department responsible for transit visas is the Australian Department of Immigration and Citizenship. Details on transit visas can be found at: <http://www.immi.gov.au/visitors/transit/> and includes links to information on those who are able to transit without a visa and the process for those who will need a visa. Participants should get in touch with the Australian embassy in their country (<http://www.dfat.gov.au/embassies.html>; <http://www.immi.gov.au/contacts/overseas/>) as soon as possible, and with a reasonable amount of time remaining prior to their departure.

7. Health Requirements

A yellow fever vaccination is only required from travellers coming from countries with risk of yellow fever transmission.

8. Hotel information

A block booking has been made by the Secretariat on behalf of all participants at the Insel Fehmarn Hotel in Apia, Samoa, which is approximately 5 minutes by vehicle from SPREP. The hotel will be providing free transportation for participants to and from SPREP for the duration of the workshop. For more information on location and services offered by the hotel please visit the web site listed below.

Insel Fehmarn Hotel
P.O. Box 3272
Apia, Samoa
Telephone: +(685) 23301
Fax: +(685) 22204
Web site: www.inselfehmarnsamoa.com

It should be noted that **all participants must confirm their hotel booking by completing and returning the registration form in annex A below.**

Non-sponsored participants

It is recommended that non-sponsored participants stay at the Insel Fehmarn Hotel. Please complete and return the registration form in annex A below to ensure that a room will be booked for you.

Further information on hotels in and around Apia is available at the web site of the Samoa Tourism Authority as follows: <http://samoa.travel/default.aspx>.



The hotel accommodation bill will be settled by SPREP on behalf of all sponsored participants. All personal expenses including laundry, phone calls, room services, etc, will be paid by participants themselves when checking out.

9. Payment of the Daily Subsistence Allowances (DSA)

The CBD Secretariat will provide accommodation including breakfast and lunch. Sponsored participants will receive a portion of the official DSA on the first day of the Workshop.

10. Use of computers for delegates

Computers with internet access will be made available by the SPREP Secretariat in their computer lab for the duration of the workshop. Participants are encouraged to bring their own laptop computers whenever possible.

11. Official languages in Samoa

There are two official languages in Samoa: Samoan and English.

12. Weather and time zone information



In April, temperatures in Apia usually range between a maximum of +31°C in the daytime and a minimum of +24°C at night. Please note that the rainy season is from November to April. Current weather conditions can be found at: <http://www.worldweather.org/184/c01230.htm>.

The standard time zone will be GMT / UTC – 11 hours.

13. Electricity

The electrical currents in Samoa are 240 volts, 50 Hertz as shown below.



14. Currency



The currency in Samoa is the Samoan Tala (WST). The current exchange rate as at 21 March 2010 is US \$1 = WST \$2.48 and (Euro) € 1 = WST \$3.36.

15. Disclaimer

The CBD Secretariat disclaims all responsibilities for medical, accident and travel insurances, 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 and other insurances for the period of travel and participation prior to departure.

Annex A: REGISTRATION FORM FOR HOTEL ACCOMMODATION

INSEL FEHMARN HOTEL

**REGIONAL WORKSHOP FOR ASIA-PACIFIC COUNTRIES ON THE
PREPARATION OF THE FOURTH NATIONAL REPORT**

(19-22 April 2010, Apia, Samoa)

Name: Mr. /Ms. /Dr.		
Country:		
Organization:		
Address:		
Tel. No.:		
Fax. No.:		
E-mail Address:		
FLIGHT DETAILS		
Date of Arrival:	Flight No:	Time of Arrival:
Date of Departure:	Flight No:	Time of Departure:
Please specify special dietary requirements, if any:	(For e.g. vegetarian, no pork, etc.)	

Please return your completed form via fax or email by no later than 5 April 2010 to:

Ms. Theresa Fruean-Afa
Secretariat of the Pacific Regional Environment Programme
Fax: +(685) 20231
Phone: + (685) 21929 ext. 277
E-mail: theresaf@sprep.org
