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Продовольственная и
сельскохозяйственная организация
Объединенных Наций

Organización de las
Naciones Unidas para la
Alimentación y la Agricultura

منظمة
الغذية والزراعة
للأمم المتحدة

FAO REGIONAL CONFERENCE FOR ASIA AND THE PACIFIC

Thirty-fourth Session

Nadi, Fiji, 9–13 April 2018

Information Note

Conference arrangements

1. The 34th FAO Regional Conference for Asia and the Pacific will be held at the Sofitel Fiji Resort and Spa from 9 to 13 April 2018. The inaugural ceremony of the Ministerial Session will take place in the Grand Ballroom at 09.00 hours on Thursday, 12 April.
2. The normal working hours of the conference will be from 09.00 to 12.00 hours and from 14.00 to 17.00 hours, unless otherwise decided by the conference.
3. An “Order of the Day” will be issued daily, giving detailed information of the conference business, the timetable of meetings, items to be discussed and other information of general interest.
4. The Provisional Annotated Agenda (APRC/18/1) has been circulated with the invitation letter.
5. The FAO Regional Office for Asia and the Pacific (RAP) will act as the Secretariat of the conference and will provide a list of names, roles and responsibilities to participants on the first day of the conference.

Working languages

6. Simultaneous interpretation will be provided in Chinese, English, French and Russian. The documentation will be issued in Chinese, English, French and Russian.

*This document can be accessed using the Quick Response Code on this page;
an FAO initiative to minimize its environmental impact and promote greener communications.
Other documents can be consulted at www.fao.org*



Press liaison and information

7. For the duration of the conference, the Conference Information Officer, assisted by a Press Officer of the Government of Fiji, will provide contacts with the press and be responsible for matters concerning information to the public.
8. Journalists will be accredited upon presenting two passport-size photographs and a letter of assignment from their editor or employer to the accreditation desk at the conference venue.

Documentation

9. The working documents will be made available to all governments and organizations invited before the conference opens at the following address: <http://www.fao.org/about/meetings/regional-conferences/aprc34/documents/en/>. Delegates and observers are requested to bring their own copies of documents to the meetings and to refrain from requesting additional copies. Documents drafted during the conference will be available at the documents distribution desk outside the conference hall. The desk will also deliver mail and messages and deal with general inquiries.

Draft recommendations and amendments

10. Delegates who wish to submit draft recommendations or other documents requiring a decision by the conference are requested to provide an electronic version of their texts in English to the Conference Secretary. Delegates wishing to circulate other written material related to the Agenda of the conference are requested to deliver 15 copies in Chinese, 100 copies in English, 15 copies in French and 15 copies in Russian to the secretariat for distribution.

Advance communications of text of speeches and statements

11. When prepared speeches or statements are to be made, it would assist the secretariat and ensure accuracy in interpretation if digital copies of the texts could be submitted to the Secretariat of the Conference in advance at APRC@fao.org.

Correspondence

12. All correspondence concerning the Regional Conference should be addressed to the Conference Secretary at the FAO Regional Office for Asia and the Pacific, 39 Phra Atit Road, Bangkok, 10200, Thailand, Tel: (+66) 2 6974000, Fax (+66) 2 6974445, E-mail: APRC@fao.org and copied to the Government Liaison Officers at the addresses below.

Liaison Officers (Regional Conference for Asia and the Pacific)

Mr Vio Veretawatini and Mr Vatini Rayalu
Liaison Officers
Ministry of Agriculture (MoA)
Suva, Fiji
Tel.: (+679) 3384 233; Ext: 361229
E-mail: vio.veretawatini@agriculture.gov.fj
timoci.bogidua@govnet.gov.fj

Conference Secretary

Mr Jong-Jin Kim
Conference Secretary
34th FAO Regional Conference for Asia and the Pacific
E-mail: APRC@fao.org

13. Postal, telephone, facsimile, email and internet access/wifi coverage services will be provided at the conference premises as well as a travel and tourist information desk.

Conference Venue

14. **Sofitel Fiji Resort and Spa**

Denarau Island
Nadi, Fiji
Tel: (+679) 675 1111
Fax: (+679) 675 7777

Website: <http://www.sofitel.com/gb/hotel-5706-sofitel-fiji-resort-and-spa/index.shtml>

Formalities for entry into Fiji

15. To visit Fiji, a valid passport for **at least six months** from the date of entry and a ticket for onward travel is required.

15-1 Participants from **Afghanistan, Bhutan, Cambodia, Democratic People's Republic of Korea, Islamic Republic of Iran, Kazakhstan, Lao People's Democratic Republic, Mongolia, Myanmar, Nepal, Pakistan, Sri Lanka, Uzbekistan and Viet Nam** are required to obtain visas to enter Fiji.

For those who do not have a Fiji Mission in their respective countries, the Ministry of Agriculture (MoA), Fiji, will arrange for issuance of a visa upon arrival (VOA) at Nadi International Airport. For this reason, participants are required to send a **scanned copy** of the following documents **via email** to the focal points (Liaison Officers in paragraph 12) of the MoA ***as early as possible, but not later than 23 March 2018:***

- 1) Completed **“Application Form for a Visitor Visa for Fiji”**

Please download the form from:
http://www.immigration.gov.fj/images/pdfs/visa_form.pdf

- 2) Two (2) recent passport-size photos
- 3) Photocopy/Scan of the first page of passport
(showing name, date of issue/expiration and photo)
- 4) Valid travel itinerary

Upon receipt of the above-mentioned information, the Ministry will proceed to obtain a letter of approval for each participant from the Immigration Department of Fiji and send it to the participant. Presentation of this letter upon arrival at Nadi Airport will facilitate issuance of visas to delegates. Please note that the cost of **FJD 91 (approximately USD 46)** for the aforementioned VOA arrangement should be paid by participants.

The secretariat and the organizers will collect visa fees on Registration Day, Sunday, 8 April 2018 from 9.00 to 20.00 hours and daily during the conference from 7.00 to 18.00 hours at the Sofitel Fiji Resort and Spa.

15-2 Participants from **Australia, Bangladesh, Brunei Darussalam, China, Cook Islands, Federated States of Micronesia, France, India, Indonesia, Japan, Kiribati, Malaysia, Maldives, the Marshall Islands, Nauru, New Zealand, Niue, Palau, Papua New Guinea, the Philippines, Republic of Korea, the Russian Federation, Samoa, Singapore, Solomon Islands, Thailand, Timor-Leste, Tonga, Tuvalu, the United States of America and Vanuatu** are not required to obtain visas to enter Fiji (Stamp on arrival visa will be given).

15-3 Please note that participants with routing through other countries such as **Australia or New Zealand** en route to/from Fiji may require transit visas (please check with your travel agent.) In this case, the letter of approval from the participant's government will be useful for obtaining the necessary transit visas for these countries. Without the transit visas, airlines will not allow the passengers to board. In addition, the participants will also find this letter necessary to board from **Australia or New Zealand to Fiji**. Participants are therefore urged to take very early action to obtain this letter of approval and bring it along to ensure smooth passage to Fiji.

16. Travellers arriving from countries where there is a risk of Yellow Fever transmission would require a valid international certificate of vaccination against the disease. The health authorities of Fiji also advise that travellers should be vaccinated against Yellow Fever at least ten days prior to the date of travel. Please note that the Ministry of Health has advised that there are no vaccination requirements for Asian countries.

The FAO Health Services is recommending/administering the following vaccinations for travel to Fiji: Diphtheria/Tetanus/Pertussis valid for ten years; Hepatitis A vaccine series valid for life; Hepatitis B vaccine series valid for life; Typhoid fever vaccine valid for three years.

Online registration form and travel

17. The online registration form, including hotel registration, is available at:

<https://www.regonline.com/34thAPRC>

An access code is needed to log in. Please consult the letter of invitation.

Participants are requested to register online at least three weeks prior to departure to ensure that they are properly met on arrival at the international airport of Nadi. Participants are advised to mark their luggage clearly in order to facilitate identification.

18. The authorities of Fiji will make special arrangements for participants upon their arrival, assist them with formalities regarding immigration, visas, customs, collection of luggage and provide them with transport to their respective hotels. Similar arrangements will be made at the end of the conference.

19. All participants in the conference are advised to finalize, at an early date, return travel arrangements. Immediately upon arrival in Fiji, participants are advised to contact the travel desk at the conference premises for special internal visits for spouses and for the reconfirmation of their departure date and time.

Foreign exchange and banking

20. Participants must declare amounts of FJD 10 000 or more in Fijian or equivalent foreign currency to the Customs Officer. A foreign exchange desk will also be available on the conference premises. The monetary unit is the Fiji Dollar (FJD) and, at the time of writing, the current exchange rate offered by the Commercial Bank at the airport was FJD 1.87 to USD 1. The credit cards Visa, Mastercard and, to a lesser extent, American Express are accepted usually only in hotels, airport and shopping malls with a 3 percent surcharge.

Medical services and first aid

21. Medical and first aid services will be available at the conference premises. Medical services could also be provided by hotels.

Hotel accommodation

22. Online bookings for hotel accommodation for participants and their families should be received no later than **16 March 2018**. Please use the online registration form available at:

<https://www.regonline.com/34thAPRC>

We strongly recommend that online registration be completed at participants' earliest convenience due to the limited number of rooms at the Sofitel Fiji Resort and Spa.

23. At check-in, hotels may require guests to present a credit card or to make an advance cash payment. It should be noted that participants are required to settle their own hotel bills on departure, including meals, bar, tips, telephone, laundry, etc.

Registration upon arrival at the venue

24. All delegates and observers are requested to register, soon after arrival, at the conference hall to receive identification tags and the meeting package. The registration desk will be open on Sunday, 8 April 2018 from 9.00 to 20.00 hours and daily during the conference from 7.00 to 18.00 hours. The Conference Secretariat will issue a Provisional List of Participants on the first day of the conference. The secretariat should be notified of any corrections or additions to this list. Only registered participants will be issued special badges, which will permit them to enter the conference meeting venues.

Weather and time

25. Fiji is located at 17 degrees south of the equator. During the month of April, the temperature in Nadi is approximately 30 degrees and some rain is typical as it is the end of the rainy season.

26. Fiji is 12 hours ahead of GMT (standard time).

Electricity

27. The voltage in Fiji is 240 volts AC (50 HZ). Please note that Fiji uses two flat pins in a V-shape as well as a grounding pin, the same type as in Australia and New Zealand.