

**Sub Regional Training Course on Sampling Methods
for Producing Core Data Items for Agricultural and Rural Statistics
13-17 August 2018
Suva, Fiji**

INFORMATION NOTE FOR SIAP-FUNDED PARTICIPANTS

(Last updated on 2 July 2018)

I. Course-related Information

1. The Sub Regional Training Course on Sampling Methods for Producing Core Data Items for Agricultural and Rural Statistics, will be conducted by the Statistical Institute for Asia and the Pacific (SIAP), in collaboration with ESCAP pacific office, during 13-17 August 2018 at Suva, Fiji. The training course will be held at the following venue:

ESCAP Sub-regional Office for the Pacific

Kadavu House, Level 5
414 Victoria Parade
Suva - Fiji
Telephone: (+679) 331-9669
Fax: (+679) 331-9671

Contact Person
Patricia Momoivalu
Personal Assistant
ESCAP Sub-regional Office for the Pacific
Email: momoivalu@un.org

2. All participants are requested to show up during 08:00 – 09:00 hours on the first day of the Training course for registration.

3. The course will be conducted in English and all documentation will be in English. No translation/interpretation services will be provided.

4. For information regarding the course, participants may contact the following staff of SIAP as following:

Mr. Shuji Fukuyama
Program Management Assistant
Statistical Institute for Asia and the Pacific (SIAP)
JETRO-IDE Building
3-2-2 Wakaba, Mihama-ku
Chiba-shi, Chiba 261-8787, Japan
Phone: (81-43) 299-9796
E-mail: shuji.fukuyama@un.org

II. Travel and Accommodation Arrangements

Travel arrangements

5. SIAP will make arrangements to issue the most economical air tickets for participants to travel from the country of their residence to Nausori International Airport in Suva. The arrangements will be made to arrive at Suva on 12 August and depart for their respective countries on 18 August. Participants are requested to refrain from changing their travel dates without prior consent from SIAP.

6. The participants are required to make reservation for their accommodation by themselves. SIAP will provide them only list of recommended accommodation near course venue. (See Annex 2) The participants have to tell their booked hotel to SIAP until 31 of July.

Daily Subsistence Allowance (DSA)

7. SIAP-funded participants from outside of Fiji will be paid DSA and additional terminal fee in Suva, the rate of DSA is 100%. The participants from Fiji will be paid DSA of which rate is 20% in accordance to UN regulations. Participants are expected to pay for their own accommodation and food out of the daily subsistence allowance.

8. DSA will be paid to the SIAP-funded participants at the course venue. If for any reason a participant is unable to attend the full duration of the course, the appropriate portion of the allowance must be returned to the Institute. Participants are requested to carry sufficient funds with them to cover expenses for transit/stopover and stay in Suva until they receive their DSA.

9. For SIAP-funded participants, no other allowances will be provided except when stopovers/early arrival/extended stay in Suva are unavoidable due to the unavailability/cancellation of flights. In such case, claims for DSA and other reimbursements for actual stopovers, etc. must be made with proof including boarding passes, e-tickets and hotel receipts after the travel has been completed. The various receipts and documents must be sent by email addressed to Mr. Shuji Fukuyama, Program Management Assistant (shuji.fukuyama@un.org) and the original receipts must be sent to SIAP (for address, refer to page 1).

10. Participants are requested to bring their passports with them to the course venue on the first day of the training (13 August 2018) for verifying their identities. Participants from outside of Fiji are also requested to submit their e-tickets and inbound boarding passes. Without these documents, DSA will not be disbursed.

11. SIAP will not assume responsibility for any expenditure, such as:

- (i) Salary and related allowances for participants during the period of the course;

- (ii) Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the course;
- (iii) Compensation in the event of death or disability of participants in connection with their attending the course;
- (iv) Any loss or damage to personal property of participants while attending the course or losses or damages claimed by third parties as a result of negligence on the part of the participants;
and
- (v) Any other expenses.

Visa requirements

12. Participants must check with the relevant government agency of Fiji on visa requirements and, where required, obtain appropriate entry visas. Participants who need to stopover in other countries should also obtain appropriate transit visas.

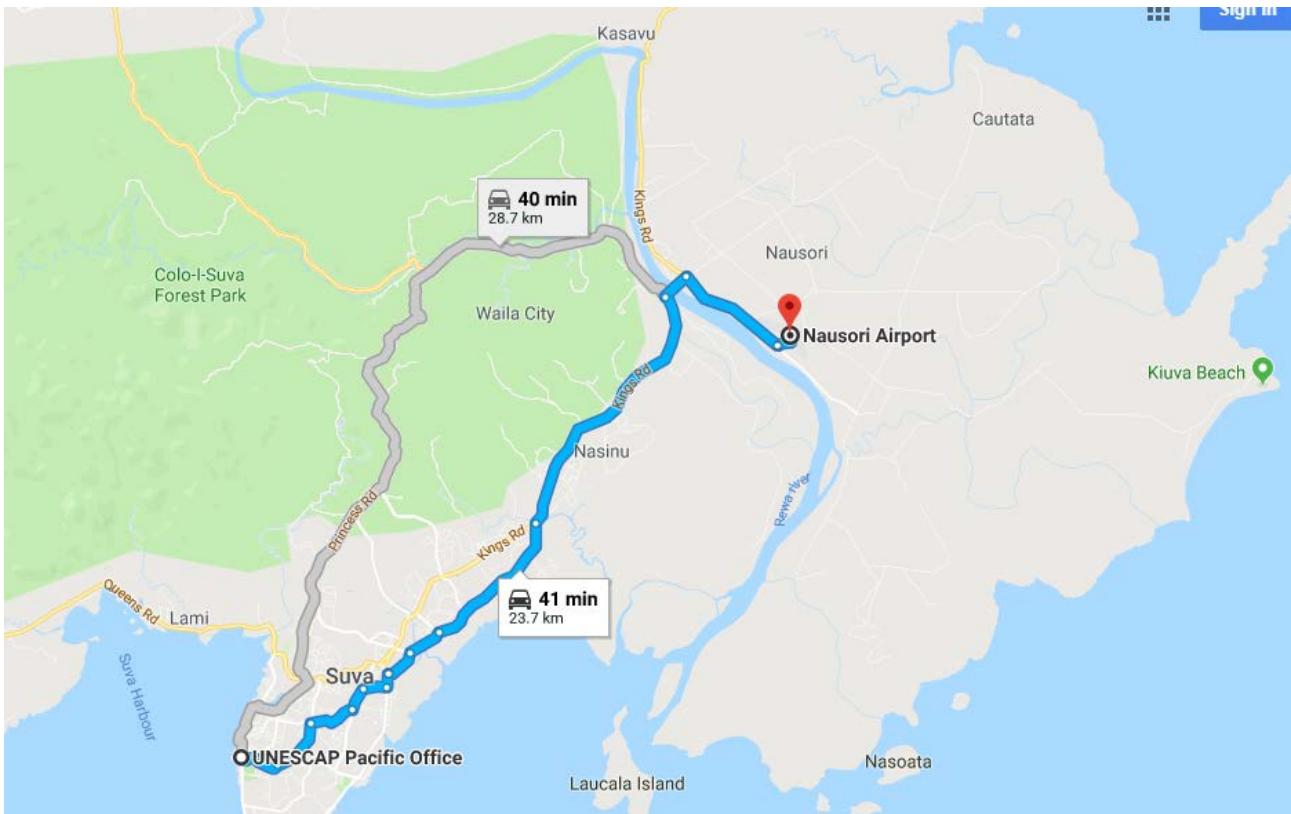
13. It is the participant's responsibility to check whether their country has a VISA Waiver Agreement with Fiji or is allowed for visa-free entry. Further information on this matter can be obtained at <http://www.immigration.gov.fj/travel-requirements/fiji-visas>.

III. Other Arrangements/Information

14. Electricity voltage -- The current in Fiji is 240 volts, AC 50Hz with three-pin power points (the same as in Australia and New Zealand).

15. Further supplementary information will be provided on the first day of the course.

<Annex 1> Map from Nausori International Airport to ESCAP Subregional Office for the Pacific



[https://www.google.co.jp/maps/dir/UNESCAP+Pacific+Office,+Level+5+Kadavu+House,+414+Victoria+Parade,+Suva+-+City+Center,+Fiji/Nausori+Airport+\(SUV\),+naselai,+Nasilai,+Fiji/@-18.0829541,178.4210241,12z/data=!4m15!4m14!1m5!1m1!1s0x6e1bdc22491ad931:0x995c7879cffb4ac8!2m2!1d178.4229992!2d-18.1440905!1m5!1m1!1s0x6e1be2008ceaf2a7:0x5888cf24f03103d9!2m2!1d178.5595941!2d-18.0442547!3e0!5i1](https://www.google.co.jp/maps/dir/UNESCAP+Pacific+Office,+Level+5+Kadavu+House,+414+Victoria+Parade,+Suva+-+City+Center,+Fiji/Nausori+Airport+(SUV),+naselai,+Nasilai,+Fiji/@-18.0829541,178.4210241,12z/data=!4m15!4m14!1m5!1m1!1s0x6e1bdc22491ad931:0x995c7879cffb4ac8!2m2!1d178.4229992!2d-18.1440905!1m5!1m1!1s0x6e1be2008ceaf2a7:0x5888cf24f03103d9!2m2!1d178.5595941!2d-18.0442547!3e0!5i1)

<Annex 2> **ACCOMMODATION – List of recommended hotels in Suva**

- Costs presented below are in FJD\$.
- All hotels are walking distance to the ESCAP Pacific Office except for Novotel Suva (10-15 minutes by car).

<p>Holiday Inn Victoria Parade, Suva Phone: +679 3301 600 Email: reservations@holidayinnsuva.com.fj</p> <p>Standard Room Single: \$295 Standard Room Double: \$330 Superior Room Single: \$335 Superior Room Double: \$370 Superior Seaview Single: \$395 Superior Seaview Double: \$430 [inclusive of buffet breakfast & Wifi]</p>	<p>Suva Motor Inn Gorrie Street, Suva Phone: +679 3313 973 Email: suvmotorinn@connect.com.fj</p> <p>Standard Room: \$165 2 Bedroom Apartment: \$350</p>	<p>Tanoa Plaza (Suva) Gordon St Cnr. Malcolm St, Suva Phone: +679 3312 300 Email: tanoaplaza@connect.com.fj</p> <p>Superior Room: \$255per night (Room only & FREE WIFI) Superior Room: \$270per night (inclusive of Full Breakfast x 1/Wifi) Deluxe Room: \$295per night (Inclusive of Full Breakfast x 1/Wifi)</p>
<p>Grand Pacific Hotel (GPH) Victoria Parade, Suva Phone: +679 3222 000 Email: Reservation1@gph.com.fj</p> <p>Superior Room - FJD\$442.00 per night Premier Room - FJD\$475.00 per night</p> <p>(includes full buffet breakfast for 1 served in Levuka Restaurant, complimentary Wi-Fi, access to the fitness center and current 25% government taxes (VAT 9%, STT 6% and ECAL 10%)</p>	<p>Southern Cross Hotel Gordon St, Suva Phone: +679 3314 233 / 3314 371 Email: reservations@southerncross.com.fj</p> <p>Standard Room: \$156.00 Deluxe Room: \$192.00 [incl breakfast]</p>	<p>Peninsula Hotel Cnr. McGregor Road & Pender Street, Suva Phone: +679 3313 711 Email: reservations@peninsula.com.fj</p> <p>Hillcrest Standard: \$140 Hillcrest Double/Twin: \$160 Standard Single: \$155.00 Standard Double/Twin: \$170 Superior Deluxe: \$190 Superior Double: \$210 Deluxe: \$200 Deluxe Double/Twin: \$215 Suite Single: \$205 Suite Double/Twin: \$225</p>
<p>Victoria Palms Hotel 4 Herbert Street (off Knolly Street), Suva Phone: +679 3311 025 Email: victoriapalmshotel@gmail.com</p> <p>Standard Ground: \$150 Standard 2nd Floor: \$165 Superior Ground: \$175 Superior 2nd Floor: \$195 Double Superior Ground: \$205 Double Superior 2nd Floor: \$220 Deluxe Ground: \$230 Deluxe Ground (with cooking facilities): \$245 Deluxe 2nd Floor: \$260</p>	<p>Quest Suva Apartments Lvls 5, 6 & 7 - BSP Suva Central Cnr Renwick Rd & Pratt Street, Suva Phone: +679 3319 119 Email: stay@questsuva.com</p> <p>Studio \$256.00 Studio Exec: \$286.00 1-bedroom: \$342.00 2-bedroom: \$524.00</p>	<p>Novotel Suva Lami Bay Queens Road, Lami Phone: +679 3362 450 Reservations: +679 3369 705 Email: reservations@novotelsuva.com.fj</p> <p>Standard Garden view: \$255 Deluxe Ocean view: \$305</p>