



UNITED NATIONS - NATIONS UNIES  
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

**STATISTICAL INSTITUTE FOR ASIA AND THE PACIFIC (SIAP)**  
JETRO IDE Bldg., 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan

**Training Programme on Climate Change Related Statistics and the  
System of Environmental-Economic Accounting for Pacific Island Countries**

**17-21 September 2018, Nadi, Fiji**

**INFORMATION NOTE FOR SIAP-FUNDED PARTICIPANTS**

(Updated on 27 August 2018)

**I. Regional Workshop-related Information**

Venue and opening session

1. *Training Programme on Climate Change Related Statistics and the System of Environmental Economic Accounting for Pacific Island Countries*, jointly organized by the Statistical Institute for Asia and the Pacific (SIAP) and the Statistics Division of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) will be conducted from Monday, 17 September to Friday, 21 September 2018 at the Novotel Nadi.

• **Novotel Nadi**

Namaka Hill | Votualevu, Nadi, Viti Levu, Fiji

Tel: (+679)6722000

Fax: (+679)6720324

2. The opening ceremony for the Course will be held at 09:00 hours on Monday, 17 September 2018 in the room where the course is held. ( It will be notified )

Registration and identification badges

3. All participants are requested to register at the Registration Desk in front of room where the course is held. ( It will be notified ) during 08:45 – 09:00 hours on the first day of the Regional Workshop.

Working languages of the Workshop

4. The Regional Workshop will be conducted in English and all documentation will be in English.

Contacts of SIAP and Regional Workshop Coordinators

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**JETRO IDE Bldg., 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan**

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• Website: [www.unsiap.or.jp](http://www.unsiap.or.jp) • UNESCAP Website: [www.unescap.org](http://www.unescap.org)

5. For any information regarding the course, participants may contact the as follows:

Mr. Sanjesh Naidu of ESCAP Pacific Office (naidu@un.org)

Mr. Teerapong Praphotjanaporn of ESCAP Statistics Division (praphotjanaporn@un.org).

## II. Travel and Accommodation Arrangements

### Travel arrangements

6. SIAP will make arrangements to issue the most economical air tickets for SIAP-funded participants to travel from the country of their residence to Nadi International Airport and return. The arrangements will be made to arrive at Nadi International Airport on Sunday, 16 September 2018 and depart for their respective countries on Saturday, 22 September 2018. Participants are not allowed from changing their travel dates without prior consent from SIAP.

### Accommodation and meals

7. Accommodation include breakfast and Lunch will be provided by SIAP at the Workshop venue (Novotel Nadi), as below. Please note that participants are requested not to pay for their accommodation upon check-out; however for any additional charges except the basic room charge (e.g., room service, mini-bar etc.), the participant will be responsible to pay directly to the hotel.

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Check in Time : from 1400hrs

Check out Time : latest 1100hrs

Breakfast hours are from 6am-10am at the Talei restaurant.

8. SIAP will be arranging accommodation at the hotel for the participants, therefore participants are requested to refrain from making any direct reservations. For further questions on accommodation matters, please contact Mr. Shuji Fukuyama at [shuji.fukuyama@un.org](mailto:shuji.fukuyama@un.org)

### Daily Subsistence Allowance (DSA)

9. As accommodation will be provided by SIAP for SIAP-funded participants will be paid DSA in Nadi at reduced rate (50% DSA from 16 September to 21 September) in accordance to UN regulations. If a SIAP-funded participant wishes to stay at a place other than the arranged hotel, they will be provided the same reduced rate DSA. Participants will also be provided additional terminal fee.

10. 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 fund with them to cover expenses for transit/stopover and stay in Nadi until they receive their DSA.

11. For SIAP-funded participants, no other allowances will be provided except when stopovers/early arrival/extended stay in Nadi 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.

12. SIAP-funded Participants are requested to bring their passports and inbound boarding passes with them to the Regional Workshop venue on the first day of the workshop (17 September 2018) to receive DSA and terminal fee.

13. 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

14. It is requested that participants check with the relevant diplomatic or consular mission of the Government 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.

#### **III. Other Arrangements/Information**

15. Foreign Exchange -- The Nadi International Airport provides foreign currency exchange service.

16. Weather and Clothing -- The weather in Nadi in September will be cool. Participants are advised to check the Internet on the weather forecast of Fiji 2-3 days before departure.

17. Electricity voltage -- The voltage for all electric appliances used in the Fiji is 240 Volts. It would be advisable to bring an adapter plug which fits into with three-pin power points.

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