

*19th Meeting of the Secretariat of the
Pacific Regional Environment Program (SPREP)
September 4-12, 2008*

Pohnpei, Federated States of Micronesia

ADVICE ON ARRANGEMENTS

Contact Person:

Name: Mr. Ricky F. Cantero
Title: Deputy Assistant Secretary
Tel: (691) 320-2623/2641
Fax: (691) 320-2933
E-mail: rcantero@mail.fm

CONTENTS

	Paragraph:
DATES AND VENUES	1
ARRIVAL AND DEPARTURE	2
ACCOMMODATION	3
ENTRY FORMALITIES	4
CAR PENNANTS	5
DRESS	6
HOSPITALITY	7
OFFICIAL OPENING	8
RESPONSIBILITY FOR ARRANGEMENTS	9
SECURITY ARRANGEMENTS	10
SOCIAL PROGRAM(S)	11
TELECOMMUNICATIONS	12
MEDIA ARRANGEMENT	13
MEDICAL FACILITIES	14
NOTICE TO DELEGATION	15

1. **DATE AND VENUE:**

Venue: COM-FSM Multipurpose Gymnasium (Palikir, Pohnpei)

Date: September 4-12, 2008

2. **ARRIVAL AND DEPARTURE:**

Airport and Entry Formalities

(a) **Airport:**

All delegations will be met by FSM Government Officials on arrival at the Pohnpei International Airport. Transport from the airport to hotel will be provided to all delegates, including SPREP officials, by the Government of the FSM. Ministers or Head of Delegation, and SPREP Director will be provided VIP transport from airport to hotel and for the duration of his / her stay in Pohnpei. Transport (bus) for officials will also be available for the duration of the meeting.

(b) **Baggage:**

For easy identification of baggage, one member of each delegation, with overall responsibility for all his/her delegations' baggage, will be asked to cooperate with the liaison officer(s) at all stages of the movement of baggage from the airport to hotel.

3. **ACCOMMODATION:**

Ministers, Head of Delegations and accompanying senior officials will be accommodated at the hotels provided herein. The Government of the FSM, in consultation with SPREP, will make hotel reservations for delegates and will be responsible for allocating rooms, ***unless otherwise advised of hotel preference.***

For advance booking, delegates are advised to provide final delegation composition to the primary official contact person(s) by August 1, 2008 to ensure timely booking and allocation of rooms. Delegates should note that hotel accounts should be settled directly with the hotel.

Delegates are requested to complete forms at Appendix 1, and sent to the primary official contact with a copy to the Secretariat of the Pacific Regional Environment Program (SPREP) by August 1, 2008.

Hotels in Pohnpei State:

South Park Hotel - \$100.70 / unit (new wing) – 2 beds (tax included)
\$53.00 / unit (old wing) – 2 beds (tax included)

Ocean View Hotel (east wing) - \$84 / unit (ocean view side)
\$79.90 / unit (single) (mountain view side)
\$132.00 / unit with 2 rooms (ocean side)

All rates - tax included

Ocean View Hotel (west wing) - \$84 / unit (ocean view side)
\$79.90 / unit (single) (mountain view side)
\$132.00 / unit with 2 rooms (ocean side)

All rates - tax included

Yvonne's Hotel - \$55 / unit (single) - tax included
\$70 / unit (double) - tax included

The Village Hotel - \$103 / unit (single)
\$110 / unit (single)
\$117 / unit (single) – with 2 beds plus \$10 extra

5% tax not included

Joy Hotel - \$68.80 / unit (single)
\$90.10 / unit (double)

All rates - tax included

PCR Hotel - \$65 / unit (single)
\$85 / unit (double)

All rates - tax included

Sea Breeze Hotel - \$59.95 / unit (single)
\$70.85 / unit (double)

All rates - tax included

Cliff Rainbow Hotel - \$42.40 / unit - Standard (single)
\$90.10 / unit - Deluxe (single)
\$100.70 / unit - Deluxe (double)
\$127.20 / unit - Deluxe (triple)
\$137.80 / unit - Suite

All rates - tax included

Pacific Sky Lite Hotel - \$59.59 / unit (single)
\$70.85 / unit (double)
\$88.00 / unit (triple)

All rates - tax included

China Star - \$78 / unit – double (3rd Floor)
\$68 / unit – single (3rd Floor)
\$70 / unit – double (2nd Floor)
\$60 / unit – single (2nd Floor)
\$75 / unit - suite (3rd Floor)
\$65 / unit - suite (2nd Floor)

4. **Entry Formalities:**

Customs and Immigration:

Delegates will be received by FSM Government Officials at Pohnpei International Airport and will assist delegates with the necessary immigration and customs clearance.

Due strict FSM's quarantine requirements, delegates should expect that baggage may be screened by customs and quarantine officers for undeclared items.

Customs Requirements:

Prohibited and restricted items include:

- Weapons such as firearms, flick knives, sword sticks;
- Indecent goods (which include video tapes, publication or articles);
- Illicit drugs and drug paraphernalia;
- Endangered species for Flora and Fauna, and products derived from these endangered species.

The importation of controlled prohibited substances into the FSM is an offense. All drugs, food, plants, animals, plant and animal materials, and good for sale or exchange must be declared. Penalties for offenses, including the making of false statements, are severe. All you baggage including handbags and hand carried parcels may be opened and examined.

Personal Concession:

Your personal concession allows you to bring into the Federated States of Micronesia free of duty the following.

(1.) *Goods carried in per trip abroad.* Each time an individual person enters or returns to the FSM from a foreign jurisdiction, he or she is entitled to bring into the FSM the following goods duty free, provided that such goods are for that person's own personal use or consumption and not for resale or exchange, and provided further that such person is permitted by applicable State law to possess, use, and consume such goods.

- (a) up to 200 cigarettes;
-
- (b) up to one pound of tobacco or twenty cigars;
-
- (c) up to 52 fluid ounces or 1500 milliliters of distilled alcoholic beverages;
and
-
- (d) up to two hundred dollars (\$200) worth of goods other than tobacco products, beer and malt beverages, distilled alcoholic beverages, and wine.

(2.) *Visitors' personal effects.* A visitor to the FSM may import bona fide personal effects into the FSM duty free, provided the goods are for the visitor's own personal use and will be taken with the visitor when he or she leaves the country.

b. Immigration Requirements:

FSM Government Officials will be at Pohnpei International Airport and will assist delegates with the necessary immigration clearance. Delegates should note that no visa / entry permit is issued upon arrival.

5. CAR PENNANTS:

Car pennants for vehicles designated for Minister will be provided by the Government of the Federated States of Micronesia.

6. DRESS:

Attire for other events of the SPREP meeting, including Ministerial Meeting, will be island formal.

7. HOSPITALITIES:

The Government of FSM will offer the following hospitality for Minister or Head of Delegation for the duration of the meeting and stay in Pohnpei: One VIP vehicle and security officer / driver for each Minister or Head of Delegation.

Transport (bus) for accompanying delegate members from airport to hotel, from hotel to meeting venue, from meeting venue to hotel, and from hotel to airport.

8. MEETING EVENTS AND OFFICIAL OPENING:

Thursday, September 4, 2008: Meeting of the Parties to the Noumea Convention

Friday, September 5, 2008: Meeting of the Parties to the Waigani Convention

Saturday, September 6, 2008: Open

Sunday, September 7, 2008: Informal Session for Secretariat and Head of Delegations – followed by cocktails at 5:30 pm to 7:00 pm, compliments of the Director.

Monday, September 8, 2008: SPREP Officials' Meeting

Tuesday, September 9, 2008: SPREP Officials' Meeting

Wednesday, September 10, 2008: SPREP Officials' Meeting

Thursday, September 11, 2008: SPREP Officials' Meeting

Official Opening of the Ministers' Meeting at Cliff Rainbow Hotel

Friday, September 12, 2008: SPREP Ministerial Meeting

The official opening for the Minister meeting will take place in the evening of September 11, 2008 at Cliff Rainbow Hotel.

A detailed program for the opening ceremony and other events will be issued to delegates upon arrival in the FSM.

9. RESPONSIBILITY FOR ARRANGEMENTS:

- a. The Government of the FSM is responsible for providing the meeting venue, service facilities and support staff, security arrangements (i.e. name tags), medical facilities, hospitalities as mentioned above, reservation and allocation of rooms, and other necessary requirements as deemed necessary for hosting. Arrangement in the FSM is under the supervision of the primary official contact persons.
- b. The Secretariat of the Pacific Regional Environment Program (SPREP) is responsible for the management and / or facilitation of the meeting including preparation of agendas, meeting documentation, and all others secretariat services needed for the facilitation of the meeting.

10. SECURITY ARRANGEMENTS:

The Government of the FSM will be responsible for the security of Heads of Delegation (Ministerial Level) for the duration of their visit Pohnpei State, FSM.

All delegates / observers and accredited media personnel will be provided name tags / passes to enable entry enter meeting facilities. Name /identification tags will be issued upon arrival in Pohnpei.

The media accreditation form is attached.

11. SOCIAL PROGRAM(S):

Details of the social program will be made known to delegates' upon arrival in the FSM.

12. TELECOMMUNICATIONS:

Telephone, Fax and IT stations will be available to delegates at the meeting venue. The charges for international telephone calls, telegrams and faxes will be the responsibility of the delegations incurring them.

13. MEDIA ARRANGEMENTS:

Media accreditation is the responsibility of the Government of the Federated States of Micronesia. All requests for accreditation should be sent to the primary official contact with copy to the media contact person provided in the attached Media Accreditation (Appendix 2), by August 1, 2008. Office facilities will be provided for the representatives of the media. All communication costs will be the responsibility of the media representatives.

Press briefings will take place at the COM-FSM Multipurpose Gymnasium (main floor).

14. MEDICAL FACILITIES:

Medical officer(s) will be on call at all times at meeting venues.

15. NOTICE TO DELEGATION:

Delegations are kindly requested to submit its composition of delegation as well as the require forms (Appendix 1 and 2) along with travel confirm travel itineraries to the primary official contact persons with copy to SPREP.

LIST OF DELEGATES

**19th Meeting of the Secretariat
of the Pacific Regional Environment Program (SPREP)**

*Pohnpei, FSM
September 4-12, 2008
Venue: COM-FSM Multipurpose Gymnasium*

Country: _____

Delegation Details:

Leader of Delegation

Name and credentials: _____

Designation: _____

Accompanied by spouse: YES/NO

Spouse's full name: _____

Arrival/Departure dates: (PLEASE ENCLOSE FINAL TRAVEL ITINERARY)

ETA: _____

ETD: _____

Appendix 1 (cont')

Other Delegates (Please complete in order of precedence with designation):

Name:	Designation:	ETA	ETD	Hotel Preference

**19th Meeting of the Secretariat
of the Pacific Regional Environment Program (SPREP)**

**Pohnpei, FSM
September 4-12, 2008
Venue: COM-FSM Multipurpose Gymnasium**

APPLICATION FORM FOR MEDIA ACCREDITATION (Send in application before August 1, 2008)			
PERSONAL			
SURNAME	GIVEN NAMES	MAIDEN NAME	
DATE OF BIRTH DA MO YR	PLACE OF BIRTH	GENDER ☺☺ Male ☺☺ Female	
HOME ADDRESS	EMAIL ADDRESS	TELEPHONE ()	
MEDIA ORGANIZATION			
NAME OF MEDIA ORGANIZATION			
ADDRESS OF MEDIA ORGANIZATION		TELEPHONE ()	
ORGANIZATION WEBSITE	EMAIL ADDRESS	FAX ()	
CATEGORY ☺☺ Journalist ☺☺ Photographer ☺☺ Camera Operator ☺☺ Technician ☺☺ Other(please specify)_____			
PASSPORT (non-residents)			
PASSPORT NUMBER	DATE ISSUED	EXPIRATION DATE	PASSPORT PHOTO (please email name in full, passport photo (.jpg, gif) to fsmpio@mail.fm)
DATES	EXPECTED DATE OF ARRIVAL	EXPECTED DATE OF DEPARTURE	
EQUIPMENT (For customs purposes, please list equipment to be brought into the FSM, and estimated value in US Dollars)			
SIGNATURES			
Signature of applicant		Name and signature of media organization manager	
Please fax completed forms to: Mr. Rospel Eleisar Fax: (691)320-4356 or emailed to fsmpio@mail.fm			