



**LOGISTICS INFORMATION NOTE FOR COUNTRIES  
FOR PARTICIPANTS OF THE CBCRP-PCCC TRAINING  
“Hazard and Risk Assessment for Coastal Area Management”**

**Time and Place of Training**

1. The training, “Hazard and Risk Assessment for Coastal Area Management”, of the JICA Project for Capacity Building on Climate Resilience in the Pacific at Pacific Climate Change Centre (CBCRP-PCCC) will be held at PCCC in Apia, Samoa on 11-15 November 2019.
2. The detailed training schedule will be sent to trainees a week before the training.

**Training Arrangements**

3. The training will be conducted in English and all working documents of the training will be available in English only.
4. It is planned that the registration of participants will start at 8:30am on 11 November 2019 at the registration desk located in the PCCC training room on the ground floor. Please wear the badge provided at the registration desk throughout the duration of the training for catering and security purposes.

**Entry Requirements**

5. A valid passport (and visa if applicable) is necessary for all persons entering Samoa. The following link provides further details:  
<http://www.samoa.org.nz/index.php?page=visa>
6. Most countries can enter Samoa visa free. It is the responsibility of each participant to ensure/arrange the relevant VISA to attend the training in Apia, Samoa (kindly note this includes any transit VISAs that you may require). The cost for VISAs is not funded by JICA.

**Travel Arrangements**

7. A return economy ticket between a main international airport of participant’s

country and Samoa will be issued to participant at the most economical route in compliance with JICA's Travel Policy. Any changes, amendments or cancellation to travel arrangements shall NOT be allowed. If any unavoidable and necessary changes, amendments or cancellation are needed, please contact the JICA project team.

8. The accommodation and living expenses in a third country (e.g. Fiji, Australia, NZ) necessary during the air travel will be funded accordance with JICA's Travel Policy.
9. Travel insurance is not provided and we highly encourage you or your organization to arrange travel insurance in the case that an emergency does arise. In case it is impossible for you and your organization to cover the cost, please contact the project team.

#### **Accommodation Arrangements**

10. Insel Fehmarn Hotel, which is 5 mins by car from SPREP, is being arranged and all funded by JICA. JICA will do the payment directly to the Hotel.  
<http://www.inselfehmarnsamoa.com/>

#### **Arrival and Transport Arrangements**

11. Participants are expected to take a taxi between Faleolo Airport and the Hotel. On the first day of the training, JICA will provide the transportation cost between Faleolo Airport and Insel Fehmarn Hotel based on the publicly announced taxi rate at WST59.60 for one-way (WST119.20 for round trip).

#### **Per-diem Arrangements**

12. Per-diems will be provided in accordance with JICA's Travel Policy. Per-diem will cover all incidental and transport between a hotel and the PCCC.

#### **Provision of Per-diem etc.**

13. Per-diem, transportation cost between Faleolo Airport and the Hotel, and accommodation and living expenses in the third country will be given out in Samoan currency on the first day of the training in exchange with the boarding pass of outward journey. A breakdown of pre-diem calculation can be provided upon request. It is recommended that you carry sufficient funds to cover incidentals for your journey over to Apia until a time that you receive your per-diem, etc.

### **Communication and Foreign Exchange**

14. On arrival there is a Bluesky Samoa Booth at the airport which sell sim cards and credit. There is also a Western Union- Number 1 Currency counter and Bank of South Pacific Counter (as well as various ATM's) in the terminal for foreign exchange. It is recommended that you convert some funds in the terminal for use up until you receive your per-diem.

### **Banking and Currency**

15. Samoan currency is the Samoa Tala (SAT). All major currencies are generally accepted in main banks and foreign exchange counters.
16. Please note the most common form of payment in Samoa is Samoan tala with only selected vendors able to process card payments and provide foreign exchange services (apart from banks).
17. General banking hours: 9:00 am - 3:00 pm week days (Monday - Friday). The current exchange rate is roughly USD 1 : 2.59 Tala, subject to fluctuation.

### **Electricity and Plug Type**

18. The electrical current in Samoa is 220-240 Volts, and the type of plug normally used is shown below (type Australian AS-3112). Please bring an adaptor if your power plugs are different for your own use during the training.



### **Health and Safety**

19. Samoa is one of the safest destinations in the world, with a low crime rate, no terrorist activity, and very few diseases. However, we still recommend that you apply the same common sense approach to your health and safety as you would at home, by not leaving valuables unattended, and investing in both travel insurance and a basic travel first aid kit. In the event of an unlikely emergency please call 911.

### **Coordination**

20. JICA Project team is the Coordinator for the training. For any queries on the training arrangements, please contact the CBCRP-PCCC project team: email to [cbcpr.pccc@gmail.com](mailto:cbcpr.pccc@gmail.com).