



**LOGISTICS INFORMATION NOTE FOR COUNTRIES  
FOR PARTICIPANTS OF THE CBCRP-PCCC TRAINING  
“Climate Change Adaptation and Disaster Risk Reduction”**

**Time and Place of Training**

1. The training “Climate Change Adaptation and Disaster Risk Reduction” of the Project for Capacity Building on Climate Resilience in the Pacific at Pacific Climate Change Centre (CBCRP-PCCC) will be held at the PCCC in the SPREP campus, Apia, Samoa on 20 April – 1 May 2020.
2. The detailed training schedule will be sent to participants 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. Registration for participants will start at 8:30am on 20 April 2020 at the registration desk located in front of the PCCC training room on the ground floor. Please wear the badge provided at the registration desk throughout the duration of the training for security purposes.
5. For the entire training period, you will have a transportation service to and from the PCCC.

**Entry Requirements**

6. A valid passport (and visa if applicable) is necessary for all persons entering Samoa. In case your passport expires within 6 months, immigration will not allow entry into Samoa. The following link provides further details:  
<http://www.samoa.org.nz/index.php?page=visa>
7. Due to the international health emergency caused by the coronavirus outbreak, Samoa’s border control has enforced strict travel restrictions for all travelling passengers. Please refer to this link for more information on important entry requirements.

<https://www.health.gov.ws/>

8. It is the responsibility of each participant to ensure/arrange the relevant VISA including any transit VISAs that you may require to attend the training in Apia, Samoa. The cost for VISAs is not funded by JICA. We encourage all participants to check all supporting documents including passport expiry date before travel.

### **Travel Arrangements**

9. A return economy ticket between a main international airport <sup>1</sup> of participant's country and Samoa will be issued 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.
10. 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.

### **Airport transportation in Samoa**

11. Airport transportation between the Faleolo Airport and Insel Fehrman Hotel is pre-arranged and funded by JICA. When you arrive at the Faleolo Airport, please look for a driver with the signage of JICA and SPREP logos in the arrival area.
12. For the transportation from Apia to the Faleolo Airport, the JICA project team will inform you of the pick-up time during the training.

### **Accommodation Arrangements**

13. In Samoa, Insel Fehmarn Hotel, which is 5 mins from SPREP by car, is pre-arranged and funded by JICA. JICA will make payment directly to the Hotel. <http://www.inselfehmarnsamoa.com/>
14. For accommodation in a third country (e.g. Fiji, Australia, NZ), JICA will provide accommodation allowance during the training. However, it is the responsibility of each participant to arrange accommodation. The amount of

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<sup>1</sup> For Fiji, the JICA project team will be able to arrange a flight or vehicle from Suva.

accommodation allowance varies depending on experience in the range 100 – 140 USD. Please contact the project team if you require the details of this amount. Also please note, due to JICA travel policy, if you arrive into a third country after midnight, we cannot provide you accommodation allowance for this day.

### **Per-diem Arrangements**

15. Per-diems that cover all incidentals will be provided in accordance with JICA's Travel Policy
16. The lunch cost during the training will be deducted from per-diems.

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

17. Accommodation allowance in the third country and per-diem will be given out in Samoan currency (WST) with the breakdown on the first day of the training in exchange for the boarding pass of inward journey to Samoa. Please retain all boarding passes to substantiate travel dates.
18. It is recommended that you carry sufficient funds to cover incidentals and/or accommodation costs for your journey to Apia until a time that you receive your per-diem.

### **Communication and Foreign Exchange**

19. 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**

20. Samoan currency is the Samoa Tala (WST). All major currencies are generally accepted in main banks and foreign exchange counters.
21. 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).
22. General banking hours: 9:00 am - 3:00 pm week days (Monday - Friday). The current exchange rate is roughly 1 US dollar: 2.59 Tala, subject to fluctuation.

### **Electricity and Plug Type**

23. 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**

24. We recommend that you apply the 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**

25. 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).