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**Pacific  
Community**  
**Communauté  
du Pacifique**

## MEETING ANNOUNCEMENT

**TO:** Representatives of Governments and Administrations  
in: Cook Islands, Fiji, Nauru, Palau, Papua New Guinea,  
Samoa, Tokelau, Tonga and Vanuatu

ABS, ADB, DFAT, MFAT, SNZ, OECD/PARIS21,  
PFTAC, PIFS, UNDP, UNESCAP, UNSIAP, USP, WB

**No. :** 16/23

**FILE :** PRO 125.17.5.1.1

**DATE:** 12/10/2016

**SUBJECT** **13<sup>TH</sup> PACIFIC STATISTICS STEERING COMMITTEE MEETING, TANOA  
SKYLODGE HOTEL, NADI, FIJI, 15<sup>TH</sup> – 17<sup>TH</sup> NOVEMBER 2016**

1. The Pacific Community (SPC) wishes to advise Governments and Administrations of the above countries, that it will convene the above **Pacific Statistics Steering Committee (PSSC)** regional consultation from the 15<sup>th</sup> – 17<sup>th</sup> November 2016 at the Tanoa Skylodge, Nadi. Fiji.

Below is the intended Schedule of the Week of PSSC-13 Meetings:

Tuesday, 15 <sup>th</sup> November:	Pacific Statisticians and designated Planners Only Meeting
Wednesday, 16 <sup>th</sup> November:	PSSC-13 Meeting
Thursday, 17 <sup>th</sup> November:	PSSC-13 Meeting

### OBJECTIVES OF THE CONSULTATION

2. The Pacific Statistics Steering Committee was established by the 3rd Regional Conference of Heads of Planning and Statistics at its meeting in July 2010. Its main purpose is to oversee the implementation of the [Ten-Year Pacific Statistics Strategy 2010 - 2020](#).

### INVITATION AND COMPOSITION OF DELEGATION

3. On behalf of Mr Simil Johnson, Chair of the Pacific Community and PSSC, SPC cordially invite the PSSC elected representatives from the following PICT member countries and territories: Cook Islands, Fiji, Nauru, Tokelau, Tonga and Vanuatu and delegates from Planning unit from PNG, Samoa and Palau to attend the 13<sup>th</sup> PSSC Meeting and side events, to be held on the 15<sup>th</sup> – 17<sup>th</sup> November 2016, at Tanoa Skylodge, Nadi, Fiji Islands.
4. In order that the necessary administrative arrangements is completed on time, please fill in the attached nomination forms and email directly to Ms Christine Bury ([ChristineB@spc.int](mailto:ChristineB@spc.int)) with copy Sandra Ganini ([SandraG@spc.int](mailto:SandraG@spc.int)) by **19<sup>th</sup> Oct 2016**.

SPC Headquarters: Noumea, New Caledonia. Regional offices: Suva, Fiji, and Pohnpei, Federated States of Micronesia.  
Country office: Honiara, Solomon Islands.

For contact details – Website: [www.spc.int](http://www.spc.int) Email: [spc@spc.int](mailto:spc@spc.int)

Siège de la CPS : Nouméa (Nouvelle-Calédonie), Antennes régionales : Suva (Fidji) et Pohnpei (États fédérés de Micronésie)  
Bureau de pays : Honiara, (Iles Salomon).  
Site Web : [www.spc.int](http://www.spc.int) Courriel : [spc@spc.int](mailto:spc@spc.int)

## VENUE

5. The Meeting will be held at: **Tanoa Skylodge, Nadi, Fiji Islands.**  
Queens Hwy Namaka, Nadi, Fiji  
Tel: + 679 672 2200  
E mail: [skylodge@tanoahotels.com](mailto:skylodge@tanoahotels.com)  
Website: <http://www.tanoaskylodge.com/>

## OTHER INVITATIONS

6. Mr Simil Johnson, Chair of the Pacific Community and PSSC, is also inviting in addition to the PSSC elected members, the Government Statistician from Niue, Samoa and Papua New Guinea to attend the PSSC-13 at SPC cost. It was the Chairman wish to bring more participants from NSOs to PSSC-13 but time constraint and limited financial resource have not made this possible.

## AGENDA

7. Final Agenda is to be distributed in due course.
8. The Meeting will be conducted in English.

## MEETING PAPERS

9. All delegates leading a session are to email appropriate meeting papers to **Ofa Ketuu - Director, Statistics for Development Division** [ofak@spc.int](mailto:ofak@spc.int) who will categorise conference papers and distribute before the meeting due to the very tight timeframe we are working on.

## TRAVEL, ACCOMMODATION AND FINANCIAL ARRANGEMENTS

10. SPC sponsored PSSC members and delegates will be accommodated at the Tanoa Skylodge Hotel. Rooms are single occupancy and have been pre-paid for the length of their stay in Nadi as part of the per diem.
11. The Pacific Community will settle accounts for ROOM and BREAKFAST PACKAGE ONLY (for one person) directly to the hotel. Other costs incurred at the hotel will be charged to the meeting delegate. Delegates are personally responsible for settling their accounts prior to departure
12. In line with SPC travel policy, SPC will provide to the sponsored PSSC members and delegates with a round trip economy class airfare to Nadi by the most economical route. Purchased tickets cannot be changed without the clearance of the meeting secretariat. Any fee or extra charges resulting from the changes will be at the cost of the delegate.
13. SPC will provide to the sponsored PSSC members a per diems at standard SPC rates for necessary overnight transit stops en route and a Per Diem will be provided for living expenses and incidentals while in Nadi to nominated participants. A separate per diem during necessary overnight transit stops en route covering accommodation, meals and incidentals is available, where applicable. Participants who require additional nights' accommodation en-route will need to arrange these themselves and will be responsible for paying for all hotel cost (while on transit), meals, local transportation and incidental expenses from the allocated per diem
14. The SPC Meeting Organiser will require all participants receiving per diems to sign the SPC Travel receipt as a standard administrative requirement. If participants have not collected their per diem please inform the meeting Secretariat.

15. Observers attending the meeting will be self-funded.

### **VISA REQUIREMENTS**

16. As this meeting will be held in Fiji, it is imperative that all nominees sort out all necessary documentation if visa is required for Fiji. Responsibility for the Visa application process rests with the nominee. We will reimburse the cost for the visa upon receipt of an original receipt(s). We will provide the nominee(s) with their travel itinerary. We recommend that each confirmed nominee should also check with the relevant authority in your country for visa requirements for Fiji.

### **TELECOMMUNICATIONS**

17. Telephone, fax and internet facilities are available at hotels. Charges for all telephone calls, faxes and internet use are the responsibility of the representatives incurring them. Internet is free during conference hours at the conference venue.

### **POWER SUPPLY**

18. Fiji power supply operates at 220 volts.

### **CURRENCY**

19. Fiji uses the Fijian Dollar as its domestic currency. Most major international credit cards are widely accepted. Exchange rates in the local banks vary daily (info readily available at respective banks and hotels). Travellers' cheques can be cashed at hotels or at any bank.

### **CLIMATE**

22. During the period of the meeting, the temperature range in Nadi would be moderately cool. Temperatures may vary from 23 degrees C in the evenings to day time temperatures of up to 29 degrees C. Read more: <http://www.lonelyplanet.com/fiji/weather#ixzz44XKvxZ8N>

### **INSURANCE**

23. The Pacific Community does not insure participants while attending meetings or during travel to and from meetings and will not be responsible for expenses arising from sickness, injury or other disability or loss of life.

Kind Regards,

**Dr 'Ofa Ketu'u**

Director, Statistics for Development Division

Secretariat of the Pacific Community  
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98848 Noumea Cedex  
NEW CALEDONIA  
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**ATTENDANCE INFORMATION  
FORM  
SPC sponsored delegates**

**13<sup>th</sup> Pacific Statistics Steering Committee Meeting  
Tanoa Skylodge, Nadi, Fiji Islands**

Please complete and return this form together with a copy of the "information page" and the expiry date of **your valid passport**, to the Statistics for Development Division by e-mail or by fax (+687) 26 38 18 no later than 19 October 2016. Kindly mark it to the attention of Ms. Christine Bury ([ChristineB@spc.int](mailto:ChristineB@spc.int)) with a copy to Ms. Sandra Gianini ([SandraG@spc.int](mailto:SandraG@spc.int))

We need these soonest to be able to book accommodation, do ticketing and organize airport transfer.

**Personal details**

Family name (as it appears on the passport)	
First name(s) (as it appears on the passport)	
Title Mr/Mrs/Ms/Miss	
Passport number	
Expiry date	
Date and place of issue	
Nationality	
Job title	
Department/Ministry with full mailing address	
Work phone number	
Private phone number	
Email address	

**Name and address of person to be contacted in case of emergency**

Name	
Address	
Phone contact	
Email address	
Relationship of this person to you	