

## THE PACIFIC COMMUNITY

### Statistics for Development Division (SDD)

### 5<sup>th</sup> Regional Conference of Heads of Planning and Statistics (HOPS)


(Noumea, New Caledonia, 14–16 November 2017)

## GENERAL INFORMATION FOR MEETING DELEGATES

<b>Venue</b>	<p>The Regional Conference of Heads of Statistics and Planning (HOPS) will be held at SPC's main conference centre, at SPC Headquarters, Anse Vata, Noumea.</p> <p>Registration is at the Secretariat office of the main conference centre on Tuesday 14.11.2017 from 7.30am to 8.30am.</p>
<b>Insurance</b>	<p>SPC does not provide insurance cover for meeting delegates or their belongings, and meeting delegates are expected to make their own arrangements for accident, illness and luggage insurance.</p>
<b>Visa</b>	<p>Travel to SPC requires that travellers have their passports valid for up to six months past intended stay. The Secretariat is pleased to advise that visas are <b>no longer</b> required for entry into New Caledonia for stays of up to three months for nationals of all SPC member countries.</p> <p>Meeting delegates are responsible to apply for any transit visa en-route as required. SPC can facilitate and assist them in the process.</p>
<b>Accommodation</b>	<p>Sponsored meeting delegates have been accommodated at the "Nouvata Park Complex". Comfort rooms have been pre-paid for all sponsored meeting delegates for the length of their stay in Noumea.</p> <p>Hotel address is: 123 Promenade R. Laroque Anse Vata 98845 Noumea Tel: +687 26 22 00/ Fax: +687 26 16 77 Site web: <a href="http://www.glyphotels.nc/">http://www.glyphotels.nc/</a></p> <p>Check in time is at 1.00pm and Check out time is 10.00am.</p> <p>The Pacific Community will settle accounts for ROOM 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.</p>

<b>Tickets</b>	<p>SPC will provide the sponsored meeting delegate with a round trip economy class airfare to Noumea by the most economical route.</p> <p>An electronic ticket will be forwarded to the delegate concerned once nominated delegate has agreed to the proposed itinerary.</p> <p>Purchased tickets are non-refundable and non-transferable so <u>please note that SPC cannot cater for last-minute changes</u>. Any fee or extra charges resulting from the changes will be at the cost of the delegate.</p>
<b>Per diem</b>	<p>SPC-sponsored meeting delegates will be provided with per diems at standard SPC rates to cover costs for necessary overnight transit stops en-route, as well as for living expenses and incidentals while in Noumea in line with SPC travel policy.</p> <p>Meeting delegates who require additional nights' accommodation en-route will need to arrange these themselves and will be responsible for paying all hotel cost (while in transit), meals, local transportation and incidental expenses from the allocated per diem.</p>
<b>Per diem</b>  <b>Payment procedure</b>	<p><b>Per diem will be paid on the first day of meeting to the sponsored meeting delegates.</b></p> <p>Please retain all <b>boarding passes</b> and, if relevant, paid <b>transit invoice accommodation</b>, as these will be required to collect per diems. All meeting delegates receiving per diems are required to sign the SPC Travel receipt as a standard administrative requirement.</p> <p>If sponsored meeting delegates have not collected their per diem please inform the meeting Secretariat.</p> <p>In line with a new SPC travel policy rule implemented from 18.09.2017, travellers need to provide upon return from their duty travel:</p> <ul style="list-style-type: none"> <li>• Boarding passes; and</li> <li>• Copies of the hotel invoice as proof of accommodation payment while in transit,</li> </ul> <p>Both of these should be in pdf format, to justify payment of the full per diem and for auditing purposes.</p> <p>If sponsored meeting delegates cannot provide those documents, <b>SPC will reduce the amount of per diem and seek reimbursement.</b></p>
<b>Airport transfers</b>	<p>The SPC meeting organiser will organise for the transfers between Tontouta airport and accommodation in Noumea, and return, for all meeting delegates.</p> <p>SPC will be happy to assist Observers from development and partner agencies with their airport transfers. Please duly request this service by providing the nomination form to SDD Secretariat by the 30.10.2017.</p> <p>The cost for a return transfer is of 6,000 XPF to be paid in cash XPF at the Secretariat or SPC finance office on the first day of the meeting.</p> <p>Meeting delegates will be picked up by a driver from “Les Mouettes airport services”. Their driver will be standing outside the arrival terminal, at the shuttle parking space, which is located at about 100 meters on your right, after exiting the arrival terminal.</p>
<b>Breaks &amp; Lunches</b>	<p>SPC will provide daily morning and afternoon teas during the meeting days.</p>

	SPC will provide as well daily lunches for the whole duration of the conference and a cocktail followed by a dinner on Tuesday 14 November.
<b>Social functions</b>	Please refer to the meeting agenda.
<b>Meeting documents</b>	We aim to make the meeting as paperless as possible. SPC will provide you with a folder with only selected printed documents on your arrival. Each participant will be provided with a USB key containing meeting documents. Meeting documents will also be available via the <b>SDD website from 26 October 2017</b> .
<b>Internet</b>	Wireless connections (Wifi) are available throughout SPC's Conference Centre.  Major hotels and resorts offer email and internet services.
<b>Faxes</b>	SPC fax number: <b>+687 26 38 18</b>  Outgoing faxes are to be handed to the meeting secretary. The cost of faxes will have to be paid to the meeting secretary at the following rates:  Pacific countries: 100 CFP per page All other countries: 150 CFP per page A receipt will be issued by the meeting secretary if needed.
<b>Telephone</b>	SPC switchboard number: <b>+687 26 20 00</b>  For international calls out of New Caledonia, dial 00 and then country code (Aust. = 61, NZ = 64). To phone New Caledonia from overseas, the country code is 687.  Mobile Telephones – Depending on the network provider, Australian and New Zealand mobile telephones may be able to be used in New Caledonia if an international roam service is subscribed to. Coverage is excellent throughout Noumea and the more populated areas.
<b>Currency</b>	The monetary unit in New Caledonia is the Comptoirs Francais du Pacifique franc (CFP or XPF). The exchange rate, as of October 2017, is: <ul style="list-style-type: none"> <li>• XPF 100 to USD 1.00 (subject to change).</li> <li>• XFP 79 to AUD 1.00 (subject to change).</li> <li>• XFP 72 to NZD 1.00 (subject to change).</li> </ul>
<b>Banking Facilities</b>	Travelers' checks can be cashed at the hotel or only at the BCI Bank. There is a bank exchange at the airport where you can exchange your foreign currencies.  <b>We advise meeting delegates to change their foreign currencies before their arrival or at Tontouta airport, since banks in New Caledonia do not provide this service (apart from for their own customers).</b>  An ATM machine is available at the Banque Nationale de Paris (BNP) at Anse Vata, to withdraw XPF and is situated between the SPC headquarters and the Novata Park Royal Hotel and it is open from Monday to Friday, 7.20am to 3.45pm.  It is possible to exchange USD at the Novata Complex park hotel only for meeting delegates staying in this hotel.  The American Express card is not widely accepted in Noumea.
<b>Smoking</b>	SPC has been declared a non-smoking area since January 1992. It would be appreciated if this rule is strictly adhered to. Smoking is allowed only in designated areas of the SPC.
<b>Electricity</b>	Electrical current is 220V, 50 cycles AC, using European plugs with two round pins. Most

	<p>Australian/New Zealand appliances can be used with an adaptor, and several hotels and resorts also provide Aust/NZ sockets.</p>  <p><b>SPC shall make available to meeting delegates an adaptor at the cost of 600 CFP.</b></p>
<b>Social Club</b>	Meeting delegates are invited to become honorary members of the Secretariat's Staff Social Club during their stay and all are welcome to the Social Club bar, which opens on Friday nights. Bar transactions will be on a cash basis only.
<b>Climate</b>	For weather please check the 10 days forecast on : <a href="https://weather.com/en-AU/weather/today/l/NCXX7934:1:NC">https://weather.com/en-AU/weather/today/l/NCXX7934:1:NC</a>
<b>SPC Shop purchases</b>	Purchases of duty-free goods may be made at the Secretariat's shop by meeting delegates on production of their meeting name-tag. Please note that the agreement between the Secretariat and the French Administration which allows the operation of the shop stipulates that purchases may be made for the personal use of meeting delegates only. The shop is open between 3.00 p.m. and 5 p.m. every day. Payment must be made in XPF at the time of purchase.
<b>Medical and dental attention</b>	Any meeting delegates requiring assistance to arrange an appointment for medical or dental attention should contact the meeting secretary. However, urgent cases are referred to the Polyclinique for immediate attention. The Polyclinique is located next to the IRD, adjacent to SPC, at the corner of the Anse Vata roundabout.
<b>Visits of interest</b>	Please check the online Tourism offices: <a href="http://www.office-tourisme.nc/en">www.office-tourisme.nc/en</a>
<b>Useful phone numbers</b>	<p><b><u>Consulates</u></b></p> <p>Australian Consulate-General: <b>+687 27 24 14</b> New Zealand Consulate-General: <b>+687 27 25 43</b></p> <p><b><u>Emergency</u></b></p> <p>Police: <b>17</b> Fire Brigade: <b>18</b> SOS Medical Service: <b>15</b></p> <p><b><u>Airlines</u></b></p> <p>Air Calin: <b>+687 26 55 00</b> Qantas: <b>+687 28 65 46</b> Air New Zealand: <b>+687 28 66 77</b></p>
<b>Transport</b>	<p>There is a frequent bus service between the downtown and Anse Vata and vice versa, but not at regular intervals. The fare is 210 CFP for one way.</p> <p>Taxis are available: Tel.: +687 28 35 12 or 28 53 70.</p> <p>Drive-yourself cars may be hired. Information can be obtained from your hotel.</p>

## CONTACT DETAILS

<p><b><u>For SPC:</u></b></p>	<p><b>Dr Ofa Ketu'u</b> Director Statistics for Development Division Email: OfaK@spc.int Direct line: +687 26 20 00 - Ext : 31232</p>
<p><b><u>Logistics</u></b> <b>(hotel booking, per diem and airport transfers)</b></p>	<p><b>Ms Elodie Lionnet</b> Secretary to the Conference/Administrative Assistant Email: ElodieL@spc.int Direct line: +687 26 20 00 - Ext:31227</p> <p><b>Mrs Sandra Gianini</b> Meeting Organiser/Coordinator Finance and Administrator Officer Email: SandraG@spc.int Direct line: +687 26 20 00 - Ext: 31224</p>
<p><b><u>Papers/Documents/Web</u></b></p>	<p><b>Mrs Gaelle LeGall</b> Meeting Organiser/Information Assistant Email: GaelleLG@spc.int Direct line: +687 26 20 00 - Ext:31225</p> <p><b>Mr Billy Somers</b> Meeting Organiser/Junior Statistics Professional Officer Email: BillyS@pc.int Direct line: +687 26 20 00 - Ext:31467</p>