



Pacific Conference on The Human Face of the Global Economic Crisis

February 10th-12th, 2010, Port Vila, Vanuatu

INFORMATION NOTE FOR COUNTRY DELEGATES ONLY

The purpose of this Note is to provide delegates attending the Pacific Conference on the Human Face of the Global Economic Crisis from 10-12 February 2010 in Vanuatu with some basic administrative including security information on the Conference and the country. Please take time to read this Note.

VENUE

Le Lagon Resort Vanuatu
Port Vila
VANUATU
Telephone: +678 22313
Facsimile: +678 27639 / 22665

REGISTRATION AND IDENTIFICATION CARDS

1. Participants are requested to register and obtain identification cards at the Registration Desk located at the entrance of the Conference Room at Le Lagon Resort Vanuatu, on **Wednesday 10th February between 7:30am to 9:00am**. Registration desks will also be located at the Le Meridien Hotel and The Grand Hotel on **Tuesday 9th February between 2.00pm to 6.00pm**. Only duly registered participants will be provided with ID cards and entry into the Conference Room.
2. **All participants must provide two passport-size photographs and a copy of passport details to the Conference Secretariat at the earliest to facilitate the processing of ID cards.**
3. A website (<http://vanuatu2010.un.org.fj>) contains all documents and relevant information for the conference.
4. For identification and security reasons, all participants are requested to wear their identification cards at all times for the entire 3-day event including social functions.

PASSPORTS, VISAS AND HEALTH DOCUMENTS

5. Participants are to ensure that prior to departure from their home country, they have with them all the necessary travel documents including a valid passport and necessary visas to enable them to enter and

remain in Vanuatu for the duration of the Conference and also to all countries through which they will be transiting. The cost of passport, vaccinations or inoculations is the responsibility of each participant. A scanned copy of participants' passport (full name, passport number, date of birth, date of issue, date of expiry, etc) should be provided to the UN Secretariat in advance of the Conference, as prior clearance from the Vanuatu Government is required. Participants should send a photo with their registration form so that their ID card can be processed prior to the Conference, where possible.

IMMIGRATION REQUIREMENTS

(a) Visa Exemption

6. According to the Ministry of Foreign Affairs in Vanuatu, holders of the United Nations Laissez Passer and nationals of the following countries do not require a visa:

A	FRANCE	MALTA	ST.CHRISTOPHER-NEVIS
ANTIGUA & BARBUDA	Dependencies of FRANCE	MARSHALL ISLANDS	ST. LUCIA
AUSTRALIA	G	MAURITIUS	ST.VINCENT &
AUSTRIA	THE GAMBIA	MEXICO	GRENADINES
B	GERMANY	MORROCO	SRI LANKA
BAHAMAS	GHANA	N	SWAZILAND
BANGLADASH	GREECE	NAURU	SWEDEN
BARBADOS	GRENADA	NAMIBIA	SWITZERLAND
BELGIUM	GUYANA	NETHERLAND (HOLLAND)	T
BELIZE	H	NEW ZEALAND	TAIWAN
BERMUDA	HUNGARY	NIGERIA	TANZANIA
BOTSAWANA	I	NORWAY	THAILAND
BRAZIL	INDIA	P	TONGA
BRUNEI	IRELAND	PAKISTAN	TRINIDAD & TOBAGO
C	ITALY	PALAU (BELAU)	TUNISIA
CAMEROON	J	PAPUA NEW GUINEA	TUVALU
CANADA	JAMAICA	PERU	UGANDA
CHILE	JAPAN	PHILIPPINES	UNITED ARAB EMIRATES
CHINA	K	POLAND	UNITED KINGDOM
CUBA	KENYA	PORTUGAL	Dependencies of UNITED
CYPRUS	KIRIBATI	R	KINGDOM
CZECH REPUBLIC	KUWAIT	RUSSIAN FEDERATION	UNITED STATES OF
D	L	S	AMERICA
DENMARK	LATVIA	SEYCHELLES	V
DOMINICA	LESOTHO	SIERRA LEONE	VATICAN
E	LITHUANIA	SINGAPORE	W
ESTONIA	LUXEMBOURG	THE SLOVAK REPUBLIC	WESTERN UNION
F	M	SLOVENIA	Z
FEDERATED STATES OF	MALAWI	SOLOMON ISLANDS	ZAMBIA
MICRONESIA	MALDIVES	SOUTH AFRICA	ZIMBABWE
FIJI	MALAYSIA	SOUTH KOREA	
FINLAND	MALDIVES	SPAIN	

(b) Nationals other than those listed above

7. For nationals other than those listed above, the Ministry of Foreign Affairs in Vanuatu will issue visas on arrival provided that your names have been provided to the UN Secretariat. You are required to

complete the attached Visa Application form (Annex 1) and attach two passport sized photographs. You will also be required to pay VT 2,500 (equivalent to ¹US\$ 27.59). Delegates from the following countries are to ensure the above is carried out prior to departing your respective countries: **Cooks Islands, Niue, Samoa, Timor-Leste and Tokelau.**

HEALTH, SICKNESS OR ACCIDENT



8. Please note that the Le Lagon Resort (conference venue) is 100% smoke free. This policy includes all guest rooms, meeting rooms, restaurants, bars, public space and employee work areas. In case of accident or sickness during the meeting, participants should endeavour to notify the Conference Secretariat **immediately**. Participants are advised to obtain insurance coverage, at their own expense, for sickness, accident or temporary disability, death and third party risk for the entire duration of the conference and for the journey to and from the host country. The UN accepts no responsibility or liability for such contingencies. It is essential that nominees are medically fit to participate fully at the Conference.

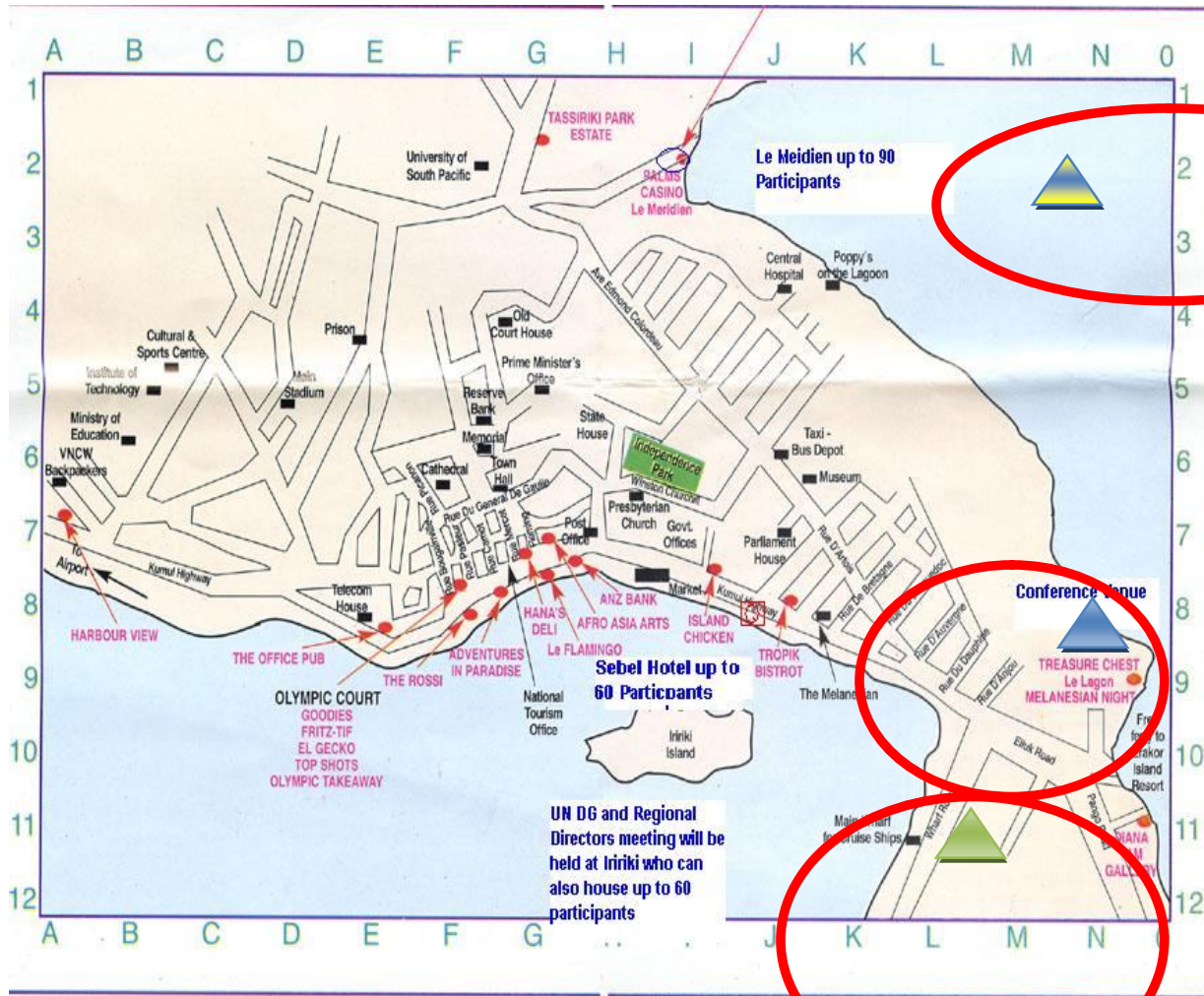
9. **Malaria** – Low to moderate malaria risk exists throughout the year in the whole country. The recommended prevention is as follows:

Malaria risk	Type of prevention
(1) High risk of <i>P.falciparum</i> malaria, in combination with reported antimalarial drug resistance; or (2) Moderate/low risk of <i>P.falciparum</i> malaria, in combination with reported high levels of drug resistance.	Mosquito bite prevention plus mefloquine, doxycycline or atovaquone-proguanil chemoprophylaxis (select according to reported resistance pattern)

HOTEL ACCOMMODATION

10. The following hotels, Le Meridien Port Vila and The Grand, are designated to accommodate UN-funded participants and are relatively close to the conference venue, Le Lagon Resort Vanuatu. Unfortunately, Le Lagon Resort Vanuatu is fully booked for another meeting.

		
Location	Refer to Map below	Main CBD. Refer to Map below
Distance to Conference Centre	Approximately 6KM	Approximately 3KM
Types of Rooms offered	Standard Room inclusive of one breakfast per room	Standard Room inclusive of one breakfast per room



11. All delegations will be advised at a later date of the name of hotel where they will be accommodated. Please note that both hotels have non-smoking rooms only.

12. Any cancellations, postponements or other changes should be notified at least 48 hours in advance. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released.

PAYMENT OF HOTEL ACCOUNTS

13. The conference organizers will cover the cost of the hotel accommodation for all government participants in line with their official itinerary. Any other costs incurred by participants, including personal stays in Vanuatu, should be borne by the participants. Before departure from Port Vila, participants are expected to settle directly with the respective hotels all accounts, including room charges and other expenses, such as local and long-distance telephone calls, internet use, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice has been given.

TRANSPORT FROM/TO AIRPORT AND TO ATTEND SESSIONS

14. Conference organizers have arranged the following: (1) Airport transfers; pick-up and drop-off from the conference venue daily. Information on pick-up and drop-off times will be made available as we draw closer to the Conference.

MEALS

15. As part of the conference package, lunch has been arranged for all participants for the 3 days of the Conference. Morning and afternoon teas will also be provided. Dinner will be at your own expense which will be accommodated by the payment of your ad-hoc daily subsistence allowance (DSA).

16. If you have any special needs, please advise the Conference Secretariat and preferably prior to the Conference on the attached Special Request Form (Annex 2)

MEETING DOCUMENTS

17. Meeting documents will be handed out during registration. Additional documents will be handed out at the Conference. Participants are also encouraged to read documents on the website (<http://vanuatu2010.un.org.fj>).

BANKING FACILITIES

18. Banking services are available at three commercial banks: ANZ Bank, Westpac Banking Corporation and National Bank of Vanuatu in Port Vila.

RECONFIRMATION OF RETURN FLIGHT

19. Participants are advised to ensure that their return bookings are confirmed soon after their arrival on the day of registration. The Secretariat will also reconfirm flights with a local travel agent.

DAILY SUBSISTANCE ALLOWANCE (DSA)

20. Participants whose travel is sponsored by the UN will be provided with an ad-hoc DSA at prevailing UN rates in US Dollars. This allowance will be paid to each participant to facilitate payment of dinner and other miscellaneous costs as well as terminal expenses (i.e. transportation allowance to/from the airport in your respective countries as well as in countries where an overnight is required), if applicable

SECURITY BRIEF

21. Take heed of the following security tips:

- (a) We advise you to be alert to your own security in Vanuatu.
- (b) Exercise common sense and look out for suspicious behaviour.

- (c) Vanuatu is subject to a range of natural disasters. Cyclone season in Vanuatu is from November to April, however, tropical storms and cyclones may occur in other months.
- (d) Earthquakes, tsunamis and volcanic eruptions also occur.
- (e) It is your responsibility to organize your comprehensive travel insurance and check what circumstances and activities are not covered by the UN.

More detailed security tips are provided at the end of this Note.

GENERAL INFORMATION

22. Time:

Vanuatu time is GMT plus 11 hours

23. Exchange Rate:

The local legal tender is the Vatu though foreign currency is readily transacted. Most credit cards are accepted. Local banking hours are 0800-1500 hours (Mondays to Fridays). The National Bank of Vanuatu's airport office is open for all flight arrivals. The current exchange rate is: 1 US \$: 97.9950 Vatu.

24. Weather/Dress:

The weather in Vanuatu varies from tropical in the north to sub-tropical in the south. The hot season spans from November to March when temperatures are around 30 degrees Celsius. For the rest of the year, temperatures range from 21°C – 28°C with lower humidity. Port Vila is usually warm and humid. Light tropical clothing would be appropriate.

25. Electricity:

240 volts 50Hz, mainly three-point plugs in hotels.

26. Liability:

- (a) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- (b) Costs incurred by delegates in respect of travel insurance, accident insurance, medical bills or hospitalisation fees in connection with attending the conference;
- (c) Compensation in the event of death or disability of participants in connection with attending the meeting;
- (d) Any loss of or damage to personal property of delegates while attending the conference or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- (e) Any other expenses of a personal nature, not directly related to the purpose of the conference.

Attachment

- Annex 1 - Visa Application form
- Annex 2 - Special Request Form

SECURITY TIPS
FEBRUARY 2010

WELCOME TO PORT VILA, VANUATU

Please use these Security Tips as a guideline for a safe and enjoyable stay in Vanuatu

- Keep a low profile
- Trust your instinct
- Always remember you can be a victim of crime
- Stay alert and be aware of your surrounding wherever you are.
- Keep a firm grip on your property, especially purse and handbags for ladies
- If you feel uncomfortable in a place or situation, leave right away and get help if necessary.
- Avoid carrying large sums of cash and excess credit cards when leaving your hotel room
- Avoid using ATMs during night-time
- Do not walk/jog alone in public areas at night or early morning before day-light
- Carry your mobile phone and UN ID card at all times
- Do not leave your drink or food unattended in a bar or nightclub
- Report all incidents to the UNDSS Staff at the Conference Security Operations Room
- Lock money and valuables in your room metal – safe
- Keep suitcases locked when not in the hotel room
- Report security incidents to DSS Security personnel at the Security Operations Room. This room is located next to Le Lagon Conference Room and security officers can also be reached on Telephone +679 9991682
- If you have a VHF radio, you can reach DSS Security personnel on Channel 1 Call sign “Victor Siera Base” or “Victor Siera One.”
- You will be briefed on hotel security immediately after checking-in at your hotel. You will also be indicated the hotel Assembly Area in case of an emergency
- Women are advised to travel in a company of at least another person (male/female) when shopping or strolling the streets of Downtown Port Vila
- Popular shopping streets in Downtown Port Vila are safe to go to during daylight hours and early evening.
- Any travel outside the perimeter of inner city away from Port Vila needs to be cleared with UNDSS who will seek the opinions of the local police and a decision will then be made.

ENJOY YOUR STAY!!

Annex 1 and 2

Please refer to the conference website for:

- **Annex 1: Visa Application Form for Vanuatu**
- **Annex 2: Special Request Form**

