



## INFORMATION NOTE

**Workshop on “Policy Making to Influence Sustainable Growth  
and Productivity”  
December 3 – 5, 2018**

**Nadi, Fiji Islands**



Australian Government  
Department of Foreign Affairs and Trade



EUROPEAN UNION



Ministry of Strategy  
and Finance



NEW ZEALAND  
FOREIGN AFFAIRS & TRADE

## 1. MEETING

The PFTAC Regional workshop and the High-Level Dialogue (HLD) Meeting will be held at the Sofitel Resort in Denarau Island, Nadi, Fiji from Monday December 3 to Friday December 7, 2018. An additional Information Note will be provided for the HLD Meeting being held December 6 – 7, 2018.

The workshop will begin at 9:00am and is scheduled to end at 5:00pm each day.

The dress code is business/island smart casual (no need for business suit or tie).

Participants will be provided Morning tea, Lunch and Afternoon tea at the meeting venue during the meeting days only.

## 2. HEALTH AND SAFETY POLICY

Nadi is a reasonably safe town, however, all meeting participants are advised to take reasonable care for their own safety during and after meetings.

Participants should provide their own health insurance for individual travel, medical care, and personal effects while attending the meeting.

**Delegates are to inform any PFTAC staff of any health and safety hazards and incidents that may cause harm and risk to them while attending the workshop.**

## 3. TRAVEL TO AND FROM NADI

PFTAC has made travel arrangements to and from Nadi for all funded delegates. Self-funded delegates should have made their own travel arrangements. Accommodation in Nadi has been arranged by PFTAC in accordance with your travel itinerary.

Departure taxes are normally included in the cost of your tickets.

## 4. HOTEL TRANSPORT BETWEEN THE AIRPORT AND HOTEL

All delegates will arrive in Nadi at the Nadi International Airport where PFTAC has organized an airport shuttle service for all meeting participants based on your flight arrival and departure times. The shuttle service will monitor any flight delays, but if you miss your flight, or it is cancelled please let us know as well as any alternative flight details organized. You should check that your flight is departing as scheduled and ensure you are at the airport at least two hours before scheduled departure time, and where available, check-in online.

Please look out for PFTAC signage outside the arrival terminal after Customs clearance at the airport.

## 5. HOTEL ACCOMMODATION

Accommodation has been booked for you at Sofitel. Buffet breakfast is included each morning. The Resort is conveniently located on Denarau Island, a 20-minute drive via causeway from Nadi International Airport, and close to Port Denarau marina amenities. Hotel Check in time – 14:00pm; Check out time – 11:00am. The hotel address detail is as follows:

Sofitel Fiji Resort & Spa, Denarau Island, Nadi, Fiji Islands  
Phone: 679 675 1111

Website: <http://www.sofitel-fiji.com/>

## 6. ELECTRICITY

The current in Fiji is 240 volts AC 50Hz with three-pin power points - the same as in Australia and New Zealand. Most hotels and resorts offer universal outlets for 240v or 110v appliances, or 110V adapters.

## 7. CANCELLATION/ PERSONAL COST

All reservations have been made on a guaranteed arrival basis and only for the exact dates of your itinerary. In the unlikely event that you are not able to arrive in Nadi as scheduled, please advise the PFTAC Secretariat as soon as possible so that we can inform the hotel accordingly. The hotel has a very strict cancellation policy that will incur charges if we delay notifying them of any changes to bookings. **The delegate shall be responsible for paying any resultant costs due to cancellation or changes to reservations for reasons that are reasonably within the control of the traveller.**

## 8. PER DIEM

PFTAC will be paying US\$50 per day for all sponsored delegate to cover meals and other expenses such as laundry and incidentals incurred whilst in Nadi. Breakfast is provided every day, and lunch Monday through Friday. Dinner is included Monday December 3 and Thursday December 6, and there is a cocktail reception with food on Wednesday December 5. You are responsible for the cost of your own dinner on Tuesday December 4 and Friday December 7, as well as lunch and dinner before December 3 and after December 7. Out of the total per diem allowance that each participant is receiving, \$F100 will be provided with the USD equivalent deducted from the USD allowance provided as you must provide a \$F100 deposit to the Sofitel when you check-in to cover any personal expenses that will be deducted from this deposit and the balance refunded on check-out, or additional payment required if charges beyond \$F100 are made. Please note that you are personally responsible for settling and paying all personal charges against your room account before departure.

## 9. DINNER

There is a welcome Dinner planned for the Workshop Group on Monday night 03 December at 7pm at the Lagoon restaurant. All participants are welcome to join and meet at 6:30pm for pre-drinks before we start with dinner.

## 10. BEHAVIOUR

All participants are to behave appropriately at all times as representatives of their governments and organizations. Any inappropriate action or behavior may result in the removal of the participant from the event for immediate return home with the matter referred to your government through the office of your IMF Executive Director.

## 11. KEY CONTACTS

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