

March 2018



منظمة الأغذية
والزراعة للأمم
المتحدة

联合国
粮食及
农业组织

Food and
Agriculture
Organization
of the
United Nations

Organisation des
Nations Unies
pour
l'alimentation
et l'agriculture

Продовольственная и
сельскохозяйственная
организация
Объединенных
Наций

Organización
de las
Naciones Unidas
para la
Alimentación y la
Agricultura

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Asia and Pacific Commission on Agricultural Statistics

Twenty-seventh Session

Denarau, Nadi, Fiji, 19-23 March 2018

Information Note

Session arrangements

1. The 27th Session of the Asia and Pacific Commission on Agricultural Statistics will be held at The Westin, Denarau Island Resort & Spa, Fiji, from 19-23 March 2018.
2. The inaugural ceremony of the plenary session will take place at 0900 hours on 19 March 2018.
3. The normal working hours of the session will be 0900 to 1230 hours and 1345 to 1700 hours, unless otherwise decided by the Commission.
4. An order of the day will be issued daily, giving detailed information of the Commission business, timetable of meetings, items to be discussed and other information of general interest.

*This document can be accessed using the Quick Response Code on this page;
an FAO initiative to minimize its environmental impact and promote greener communications.
Other documents can be consulted at www.fao.org*



APCAS27

5. The Provisional Agenda (APCAS/18/1) has been circulated with the invitation letter. Revised version of the agenda will be uploaded on the APCAS website and sent to the participants. The final Agenda will be adopted by the Commission during the Session.

Working languages

6. The Session will be conducted in English and in French, if a French-speaking Member Nation advises in time of its intention to participate. Documentation will be issued in English.

Documentation

7. Before the holding of the Session, the working documents will be sent to all member countries and organizations invited. These documents may also be viewed and downloaded from the following Internet addresses

<http://www.fao.org/economic/ess/ess-events/ess-apcas/apcas-27/en/>

Documents drafted during the Session will be available at the document distribution desk of the Session. The desk will also deliver mail and messages and deal with general inquiries.

Correspondence

8. All correspondences concerning the agenda and technical contribution to the Session should be addressed to the APCAS Secretary and copied to the APCAS Liaison Officer at the addresses below. For logistical matters relating to visa, travel and accommodation, APCAS Liaison Officer should be contacted directly.

<p><i>Mr. Mukesh Srivastava</i> <i>APCAS Secretary, and</i> <i>Senior Statistician</i> <i>FAO Regional Office for</i> <i>Asia and the Pacific,</i> <i>Bangkok, Thailand</i> <i>Phone : +66 2 697 4250</i> <i>Fax: + 66 2 697 4445</i> <i>E-mail: APCAS-Secretary@fao.org</i></p>	<p><i>Ms. Sera B. Bose</i> <i>27th APCAS Liaison Officer, and</i> <i>Principal Statistician</i> <i>Economic Planning and Statistics</i> <i>Division</i> <i>Ministry of Agriculture</i> <i>2nd Floor Robinson Complex</i> <i>Grantham Road, Suva, Fiji</i> <i>Phone: +679 3384233</i> <i>Fax: +679 3100293</i> <i>Mobile: +679 8648369</i> <i>E-mail:</i> liaisonofficer.apcas27@gmail.com</p>
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Internet access will be provided at the meeting Venue.

Formalities for entry into Fiji

9. To visit Fiji, a valid passport for **at least six months** from the date of entry and a ticket for onward travel is required.
10. Delegates who are citizens of visa exempted countries will be issued a 14 days stay permit upon presentation of APCAS invitation together with their passport to the officer at immigration counter at Nadi Airport. The full list of visa exempted countries can be referred at the website of Fiji Immigration <http://www.immigration.gov.fj/> . For easy reference a list of relevant countries in Asia-Pacific region is also provided in Annex A.
11. Delegates of the non-exempted countries should apply for visa before commencement of their travel. Visa application form can be downloaded from APCAS website and from the link http://www.immigration.gov.fj/images/pdfs/visa_form.pdf.
12. Please note that participants with routing through other countries such as Australia or New Zealand en route to/from Fiji may require transit visas (please check with your travel agent.) In this case, the letter of approval from the participant's government will be useful for obtaining the necessary transit visas for these countries. Without the transit visas, airlines will not allow the passengers to board. In addition, the participants will also find this letter necessary to board from Australia or New Zealand to Fiji. Participants are therefore urged to take very early action to obtain this letter of approval and bring it along to ensure smooth passage to Fiji.
13. Persons travelling on official passports, including UN LP, are not required to pay a visa fee (about US\$41.50). The Visa application for business, training or workshop requires:
 - a. Visitors Visa Application form
 - b. Two (02) certified photos
 - c. Certified Copy of Passport
 - d. Sponsor letter if local company/organization is sponsoring to indicate the undertaking person for the duration of his period)
 - e. A copy of the travel itinerary/ticket

In order to avail Visa fee exemption, as per government rules, the delegates are advised to use their official passport while travelling to attend APCAS in Fiji.

14. A list of overseas missions of Fiji is provided in Annex B.

15. The delegates and observers requiring assistance in visa issuance are advised to send their completed visa application and related documents, along with the Registration Form (Annex C) to the Liaison Officer for APCAS 27 who will facilitate issuance of Visa through Ministry of Foreign Affairs office in Suva, Fiji.
16. All delegates and observers are advised to register with the Secretariat as soon as possible, preferably not later than 28 February 2018, using the form in Annex-C of this Information Note, and secure hotel reservation, visa support and airport pick-up and drop services. This information will also support the Secretariat in preparation of the APCAS badges and documentations for the delegates, which can be collected from the Registration desk, which will open at 0800 hours on Monday 19 March 2018. To avoid rush in the morning hours, the delegates arriving earlier can check (after 6 PM on Sunday) with the secretariat staff at the meeting venue to see if they can receive their registration material in advance.
17. The Session Secretariat will issue a Provisional List of Participants on the first day of the session and should be notified of any corrections or additions to the list.

Flight reservation

18. There are a number of airlines operating to/from Nadi International Airport with connections from many countries. Fiji Airways operates direct flights to/from Australia, New Zealand, China, Japan, Singapore, Hong Kong, Korea, and United States of America. The delegates should be able to choose suitable flight connections to/from their countries. Flight Schedules of airlines are subject to change, delegates are advised to buy their air flight tickets well in advance. For further information, please visit: www.fijiairways.com.fj. In case of any difficulties in reservation/confirmation of air tickets, please contact the APCAS Liaison Officer.



Travel facilitation

19. Fiji government officials will be available to assist delegates with formalities regarding immigration, visas, customs and transportation from airport to hotel, upon arrival at the Nadi International Airport. Please look out for the official APCAS placard as you exit the Customs Hall to enter the Arrivals Hall, or approach the Airport Service Desk for assistance.
20. Delegates are advised to provide their flight itinerary to the APCAS Liaison Officer at least one week in advance to ensure that they are met by an official from the Secretariat upon arrival at the Nadi International Airport. Delegates are also requested to clearly label their luggage in order to facilitate identification during transportation to Hotel.

National custom and bio-security regulations

21. A person may bring with them without incurring custom duties no more than 250 cigarettes or 250 cigars or 250g tobacco goods, 2.25 litres of spirit, or 4.5 liters of wine or beer, in addition to goods valued not more than FJ\$400, excluding personal effects.

For National Biosecurity regulations and information please refer to this link <http://www.baf.com.fj/services> and ensure that you abide by these regulations to avoid penalties.

Foreign exchange and banking

18. Delegates may bring with them United States Dollars, which is freely accepted all over the country. Foreign exchange desks are available at the airports or in hotels. The monetary unit used in the country is Fiji Dollar (FJ\$). Notes are in denominations of FJ\$100, 20, 10, 7, 5. Coins are in denominations of \$2, \$1, 50, 20, 10, 5 cents.

The exchange rate is US\$1 equals FJ\$2 (approximately). Delegates are advised to confirm mode of payment with the hotel in which they plan to stay. Participants are encouraged to exchange their money at the Western Union Counter at the Nadi International Airport, which may offer a better rate than most hotels.

All major credit cards are accepted for payment purposes in supermarkets and shops in town, as well as restaurants. The use of these cards attract a 3% government tax. There are numerous ATM machines available in town where you can withdraw cash.

Venue and hotel accommodation

19. The Session will be held at the Westin Resort & Spa on Denarau Island in Nadi. The hotel has provided a special discounted rate for the bookings made through the Secretariat. APCAS delegates are encouraged to stay at the meeting venue where certain number of rooms have been reserved for the delegates. Other hotels in Nadi, outside Denarau Island, in the vicinity of the meeting venue are also offering special discounted rates for APCAS participants. Denarau Island is at least 10 minutes' drive from the Nadi International Airport and hosts international hotels on the island including utility shops, variety shops, restaurants, a port and wholesome tourism facilities and a world-class golf course.
20. Annex-D contains details of the recommended hotels on Denarau Island and in Nadi with special rates offered for APCAS delegates only. Please note that the special room rates are applicable provided reservation is made through the APCAS Liaison Officer.
21. All requests for hotel reservation should be made in writing on the Registration Form in Annex- C as soon as possible, but no later than 28th February 2018. Duly completed Registration Forms should be E-mailed to APCAS Liaison Officer in Fiji, with a copy to the APCAS-Secretary in Bangkok, Thailand as soon as possible.
22. Most hotels have all the standard services offered internationally including, wifi, restaurants, laundry, swimming pool, gym, transfer and transport services to/from

Nadi Town and/or Airport. Depending on the hotel of choice, some services are offered as courtesy whilst some are available at a fee.

Special tour arrangement

23. On Wednesday 21 March, the host government is arranging a field trip to Sigatoka valley, known as the Salad bowl of Fiji which will include a visit to a local exporter's processing plant. Packed lunches will be provided by the Secretariat on the day. APCAS delegates are advised to pack suitably for this field trip, including comfortable clothing, walking shoes, hat, and sunscreen as required.

Climate

24. Fiji has a warm tropical climate. Maximum temperatures in Fiji rarely move out of the 31°C to 26°C range all year round. In March, the mean temperature in Nadi is 21°C (maximum temperature is 31°C and minimum temperature is 23°C).

The wet season in Fiji is normally from November to April and results from the southerly movements of the South Pacific Convergence Zone. The wet season is characterized by heavy, brief local showers and contributes most of Fiji's annual rainfall. Participants can expect rainfall during the meeting period.

Emergency Numbers

25. In the event of an emergency, if needed, please alert APCAS Liaison Officer in Fiji, with a copy to the APCAS Secretary. The two officers will be available at the meeting venue at all times during the session.

Electricity

26. Electric current in Fiji is 240 volts, English Standard AC 50Hz with three-pin power points same as in Australia and New Zealand. Travel adapters with built in transformers is recommended if you have electric gadgets/phones/laptops that need to be charged. Please note this especially if you are coming in from a country that uses 110 volts.

The picture of electric power outlet and plug commonly used in Fiji is given below.



Local Time

27. Fiji is on +12hours of standard Greenwich time. Please adjust your watches if necessary.

Mobiles

28. Fiji has two mobile providers: Vodafone and Digicel. Both the mobile companies subscribe to international roaming. On arrival at Nadi International Airport, one can pick up a local free sim card known as the tourist sim, which is valid for 30 days upon presentation of boarding pass and ID. Both mobile providers have outlets just outside the arrival hall where you can pick up a sim card and purchase credit before leaving the airport.

Fijian language

29. On arrival you will commonly hear two main words being used; ‘*Bula*’ pronounced ‘Mboo-Lah’, the national greeting of Fiji, and ‘*Vinaka*’ pronounced ‘Vee-Na-Car’ meaning thank you.

Tourist Information

30. Some important touristic sites are listed in Annex- E. More information can be obtained from hotels.

We look forward to welcoming you to Nadi, Fiji for the 27th Session of the Asia and Pacific Commission on Agricultural Statistics

Annex A

Relevant Visa-exempted Countries for Fiji

Citizens of the following countries in Asia-pacific region are not required to obtain a Fiji visa prior to travelling to Fiji. However, these travelers will still need the relevant stay permits depending on the nature of their travel.

Australia	Palau
Bangladesh	Papua New Guinea
Brunei Darussalam	The Philippines
China	Republic of the Marshall Islands
Cook Islands [NZ passport holder]	Russia
The Federated States of Micronesia	Samoa
France	Singapore
Hong Kong [SAR]	Solomon Islands
India	South Korea
Indonesia	Taiwan
Japan	Thailand
Kiribati	Tonga
Malaysia	Tuvalu
Maldives	United Kingdom of Great Britain and Northern Ireland
Nauru	United States of America
New Zealand	Vanuatu

The full list of visa exempted countries can be referred at the website of Fiji Immigration
<http://www.immigration.gov.fj/>

Annex B**List of overseas missions of Republic of Fiji**

<p>Commonwealth of Australia 19 Beale Crescent DEAKIN West ACT 2600, P O Box 159 Deakin West ACT 2600, Canberra Tel: (612) 62605115 Fax: (612)62605105 https://www.fijihighcom.com/ Email: admin@aus.fhc.org</p>	<p>Peoples Republic of China 1-15-2 Ta Yuan Diplomatic Office Building Chaoyang District, Beijing, 100600 People Republic of China Tel: 86 (10)6532 7305 Fax: 86 (10)6532 7306 Website: www.fijiembassy.org.cn Email: info@fijiembassy.org.</p>
<p>United States of America 1707 L Street, Suite200,NW Washington, DC 20036 United States of America Tel: (1-202) 4668320 Fax: (1-202)4668325 www.fijiembassydc.com Email: infor@fijiembassydc.com</p>	<p>Republic of India C-1/10 Vasant Vihar 110057 New Delhi, India Tel: (91)-11-4656 4574 or 40648835 Fax: +91 11-4556 4573 www.fijihc-india.in Email: info@fijihc-india.nc</p>
<p>Japan Noa Building (14th Floor) 3-5,2-chome, Azabudai, Minato-Ku Tokyo 106 Tel: (81-3) 358 720 38 Fax: (81-3) 358 725-63 www.fijiembassy.jp; info@fijiembassy.jp</p>	<p>New Zealand 31 Pipitea Street, Thorndon Wellington Tel: (64-4)473 54/01/02 Fax: (64-4) 499 10 11 www.fiji.org.nz Email: viti@paradise.net.nz</p>
<p>Republic of Indonesia Sona Topas Tower, FI 5A, Jalan Jend Sudirman No.26 Jakarta Selatan 12920 Indonesia Tel: +62 21 2506587 Fax: +62 21 29410468 www.fijiembajak.com</p>	<p>United Kingdom of Great Britain 34 Hyde Park Gate London SW7 5DN Tel: (4420) 75843661 Fax: (4420)75842838 www.fijihighcommission.org.uk Email: mail@fijihighcommission.org.uk</p>
<p>Republic of Korea 64 Hoenamuro, Yongsan-Gu Seoul Republic of Korea Tel: +82 (0) 2-792-6396 Fax: +82(0)2-792-6397</p>	<p>Shanghai, China Room 601, Block A, SOHO Zhongshan Plaza, N0.1055 West Zhongshan Road,Changning District, Shanghai Peoples Republic of China Tel: (8621) 62598269 Fax: (8610) 6532 7253 Email: natset@163.com</p>

Annex C**APCAS 27 – Nadi, Fiji from 19-23 March 2018****Registration Form**

1. Name _____

_____ Family name

_____ Given names

2. Country/organization: _____

3. Title and position: _____

4. Address (postal):

Telephone: _____ Fax: _____ E -mail: _____

5. Number of accompanying persons : _____

6. Passport Details :

Name	Date & Place of Birth	Passport No	Date of Issue	Expiry Date	Issuing Office/ Country

7. Arrival information:

Date	Time	Flight #	From (City)

8. Departure information:

Date	Time	Flight #	To (City)

9. Hotel accommodation desired :

A. Need support from Secretariat in hotel reservation in Nadi? Yes/No

If Yes, please indicate preference:

	Name of Hotel Requested	Category of room
First preference		
Second preference		
Third preference		

B. If sharing, specify name of roommate: _____

10. Please indicate if you have special requirements

Diet: Please specify: _____

Child care: _____

Others (please specify) _____

11. Please indicate your Shirt Size in the box below:

Female	Male	Small	Medium	Large	XLarge	XXL

12. Please provide an emergency next of kin contact name and number (this will be used only in an event of an emergency)

Name: _____ Relationship: _____

Mobile Contact (of kin): (Including country code) _____ - _____

NOTE: Each participant is required to complete this form (Annex C) and send to both APCAS Secretary and APCAS Liaison Officer as soon as possible, and no later than **28 February 2018**, preferably with complete flight information, and copy of passport if Visa facilitation is needed.

Annex D

Hotels offering discounted rates to APCAS 27 Participants

A. Hotels on Denarau Island

Address (A)	Room Type	Number of rooms	Normal Rates (FJ\$)	APCAS Discounted rates FJ\$
The Westin Denarau Island Resort & Spa T:(679) 675 0000 E: salote.veitala@sheraton.com Post Box 9081, Nadi , Fiji http://www.westindenarauisland.com	Ocean Breeze	25	460VIP	325VIP
	Ocean View	25	460VIP	325VIP
	<ul style="list-style-type: none"> • The Government Taxes are about 25% . Prices quoted above are VAT Included Prices (VIP) • The rates are on per room per night basis on Single or Double Occupancy • Includes American breakfast (Full buffet styled) for two guests. • Complimentary Wifi across the Complex • Complimentary Room Porterage • Complimentary use of Westin Workout gymnasium throughout the stay • 20% discount on Food and Beverages for delegates dining at leisure in selected restaurants, excluding in-room dining • Use of any 6 Swimming pools across Sheraton & Westin Resorts Denarau Island • Daily Activities including Aqua aerobics, volleyball, table tennis and board games • Cultural demonstrations (As part of daily activities) • Children's Playground • Parking • Complimentary membership to SPG Pro • Distance to conference: 3mins walk to the conference Room 			

Address (B)	Room Type	Number of rooms	Normal Rates (FJ\$)	Special APCAS discounted rate FJ\$
SOFITEL Tel: +697 675 7718 F: +679 6757777 M:+679 7777254 E-mail: sinclair@sofitel.com.fj	Superior Ocean King	10	460 VIP	330.00 VIP
	Superior Ocean Twin King	10	560 VIP	350.00 VIP

- Room rent are Vat Inclusive Price (VIP)
- Traditional American full breakfast with a twist of French flavours and champagne.
- Complimentary WIFI including the meeting spaces.
- Complimentary Room Portege, yes with a very compact design of the property to allow short walking distances and very clear signage for direction
- Lifts are available for persons with disabilities and all guests to access and use in the main lobby and the accommodation blocks.
- Complimentary use of our well-equipped Gym that is centrally located for easy accessibility
- 20% discount on dinners with different themed nights at our Lagoon restaurant on buffets with inclusion of bottomless champagne service during the meal.
- Biggest standalone pool on Denarau with slide features for the junior guests
- Best voices of serenades on the island and are able to sing to your special requested numbers.
- Children's Playground with highly trained handlers
- Parking is Free and plentiful
- Hotel has Le Club program with complimentary Membership

Address (C)	Room Type	Number of rooms	Normal Rates (FJ\$)		Special APCAS discounted rates (FJ\$)
			Single	Double	
RADISSON BLU RESORT T: +679 675 6697 M: +679 9983029 E: sales2@radissonfiji.com www.radissonblu.com	Guest Room	10	460 VIP		348.00VIP
	1 Bedroom Suite	10	560 VIP		466.00VIP
<ul style="list-style-type: none"> • Room rent are Vat Inclusive Price (VIP) • Includes breakfast 					

B. Hotels Outside Denarau

A bus will be available to pick up and drop off participants at their hotels should they choose to stay outside of Denarau. A point to note here is that there are traffic jams in the mornings and it could take a good 30 - 40 minutes to get to the meeting venue. The buses may leave quite early to make participant reach the conference venue in time.

Address (D)	Room Type	Number of rooms	Normal Rates (FJ\$)	Special APCAS discounted rates (FJ\$)
Tanoa International Tel: +679 6720277 Email: conferencecoordinator@tanoahotels.com.fj	Standard	10	195.00VIP	195.00VIP
<p>Rooms rates are Vat Inclusive Price (VIP) and includes breakfast for one person. Free transfer to and from the airport is provided.</p>				

Address (E)	Room Type	Number of rooms	Normal Rates (FJ\$)	Rates for APCAS delegate (FJ\$)
Novotel Fiji T: (+679)6722000 E: reservations@novotelnadi.com.fj www.tanoainternational.com	Superior	10	205 VIP	195 VIP
	Deluxe	10	250 VIP	235 VIP
	Executive	10	300 VIP	255 VIP
<p>Room rate is VAT inclusive price (VIP).</p> <p>SUPERIOR ROOM</p> <ul style="list-style-type: none"> • features a private bathroom, television with 13 free channels, radio, air-conditioning, mini-refrigerator, tea/coffee making facilities, and high speed broadband internet • (1 Queen & 1Single Bed). <p>DELUXE ROOM</p> <ul style="list-style-type: none"> • located on the ground floor and features private balcony and golf course views. • With private bathroom, television with 13 free channels, radio, air-conditioning, mini-refrigerator, tea/coffee making facilities, and high speed broadband internet connection. • (2 Queen Beds) <p>EXECUTIVE ROOM</p> <ul style="list-style-type: none"> • features spacious rooms with balconies, panoramic mountain & rainforest views with traditional bure- style ceilings. Also includes television with 13 free channels, radio, air- conditioning, mini-refrigerator, tea/coffee making facilities, and high speed broadband internet connection. • (1 King Bed & pull-out sofa Bed) 				

Annex E

Tourist Attractions in Fiji
(Please ask Hotel desk for more information)

Garden of the Sleeping Giant



Vuda Marina



Hindu Temple



Port Denarau



Bula Water Park



Nadi Town

