



INFORMATION NOTE FOR PARTICIPANTS

The Seventh Pacific Meteorological Council (PMC-7) 17-19 September 2024, Port Vila, Vanuatu

1. Meeting Venue (Refer to the Meeting table under point 10)

PMC-7 will be held from the 17th – 19th September 2024 at the **Warwick Le Lagon- Vanuatu Resort** conference facilities (i.e. Farea Pacifik 1) in Port Vila, Vanuatu.

Location:

Warwick Le Lagon Resort & Spa,
Elluk Road,
Off Kumul Highway,
Erakor Lagoon,
Port Vila
Vanuatu

Telephone: +678 22313

Google Map Link: <https://maps.app.goo.gl/xKfzt1KqjkPboWRU7>

Note: The locations for other meetings which will be held prior/following PMC can be found in the meeting table

2. Travel Arrangements for SPREP funded Participants

A return economy ticket will be issued to SPREP-funded participants at the most economical route in compliance with SPREP Travel Policy. The participant will bear any changes, amendments, or cancellations to travel arrangements that will incur extra costs or loss of revenue to SPREP once the ticket has been issued. For more information on travel (for SPREP-funded participants only), please contact Florette Tuuau, florettet@sprep.org copy Pac-MetDesk@sprep.org

All participants must check-in for their respective flights 3-4 hours before departure to allow ample time for any check-in procedures and processing delays. Travel/health insurance for SPREP-funded participants is not provided; however, we highly encourage you or your organisation to organise travel insurance for emergencies. SPREP does not insure participants while attending the meeting/s or during travel to and from Vanuatu, and will not be responsible for any expenses arising out of loss, sickness, injury, other disability or loss of life. It is the participants' own responsibility to ensure their travel is covered by insurance.

Participants are required to fulfil any Passport and VISA processing that may be required following the route in your approved itinerary, including VISAS for any transit countries. The participant or their respective organisation will bear payment for any VISA/passport costs.

It is also recommended to check with airlines regarding transit and entry requirements, including insurance requirements, before you commence your travel from your country of origin, as travel requirements are subject to change without notice.

3. Meeting Agenda

The most updated meeting agenda can be accessed at this [LINK](#).

Should you have any queries relating to the agenda please email: PacMetDesk@sprep.org.

4. Entry Requirements & Passport

Participants from SPREPs 14 Pacific Island member countries *do not require a VISA to enter Vanuatu*. As a visitor, you must have an onward or return ticket and a valid visa (if required) for the next country (i.e., transits) to which you're travelling. More information can be found at this link → <https://immigration.gov.vu/visa-exempted-countries/>.

For SPREP-funded participants, the Vanuatu government has requested that pre-clearance be sought before entering Vanuatu for the meeting- the SPREP team will reach out to you with more information.

A valid passport is necessary for all persons entering Vanuatu.

Please check that your passport does not expire within 6 months to avoid issues during your travels.

5. Airport Transport Arrangements

The Government of Vanuatu have made arrangements for your pick-up/drop-off to the Bauerfield International Airport. Please send your arrival/departure details to pmc7support@meteo.gov.vu to confirm your pick-up/drop-off in advance.

Note your pick-up/drop-off is only confirmed when you receive a confirmation email.

6. Local Transport Arrangements

For SPREP sponsored participants more information will be shared in due course. For those who will be staying in other accommodations outside of Le Lagon, you are welcome to organise your own taxi to the venue, you can contact Vanuatu Taxi at +678-7305150 or email vanuatutaxi@gmail.com in advance (<https://vanuatutaxi.com/>).

Rental Companies

There are multiple rental companies in Vanuatu should you be interested in renting a vehicle (please note that cars drive on the right side of the road).

Rental Contact Information:

1. World Car Rentals: phone +678 26515/+678 7726515
email: manager@vanuaturentalcars.com
2. Hertz Rental: +678 22468
email: hertzvanuatu@hertz.vu
3. Europcar Rentals: phone +678 26517/ +678 26516
email: europcar@vanuatu.com.vu

7. Communication and Foreign Exchange

Immediately outside the exit from the Customs Clearance area at the Bauerfield International Airport, there are 2 booths of Vanuatu's main mobile service providers: Digicel and Telecom Vanuatu Limited. Both provide SIM and data services, you are encouraged to purchase these at the airport for convenience. There is also a National Bank of Vanuatu and Western Union- Number 1 Currency counter and Various ATM's in the terminal for foreign exchange. It is recommended that you convert some funds into the local currency (VUV) before you depart the airport.

8. Accommodation (SPREP-funded travel only)

For SPREP sponsored participants more information will be shared in due course.

For self-funded/externally funded participants you are welcome to make your own accommodation arrangements. Should you wish to be booked at same hotel as the meeting venue (i.e. Warwick Le Lagon Resort) you can email the hotel directly and use the booking code **PMC-7 2024** to receive the special rates, you can access the booking form at this link: https://drive.google.com/file/d/1PW4jFUgU5q5BF4MiS-dbC46WDAcu4ee63/view?usp=share_link

For detailed information, please refer to the attached **Accommodation Table**.

We highly recommend that you make your hotel booking at your earliest convenience.

Please email: pmc7support@meteo.gov.vu if require assistance from local organising committee.

Should you prefer to stay else where you can also book via online booking systems such as www.Booking.com and www.airbnb.com

9. Per-diem Arrangements (SPREP arranged travel only)

For SPREP sponsored participants more information will be shared in due course.

10. Meeting Schedule and Events

2024 Dates	Meeting	Who will attend	Location
9-10 September	Women in Leadership Workshop	<ul style="list-style-type: none"> Nominated meteorological and hydrological staff <p>By invitation only</p>	Warwick Le Lagon Vanuatu Resort
11-12 September	Media and Communication Mana Class Training	<ul style="list-style-type: none"> Directors, NMSs Directors, NHSs <p>By invitation only</p>	Warwick Le Lagon Vanuatu Resort
13-14 September	Pacific Meteorological Council Panel Meetings	<ul style="list-style-type: none"> Directors, NMSs Directors, NHSs Technical Agencies Partner Agencies <p>Panel members and partners</p>	TBC
16 September	3D-Printed Automatic Weather Station (PAWS) Training	<ul style="list-style-type: none"> Directors, NMSs Directors, NHSs <p>By invitation only</p>	Warwick Le Lagon Vanuatu Resort
17-19 September	Seventh Meeting of the Pacific Meteorological Council (PMC-7)	<ul style="list-style-type: none"> Directors, NMSs Directors, NHSs Directors, NDMOs Meteorology Community Hydrology Community Disaster Risk Reduction (DRR) Community NGOs/CSOs Private Sector Partners Agencies Donors <p>Open (Directors and partners)</p>	Warwick Le Lagon Vanuatu Resort
20 September	First Weather Ready Pacific Steering Committee Meeting	<ul style="list-style-type: none"> Directors, NMSs 3 Directors, NDMOs Selected Development Partners and technical agencies <p>By invitation only</p>	Ramada Resort by Wyndham

Participants will receive identification badges at the time of registration; please wear these badges throughout the duration of the meeting/s for security and catering purposes.

For the most up-to-date information please refer to our website <https://www.pacificmet.net/>.



11. Coordination

For any queries on the working arrangements and/or workshop and logistics, please email Mr. Salesa Nihmei- salesan@sprep.org, Ms. Florette Tuuau-Tiperia- florettet@sprep.org PacMetDesk@sprep.org and the local organising committee pmc7support@meteo.gov.vu

12. Banking and Currency

Vanuatu currency is the vatu (VUV). All major currencies are generally accepted in main banks and foreign exchange counters. The current exchange rate is roughly USD 1 ≈ 112.14 VUV, subject to fluctuation. Credit/debit cards are accepted by all major hotels, big restaurants, and some supermarkets (subject to % surcharge fees).

13. Electricity and Plug Type

For Vanuatu the associated plug type is I. Plug type I is the plug which has three flat pins in a triangular pattern. Vanuatu operates on a 230V supply voltage and 50Hz.



Please bring an adaptor if your power plugs are different for your own use during the meeting. Particularly if you are coming from the North Pacific and the US and are using plug types A and B.

14. Health and Safety

Please bring a face mask as a precautionary measure should you feel unwell. It is recommended that you apply the same common-sense approach to your health and safety as you would at home, by not leaving valuables unattended, and investing in both travel insurance and a basic travel first aid kit. In the unlikely event of an emergency in Vanuatu please call the following numbers:

- Fire services: 22333
- Police: 22222. Emergency number Free Line 111
- Ambulance: 22100. Emergency number Free Line 112
- Promedical Ambulance: 25566. Emergency number Free Line 115
- Vila Central Hospital: +(678) 22512 / +(678) 33080

Private Clinic Information:

- Novo Medical: 25598 and 7726698 and email: reception@novomd.net
- Novo Dental: 26696 and 7726696 and email: reception@novodental.net
- Vanuatu Private Hospital: +678 22255 and email: vanuatuprivatehospital@gmail.com

15. Additional Information

Should this be your first-time visiting Vanuatu and you'd like to learn more, please refer to the Vanuatu Travel website which has a wealth of information → <https://www.tourismvanuatu.com/>

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