



**Interregional Partnership Dialogue
and
Interregional Preparatory Meeting for the Mid Term Review of the SAMOA Pathway
Apia, Samoa
29 October - 1 November 2018**

GENERAL INFORMATION

1. LOCATION

The Interregional Preparatory Meeting for the Mid-Term Review of the SAMOA Pathway and related meetings will be held in Apia, Samoa 29 October – 2 November 2018.

Samoa lies south of the equator, about halfway between Hawaii and New Zealand, in the Polynesian region of the Pacific Ocean. The total land area is 2,842 km² (1,097 sq mi), consisting of the two large islands of Savai'i and Upolu (which together account for 99% of the total land area). The capital Apia is located on Upolu, the most populous and developed of the islands. There are two smaller islands which are also inhabited, Manono and Apolima; and eight other uninhabited islets - Nu'ulopa, Nu'utele, Nu'ulua, Namu'a, Fanuatapu and Nu'usafe'e. Many of the islands have reef-bordered beaches and rugged, rain forested interiors with gorges and waterfalls.



2. VENUE

The Meetings will be held at the **Samoa T.A.T.T.E Convention Centre (STCC)** located in the capital, Apia. Side Events will also be held at the STCC compound in designated locations.

3. SEQUENCE OF MEETINGS

Date	Event	Venue
29 October 2018	SIDS Inter-Regional Partnership Dialogue	Savaii Room, STCC
29 October 2018	SIDS Focal Points Meeting	Upolu Room, STCC
30 October – 01 November 2018	SIDS Inter-Regional Preparatory Meeting for the Mid-Term Review	Savaii Room, STCC

of the SAMOA Pathway

2 November 2018

Pacific SIDS 2019 VNR Countries
Capacity Building Workshop

Upolu Room, STCC

4. GOVERNMENT RECEPTION

The Government of Samoa will host a Reception on Monday 29 October 2018 at the Robert Louis Stevenson Museum at Vailima. The reception will commence at 6:00pm and conclude at 8:30pm.

5. REGISTRATION OF PARTICIPANTS

Participants should pre-register for the Meeting to ensure the timely receipt of Meeting badges. Pre-registered participants can collect their Meeting badges from Sunday 28 October 2018 between 5:00pm and 8:00pm at the Registration Desk at the Samoa TATTE Convention Centre. The Registration Desk will be opened thereafter on the following schedule:

Monday 29 October 2018:	7:00am – 5:00pm
Tuesday 30 October 2018:	7:00am – 5:00pm
Wednesday 31 October 2018:	8:00am – 12:00pm
Thursday 1 November 2018:	8:00am – 12:00pm

Only registered participants with Meeting badges will have access to the Meeting venue.

The deadline for pre-registration is **5 October 2018** for Sponsored Government Participants and **11 October 2018** for all others. For further information please contact Ms. Anya Thomas (thomasa@un.org) or Mr. Sai Navoti (sai.navoti@un.org @un.org) of the United Nations or Ms. Desna Solofa (desna@mfat.gov.ws) and Ms. Nella Levy (nella@mfat.gov.ws) of the Government of Samoa.

6. ARRIVAL

To facilitate arrival processes at Faleolo International Airport, Meeting Participants can process their arrival documents at the dedicated Immigration counter for the Meeting. For ease of baggage identification, Meeting participants will be issued with **blue-colored** identification **luggage tags**. Delegates will then proceed to Customs clearance.

Luggage tags will be distributed through the Permanent Mission of Samoa to the United Nations in New York to the SIDS New York-based missions for use by their participants from New York and for transmission to their capital-based participants. Distribution of luggage tags for the non-New York based SIDS and other Participants to the meeting will also be arranged by the host government.

7. LANGUAGE

English will be the working language of the Meeting. Simultaneous interpretation in Spanish and French will also be provided throughout the course of the Meeting.

8. DOCUMENTATION

All efforts will be made to conduct a paperless Meeting. All documents will be provided electronically in advance of the Meeting. Participants are strongly encouraged to download these documents prior to the Meeting.

9. HOTEL RESERVATIONS

The Government of Samoa has block-booked rooms at several hotels to facilitate accommodation arrangements for Meeting participants. A list of hotels with their proximity to the Convention Centre is provided in **Annexes 1(a) and (b) respectively**. A list of budget accommodation options, with their proximity to the Convention Centre is provided in **Annexes 2(a) and (b)**.

Hotel bookings should be made by the specified dates, as the blocked booked rooms will be released by the hotels thereafter. Hotels without specified block-booking arrangements have rooms available as indicated on a first-come-first-served basis. Participants are to secure and finalize their own reservations directly with selected hotel of choice through the contact details provided for each hotel. **Participants are advised to secure hotel accommodation as soon as possible.**

Participants will be responsible for the payment of hotel accommodation and any incidental expenses (telephone calls, laundry, room service etc.) which they may incur during their stay at the hotel. Please ensure that all expenses are settled prior to check out of your accommodation. For further information please contact Ms. Nella Levy nella@mfat.gov.ws copying Ms. Fiona Lene - Samoa fiona@mfat.gov.ws of the Government of Samoa.

DAILY SUBSISTENCE ALLOWANCE

The United Nations Department of Economic and Social Affairs (UNDESA) will provide a daily subsistence allowance (DSA) to sponsored government participants. Each sponsored participant will be given a per diem allowance of US\$141 per night and a terminal allowance for their stay in Samoa. An additional allowance will be provided to participants who must stay overnight during travel to and from the Meeting at the DSA rate of the country in which the overnight occurs.

In order to guarantee full payment of the DSA, sponsored participants are reminded that they **MUST** submit the following documents to the UNDESA representative:

Boarding passes – Please ensure that you retain your boarding pass stub for each sector flown. Your return boarding pass stub(s) should be emailed to the UNDESA representative immediately upon your return to your country.

10. TRANSPORTATION

Shuttle services for participants between airport and hotels (listed in Annex 1 and 2) on arrival and departure will be provided free of charge. Shuttle services will also be provided between the hotels and the Samoa TATTE Convention Centre on meeting days. The schedule will be made available at the hotels for participants' information.

To facilitate transport arrangements, participants are to provide arrival, departure and hotel details to Ms. Palepa Ng ChokAmosa palepa@mfat.gov.ws no later than **22 October 2018**.

11. LUNCH AND COFFEE SERVICE

Morning and afternoon refreshments and lunch for the scheduled meeting breaks on each day of the Meeting will be provided.

12. CURRENCY, CREDIT CARDS AND BANKING SERVICES

The national currency of Samoa is the Samoa Tala [ST]. The current rate of exchange for USD is approximately USD 1= ST 2.50. Foreign currency can be exchanged at banks, hotels and foreign exchange agents. A Western Union branch is located at the TATTE Building lobby in the STCC compound. Currency exchange counters are located in the arrival area of the Faleolo International Airport. ANZ Bank, Bank of the South Pacific and the Western Union are always open to meet arriving flights.

All major international credit cards are generally accepted in hotels, shops and restaurants.

Banks in Apia are open Monday to Friday, from 9:00am to 4:00pm.

13. WEATHER AND LOCAL TIME INFORMATION

October daytime temperatures in Apia range from **24 °C to 30 °C**, with humidity that ranges from **75% to 80%**. Daylight saving in Samoa will commence from Sunday, 30 September 2018. Samoa local daylight saving time will be UTC/GMT +14hours.

14. MEETING ATTIRE

Meeting attire is island formal. Light summer clothing is appropriate given the prevailing climatic conditions.

15. INTERNET

Wi-Fi access will be available at the Samoa TATTE Convention Centre free of charge.

16. BUSINESS HOURS

Business hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. and on Saturday from 8:00 a.m. to 12:00 p.m.

17. AIRPORT TAX

Taxes are included in the airfare and as such no additional tax will be collected at the airport.

18. VOLTAGE:

The standard voltage is 230 V and the frequency is 50 Hz.

19. TAXES AND TIPS

The Value-Added Goods and Services Tax (VAGST) of 15% is usually included in consumer prices unless otherwise indicated. Tipping is not mandatory.

20. VISA REQUIREMENTS

No visas are required for entry into Samoa. However, ALL passengers entering Samoa must have a valid passport for up to 6 months, a return or onward travel ticket and completed arrival form. A 60-day tourist visa will be issued on arrival. A list of pre-registered participants will be submitted to the Samoa Customs and Immigration authorities to facilitate the entrance into Samoa.

21. HEALTH

Participants must be in good health and have medical insurance or a health care plan which would cover any medical emergency. Neither the United Nations Department of Economic and Social Affairs (DESA) nor the Government of Samoa shall be held responsible or liable for medical expenses, accident and travel insurance, compensation for death or disability, compensation for loss of or damage to personal property, and for any other loss that may be incurred during travel time or the period of participation in the Meeting.

Basic medical services (sick-bay) will be available at the Samoa TATTE Convention Centre. In case of an Emergency, details of the hospital nearest to the Meeting venue are provided below:

Tupua Tamasese Meaole II Hospital
Motootua, Samoa
Phone: +685 21212 / +685 66600

22. VACCINATIONS

No vaccinations are required to enter Samoa unless you are arriving from, or transiting through, an area infected with yellow fever within 6 days. It is recommended that you consult your doctor prior to travelling/arriving in Samoa to discuss your health needs as required.

23. FOCAL POINTS

The following persons have been designated as focal points for this Meeting, and will assist participants with any information or advice that may be required.

Government of Samoa

Ms. NellaTavita Levy
ACEO Trade
Ministry of Foreign Affairs and Trade
+685 21171
nella@mfat.gov.ws

Ms. Francella Strickland Simonet
ACEO International Relations
Ministry of Foreign Affairs and Trade
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UNDESA

Mr. SaiNavoti
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sai.navoti@un.org

Ms. Anya Thomas
Economic Affairs Officer
Small Island Developing States Unit
Division for Sustainable Development/UNDESA
+1 212 963 5897
thomasa@un.org

Annex 1a: Hotel Options in Apia

RESORTS AND DELUXE ACCOMODATION IN SAMOA

1. Taumeasina Island Resort

(4.3km from the meeting venue)

Room type	Daily Rate	Remarks
Ocean View/Deluxe Ocean View	SAT\$380.00 (incl. tax)	<ul style="list-style-type: none"> • 10 minutes by car to the meeting venue • Buffet breakfast included • Internet (1GB daily) included • 34 rooms block booked until 6 October 2018 • Check in time: 2pm • Check out time: 11am
2-Bedroom Villas	SAT\$860.00 (incl. tax)	
3-Bedroom Villas	SAT\$1,200.00 (incl. tax)	
Contact: Latoya Iosefa Tel: +685 61000 Email: group@taumeasinainislandresortsamoa.com Booking code: TIRSIDS2018 Website: http://www.taumeasinainislandresortsamoa.com		

2. Sheraton Samoa Aggie Greys Hotel & Bungalows

(1.7km from the meeting venue)

Room type	Daily Rate	Remarks
Run of house	SAT\$350.00 (incl. tax)	<ul style="list-style-type: none"> • 6 minutes by car to the meeting venue • Buffet breakfast and Wi-Fi included • 100 rooms block booked until 15 of October 2018 • Check in time: 3pm • Check out time: 12pm
Contact: Sophie Hazelman Tel: +685 22880 Fax: +685 23626 Mob: +685 7774751 Email: Sophie.Hazelman@sheratonhotels.com		

3. TanoaTusitala Hotel

(0.65km from the meeting venue)

Room type	Daily Rate	Remarks
Deluxe room	SAT\$295.00 (incl. tax)	<ul style="list-style-type: none"> • 1 minute by car to the meeting venue • Buffet breakfast included • Internet (1GB daily) included • 30 rooms block booked until 10 October 2018 (Check-in 27 Oct Check out 3 Nov) • 10 rooms block booked until 2 October ((Check in 27 Oct check-out 2 Nov) • Extra \$45 for 2nd room occupant • Check in time: 1pm • Check out time: 11am
Contact: SelauSolofa Tel:+685 21122 Email: tusitala@tanoahotels.com Booking code: SIDs/RevOct18		

SUPERIOR ACCOMODATION IN SAMOA:

4. Amanaki Hotel (1km from the meeting venue)

Room type	Daily Rate	Remarks
Standard room	SAT\$230.00 (incl. tax)	<ul style="list-style-type: none"> • 2 minutes by car to the meeting venue • Tropical breakfast included • Internet vouchers are sold at Reception • 8 rooms block booked until 20 October 2018 • Check in time:12pm • Check out time: 10am
Deluxe room	SAT\$280.00 (incl. tax)	
Contact: LynelleBetham Tel: +685 27889 Fax: +685 27981 Email: contact@amanakihotel.com Booking reference: SIDS Website: www.amanakihotel.com		

5. Hotel Millenia (1.1km from the meeting venue)

Room type	Daily Rate	Remarks
Deluxe room	SAT\$280.00	<ul style="list-style-type: none"> • 3 minutes by car to the meeting venue • Breakfast included • 10 rooms available • Check in time:12pm • Check out time: 11am
Contact: TualaOli Tel: +685 28284 Email: info@hotelmillenciasamoa.com and cc: tualaoli@samoa.ws Website: www.hotelmillenciasamoa.com		

6. Inselfehmarn Hotel (3.2km from the meeting venue)

Room type	Daily Rate	Remarks
Garden Room	Single SAT\$204.00 Double SAT\$234.00	<ul style="list-style-type: none"> • 9 minutes by car to the meeting venue • Breakfast and Wi-Fi included • 41 rooms block-booked until 15 October 2018 • Check in time:1pm • Check out time: 11am
Superior Room	Single SAT\$230.00 Double SAT\$260.00	
Executive Room	Single SAT\$245.00 Double SAT\$275.00	
Premier Room	Single SAT\$265.00 Double SAT\$295.00	
Contact: Patricia Tupuola or Vanessa Alama Tel: +685 23301 Email: reservation@inselfehmarn.ws Website: http://www.inselfehmarnsamoa.com/ Booking Code: SIDS1018		

7. Le Alaimoana Hotel (2.8km from the meeting venue)

Room type	Daily Rate	Remarks
Oriana Standard Rooms	SAT\$220.00	

Teuila with Kitchen Room	SAT\$270.00	<ul style="list-style-type: none"> • 8 minutes by car to the meeting venue • Continental breakfast and 6-hour internet access included • 9 rooms available • Check in time: 2pm • Check out time: 11am
Bedroom Apartment	SAT\$350.00	
Contact :SinataiUlale Tel: +685 20392 Email: myroom@alaimoana.ws		

STANDARD ACCOMODATION IN SAMOA:

8. Samoana Boutique Hotel (3.1km from the meeting venue)

Room type	Daily Rate	Remarks
Standard room	SAT\$150.00 + 15% VAGST	<ul style="list-style-type: none"> • 8 minutes by car to the meeting venue • 19 rooms block-booked <u>until 10 October 2018</u> • Check in time: 2pm • Check out time: 11am
Deluxe room	SAT\$180.00 + 15% VAGST	
Superior room	SAT\$200.00 + 15% VAGST	
2-Bedroom Unit	SAT\$330 + 15% VAGST	
3-Bedroom Unit	SAT\$450.00 + 15% VAGST	
Contact :Eka Arp Tel: +685 31000 / +685 7792120 Email: bookings@samoanahotel.com Booking code: SIDS2018 Website: www.samoanahotel.com		

9. Hotel Elisa (0.95km from the meeting venue)

Room type	Daily Rate	Remarks
Partial Sea- view Rooms	SAT\$220.00	<ul style="list-style-type: none"> • 2 minutes by car to the meeting venue • Tropical breakfast and 3-hour internet access included • 12 rooms block-booked <u>until 12 October 2018</u> • Check in time: 12pm • Check out time: 11am
Ocean-view Rooms	SAT\$270.00	
Contact :AtarinaFui-Devay Tel: +685 21116 / +685 20355 Email: contact@hotelelisa.ws Booking Code: HESIDSSAMOA2018 Website: www.hotelelisa.ws		

10. Samoa Tradition Resort (6.5km from the meeting venue)

Room type	Daily Rate	Remarks
Single room	SAT\$250.00	<ul style="list-style-type: none"> • 15 minutes by car to the meeting venue • Tropical breakfast included • 23 rooms available • Check in time: 2pm • Check out time: 10am
Contact: Terry Su'a Tel: +685 25699 Email: book@traditionresort.com Website: www.traditionresort.com		

11. Travellers Point Hotel (2.4km from the meeting venue)

Room type	Daily Rate	Remarks
Standard Room	SAT\$190.00	<ul style="list-style-type: none"> • 7 minutes by car to the meeting venue
Superior Room	SAT\$205.00	
Mt View Room	SAT\$265.00	

Contact :Saronaponifasio Tel: +658 33001 / +685 7703221 Email: stay@travellerspointhotel.com Booking Code: MFAT	<ul style="list-style-type: none"> • Tropical breakfast and 200MB Wi-Fi included • 13 rooms available • Check in time: 2pm • Check out time: 11am
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12. Tivoli Aparthotel (2.8km from the meeting venue)

Room type	Daily Rate	Remarks
Standard room	First floor SAT\$210.00 Pool side SAT\$220.00	<ul style="list-style-type: none"> • 8 minutes by car to the meeting venue
Contact :Nalei Paul Tel: +685 8424887 / +685 21880 Email: hnh@ipasifika.net		<ul style="list-style-type: none"> • Tropical breakfast included • 13 rooms available • Check in time: 1pm • Check out time: 12pm

13. Moanalisa Hotel (5.3km from the meeting venue)

Room type	Daily Rate	Remarks
Standard Room	Single SAT\$125.00 Double SAT\$165.00 Triple SAT\$200.00	<ul style="list-style-type: none"> • 12 minutes by car to the meeting venue • 22 rooms available
Villa 1-6	Single SAT\$200.00 Double SAT\$250.00	<ul style="list-style-type: none"> • Check in time: 11am • Check out time: 10am
Contact : Nellie Andrews or Vaimoana Hunt-Lee Tel: +685 21421 / +685 7718104 Email: enquiries@moanalisahotel.ws and cc: moanahunt89@gmail.com		

14. Lynn's Getaway (3.2km from the meeting venue)

Room type	Daily Rate	Remarks
Room with shared facilities	SAT\$130.00	<ul style="list-style-type: none"> • 9 minutes by car to the meeting venue • Breakfast included • 14 rooms available • Check in time: 2pm • Check out time: 11am
En suite Room	SAT\$150.00	
Master Bedroom	SAT\$200.00	
Contact : Rosemarie Netzler Tel: +685 20272 / +685 7203449 Email: lynn@lynnsgetaway.com		

15. Ulalei Lodge (2.9km from the meeting venue)

Room type	Daily Rate	Remarks
Single room	SAT\$90.00	<ul style="list-style-type: none"> • 8 minutes by car to the meeting venue
Double room	SAT\$125.00	
Contact :PepeLoulanting Tel: +685 29913 Email: bookings@ulaleilodgesamoa.com Website: www.ulaleilodgesamoa.com		<ul style="list-style-type: none"> • Tropical breakfast included • 6 rooms available • Check in time: flexible • Check out time: 10am

16. Eden's Edge Samoa Hotel & Bar (1.5km from the meeting venue)

Room type	Daily Rate	Remarks
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Standard/Twin room	SAT\$110.00 SAT\$135.00 (2 people)	<ul style="list-style-type: none"> • 6 minutes by car to the meeting venue • 13 rooms available • Check in time: 1pm • Check out time: 10am
Double room	SAT\$110.00 SAT\$135.00 (2 people) SAT\$150.00 (3 people) SAT\$160.00 (4 people)	
Family room	SAT\$180.00	
Contact :LumepaHald Tel: +685 26202 / +685 7638177 Email: edensedgesamoa@gmail.com Website: www.edensedgesamoa.com		

Annex 1b: Location Map of Hotels

Meeting Venue

- Samoa Convention Centre

Hotels (Distance from Samoa Convention Centre in km)

- 1 Taumeasina Island Resort (4.3km)
- 2 Sheraton Samoa Aggie Grey's Hotel & Bungalows (1.7km)
- 3 Tanoa Tusitala Hotel (0.65km)
- 4 Amanaki Hotel (1.0km)
- 5 Hotel Millenia Samoa (1.1 km)
- 6 Insel Fehmarn Hotel (3.2km)
- 7 Le Alaimoana Hotel (2.8km)
- 8 Samoana Boutique Hotel (3.1 km)
- 9 Hotel Elisa (0.95km)
- 10 Travellers Point Hotel (2.4km)
- 11 Tivoli Aparthotel (2.8km)
- 12 Lynn's Getaway (3.2km)
- 13 Ulalei Lodge (2.9km)
- 14 Edens Edge Hotel (1.5km)

