



PACIFIC ISLANDS FORUM FISHERIES AGENCY

GENERAL INFORMATION FOR WORKSHOP PARTICIPANTS

1. Purpose

This paper sets out general information for participants attending the FFA/SPC 4thPIRFO Trainer's workshop, in Honiara, October 1-5.

2. Services

Venue and Times – Honiara Hotel Conference room. Start time for each day is expected to be 8.30am.

The working language will be English only.

Internet Access: Internet access is not normally provided free in hotels, it is recommended you buy a SIM with data from either Telekom or Bmobile upon your arrival.

Office Facilities and General Assistance: Secretariat assistance will be available at the venue.

3. Logistics

Daily Subsistence Allowance (DSA): DSAs will be paid to participants, coming in from overseas. The DSA is made up of three main components: 1. 50% accommodation 2. 30% meals 3. 20% incidentals (transport, laundry, internet etc.).

DSAs can be collected from Ambrose and Fred on Monday 1 October after lunch. DSA will be paid either in USD cash or in SBD, this will depend on currencies available at the time. *(Note that there are limited USD in most cases and so you will be paid in SBD equivalent to the USD DSA rate)*

Please take note that the FFA DSA kicks in on 29/30 Sep respectively and for those who will be arriving early for the USP graduation ceremony will meet your own expenses.

Refreshment: FFA will provide morning tea, lunch and afternoon tea at the venue during training days only.

Accommodation: Overseas participants have been booked into **THE HONIARA HOTEL**. FFA will pay your full DSA for the duration of your stay, which means you will have to pay for your own accommodation on Monday after receiving your DSA. FFA will not be held responsible for any other costs incurred by the participants.

Travel: For flight reconfirmations, please see Ambrose and Fred at the training venue or please email the FFA travel division on travel@ffa.int for assistance. When travelling it is always advisable to have your luggage clearly marked and identifiable and, if possible, it is recommended travelers carry one or two days of clothing in their on-board hand luggage (in the event bags are delayed). **Important Note:** Any cost incurred for rerouting tickets or stopping over whilst in transit will be your own responsibility.



Travel insurance: It should be noted that **FFA does not provide travel insurance to participants** whilst travelling to or from the activity nor during the period of attendance and will not be responsible for any expenses arising from sickness, injury or other disability or loss of life.

4. What to Bring With You

The course materials, group work and documenting of the outcomes will include a substantial amount of computer work. All trainers must have their **own laptop**. If you do not have a laptop please ask your employer to loan one for the week.

5. Dress Code, Security and Conduct

Dress Code: FFA encourages participants to its meetings to wear modest and appropriate attire.

Harassment: FFA staff and visitors are subject to a number of organisational policies, including one concerning harassment. Complaints of harassment by staff or visitors will be dealt with by FFA in line with procedures set out in its policies and according to the severity of the complaint.

Harassment is any form of behaviour that is unwelcome, unsolicited and unreciprocated, or that makes the workplace unpleasant, humiliating or intimidating for the person who is the target of that behaviour. Harassment is an issue of power and control. Harassment includes, but is not limited to, offensive behaviour on the basis of gender and sex, marital/relationship status, ethnicity, religion, age or disability. Sexual harassment requires particular attention because of its sensitive and highly personal nature, and its potential to constitute a criminal offence.

Non-smoking policy. Refer to Honiara Hotel rules and policy.

6. Useful Information

Medical: Many of Honiara doctors operate private practices, FFA or hotel staff can help make an appointment for participants requiring medical assistance.

Currency: Solomon Islands uses the Solomon Island Dollar (SBD) as its domestic currency. Major international credit cards are accepted in most hotels and some restaurants and stores but cash is preferred. Exchange rates in the local banks vary daily (information is readily available at respective banks and hotels). All major foreign currencies may also be exchanged for the local currency through foreign exchange brokers such as Western Union. FFA staff are happy to provide further information.

Power supply: Solomon Islands uses '3-pin plugs' same as Australia and New Zealand. The power supply is 240 volts.

Climate: Honiara has a tropical climate. It has a significant amount of rainfall during the year with hot, humid and rainy season from December to April. The temperature range from 23° to 31°C.

Restaurants: If you want to eat out, there are many eating places within a short taxi ride of the hotel or please contact the hotel front desk for assistance. Taxi's are normally \$10 SBD per kilometer.

Tourism information: Please contact the hotel front desk for available tourism brochures.



Telecommunications: Telephone, fax and internet facilities will not be available at the training venue. The charges for international telephone calls, faxes and internet used in the hotel will be the responsibility of the delegates incurring them.

Contact persons during the week: For further information about the training course and arrangements, please contact the following personnel

| Contact persons | Position | Telephone | Email |
|-------------------|---|--------------------------|--|
| Ambrose Orianihaa | Assistant Observer Placement Officer (AOPO) | (677) 7477670 7499261 | Ambrose.orianihaa@ffa.int |
| Fred Austin Anii | AOPC | (677) 7449836 | fredrick.anii@ffa.int |
| Lemmy Alufurai | FFA Travel Officer | (677) 74 95513 | travel@ffa.int |

Pacific Islands Forum Fisheries Agency, Honiara