



# **Participant's Handbook**

**18th SPREP Meeting**

**11-14 September 2007**

## **Welcome**

Talofa Lava

I have great pleasure, on behalf of SPREP Management and Staff, to welcome you to the 18th SPREP Meeting in Apia. I extend a special greeting to all delegates visiting Samoa, SPREP's host country, for the first time.

I hope, that during your short stay in Samoa, you will find time to experience and enjoy the hospitality and friendliness of the Samoan people and pay a visit to SPREP's Headquarters at Vailima.

This handbook will provide you with information on the meeting arrangements, SPREP and Samoa.

I trust that you will enjoy your brief visit to Samoa and that you will take back with you warm and lasting memories of SPREP and our host country. We hope that you will visit again.

God bless you all,

  
Asterio Takesy  
**Director**

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## I. SAMOA AT A GLANCE

### **Location**

Samoa is located east of the International Dateline between 13 and 15 degrees south latitude and 168 degrees and 173 west longitude. It is situated approximately 2890 km north-east of Auckland (New Zealand), 1000 km from Suva (Fiji), 4400 km from Sydney (Australia) and 8400 km from Los Angeles (USA).

The group comprises of two large islands, Upolu (1118 sq. km) and Savai'i (1708 sq km) as well as seven smaller islands. The capital and administrative centre Apia as well as the Faleolo International Airport are located on the island of Upolu.

### **Land Area**

The total land area is 2934 sq. km with an Exclusive Economic Zone (EEZ) of 130 000 sq.km. The islands are volcanic and dominated by rugged mountain ranges with a fringe of coral reefs and lagoons, which surround the islands.

### **Time**

Samoa is 23 hours behind New Zealand time, 3 hours behind US Pacific Time and 12 hours behind Greenwich Mean Time.

### **Climate**

Samoa has a tropical climate with average monthly minimum temperatures in the low 20's (Celsius, 70's Fahrenheit) and maximums in the high 20's (Celsius, up to 86 Fahrenheit) all year round. Average temperature in September is 26.2°C.

### **Population**

The Samoans are Polynesians, closely linked to the other Polynesian groups in the Pacific such as the Hawaiians, Tongans and Maoris in New Zealand and to the Easter Polynesian islands. More than 80% of the population is Polynesian while the remaining 20% is of mixed European, Chinese and other Pacific island descent. The total population is approximately 180,000 (2006 Census).

### **GDP**

Aggregate GDP in real prices is SAT \$1.29 billion (March 2007). At this level, GDP per capita was equivalent to SAT \$6,997.

### **Government**

Samoa has a Westminster-style system of parliamentary democracy with a 49-seat Parliament (or Fono) elected every 5 years on a universal suffrage basis. The Executive arm of Government consists of a Prime Minister and 12 Cabinet Ministers chosen from the party with the majority of members in Parliament. The ruling Human Rights Protection Party (HRPP) has been in Government for the last 20 years.

A Head of State with constitutional powers is selected by Parliament for a 5year term.

- **Head of State**  
HIS HIGHNESS TUIATUA TUPIUA TAMASESE EFI
- **Prime Minister**  
HONOURABLE TUILAEPA SAILELE MALIELEGAOI

## **II. VENUE AND MEETING ARRANGEMENTS**

The 18th SPREP Meeting will be held in Apia from Tuesday, 11 September to Friday, 14 September 2007. The meeting venue is the Conference Room, Floor 6 of the new Development Bank of Samoa building on the Main Beach Road, Apia.

The following facilities will be available for the convenience of delegates at the meeting venue:

- Secretariat's Information/Help Desk - Secretarial and Administrative Services
- Delegates' office for internet and computer services

All delegates are urged to bring their Meeting Documents with them, however additional copies can be made in the event you have not brought your documents with you. Some general information on the meeting arrangements to assist the delegates is as follows:

### ***Communications***

All communications relating to the Meeting should be addressed to the SPREP Secretariat office, Apia, Samoa.

### ***Delegates' Office***

An office for delegates' use will be set up in the room next to the Conference Room. Services include a telephone for incoming and local calls only, 3 desktop computers with internet connection, a printer and a photocopier.

### ***Dress Code***

Attire will be island formal/national dress for the Official Opening and informal during the working sessions. Cool, loose-fitting clothes are suitable in most places. The meeting venue is air-conditioned so you may want to bring along a light shawl or blazer.

### ***Language***

The meetings will be conducted in English with simultaneous interpretation to French.

### ***Liability for Personal Injury***

SPREP will not accept liability for any injury suffered by a person sponsored by SPREP to attend the meeting. We strongly recommend that every participant should take out personal insurance at his/her own expense for the period in which he/she is travelling to and from home of residence.

### ***Official Opening***

The Official Opening of the 18th SPREP Meeting will be held at the official meeting venue on Tuesday morning, 11 September 2007 at 9:am.

### ***Official Functions***

Two official functions for the duration of the meeting are confirmed at the time of writing. The first function will be hosted by IUCN at the Pasifika Inn on Wednesday 13<sup>th</sup> September 2007 from 6.30pm to 9.30pm, which will be a power point presentation by Taholo Kami & Alan Tye on invasive species followed by a cocktail. The SPREP official function will be on Thursday evening, 13<sup>th</sup> September 2007 at SPREP Headquarters Vailima commencing at 6.30pm to 9.30pm. Any other function will be announced during the week.

### ***Morning & Afternoon Teas***

Morning and Afternoon Teas will be provided immediately outside of the Conference Room during the breaks.

### ***Participants List***

A provisional participants list will be circulated during the meeting for delegates to make corrections of names, designations and contact addresses. Please return this list to the Secretariat so that an official participants list can be prepared before the Meeting closes.

### ***Pigeonholes for Messages***

Pigeonholes will be available for each SPREP Member as well as for Advisers and Observers at the Delegates Office. All relevant meeting documents and any messages will be placed in these pigeonholes. Delegates and observers are urged to clear out their pigeonholes regularly. Urgent messages for delegates will be passed on to them upon receipt, while general messages will be deposited in the pigeonholes.

### ***Seating Arrangements***

One seat is allocated to each Head of Delegation at the main conference table with seating for other Delegation members behind. Advisers and Observers will have separate seats arranged at designated locations.

### ***Transport***

Delegates will be responsible for their own transport to and from the meeting venue. The meeting venue is within walking distance from both major hotels – a 2-minute walk from Kitano and 10-minute walk from Aggies.

Transport however will be provided for the official functions only. Arranged transport will collect delegates from the hotels starting from 6pm. Details of the bus route and timetable will be provided at the first day of the meeting. The arranged transport will also transfer delegates to the hotels at the end of the official functions.

### ***SPREP Contact Information***

**The following staff can be contacted for any further information required:**

Mr Taito John Roache  
Corporate Services Manager  
johnr@sprep.org

Ms Simeamativa Leota-Vaai  
Senior Administration Officer  
simeamativav@sprep.org

Ms Pauline Fruean  
Conference and Travel Officer  
paulinef@sprep.org

## **III. TRAVEL & ACCOMMODATION**

### ***Accommodation***

Most delegates are accommodated at Kitano Tusitala and Aggie Grey's Hotel. Delegates are advised to contact the SPREP Secretariat if assistance is required. They are also reminded to ensure that all personal accounts with the hotels are settled before departure.

### ***Airport Arrival***

Upon arrival, delegates are advised to look out for their respective hotel's transport that have been confirmed for their transfers to their selected accommodation.

### ***Departure Tax***

A passenger terminal fee of SAT40 is payable upon departure from Apia International Airport. Delegates are advised to be at the Airport as early as possible, preferably 2 hours prior to their scheduled flight departure time.

### ***Per Diems***

SPREP-funded participants' per diems will be paid in Apia on the first day of the meeting. Per diem allowances will be paid at prevailing SPREP rates to cover stay in Apia and any necessary transit costs and will be payable in Samoan Tala.

### ***Prohibited Items***

It is unlawful to import firearms or other lethal weapons, narcotics, certain dangerous and/or harmful drugs, fireworks and pyrotechnics, animals and their by-products, and plants into Samoa without appropriate written permits issued in advance by the authorities concerned.

### ***Travel***

Travel arrangements for one representative each of the seven Smaller Island States using the most economic and direct route to and from Apia have been arranged and paid for by the SPREP Secretariat.

Airline bookings for flights to and from Apia are likely to be particularly heavy at the time of the Meeting as it coincides with the closing of the XIII South Pacific Games in Apia. It is strongly recommended that confirmed reservations for travel be made as early as possible. SPREP's Conference & Travel Officer can be contacted to assist delegates with return travel arrangements.

### ***Visas***

These can be issued on arrival. A valid passport and a return or onward airline ticket are needed for a 30-day entry. Any stay longer than 30 days will require an entry permit.

## **IV. USEFUL INFORMATION**

### ***Banking and Currency Exchange***

Most currencies and travellers cheques can be exchanged at all commercial banks and major hotels. Major credit cards such as Master card and Visa are also accepted. There are two Bank branches operating at Faleolo International Airport. Commercial Banks operating in Apia include ANZ Bank, Westpac Bank, National Bank of Samoa and Samoa Commercial Bank. All are located in the centre of Apia and are open Monday to Wednesday from 9.00 am to 3.00 pm. All banks are opened until 4.00 pm on Thursday and Friday.

ANZ Bank's Express Foreign Exchange as well as branches of all the other Banks are opened on Saturday from 8.30am to 12.30pm.

The majority of supermarkets in the Apia town area have EFTPOS machines where major bank and credit cards are accepted.

**Currency:**

100 Sene = SAT \$1.00 (US \$0.36)

**Import and Export of Currency:** Foreign exchange control has been relaxed since 1998 and so currency may be freely brought into and taken out of the country. However, no person may take out of the country, legal tender Samoa notes and coins, cheques, money orders, and other bills of exchange drawn in Tala against banks operating in Samoa in amounts exceeding SAT \$7,000 without prior authorisation by the Central Bank

**Business And Shopping Hours**

Public offices are open from 9.00 am to 5.00 pm Monday to Friday. Private companies and shops are open Monday to Friday from 8.00 am to 4.30 or 5.00 pm and until noon on Saturday. Many smaller shops remain open at all hours. The Fugalei market is worth a visit for those wishing to buy local fruit (i.e. drinking coconuts, bananas, pineapples and mangoes in season, avocado, etc.) and handicrafts.

The Flea Market at Savalalo is also an interesting place to visit. Like most markets everywhere, it is colourful and provides interesting wares sold by local vendors.

For basic needs and groceries, some of the major Supermarkets in the town area include:

- Frankies Molesi - Beach Road
- Chan Mow & Co. Ltd – Beach Road
- Lucky Foodtown – Taufusi
- Citi Mart – Savalalo
- Farmer Joe - Fugalei

**Dress**

Light summer clothes are recommended. Formal/national attire is suitable for official meetings and smart casual evening/national wear is appropriate for official functions.

Visitors are advised not to wear bathing suits in the main streets of Apia and in villages and women are recommended to wear a lavalava (sarong) or dress when they attend church.

**Electricity**

240 volts / AC 50 cycles but can be converted to 110 volts in most hotels. Power points can accept 3-pronged plugs as used in New Zealand and Australia.

**Gratuities**

All gratuities are at individual discretion. Tipping is not expected even though it is always nice to show appreciation – whether it be by a tip or a kind word.

**Health**

Vaccinations are needed for visitors that have been in countries with yellow fever and malaria.



### **Languages**

Samoan is the national language, but English is the official language of business. Most Samoans are competent in English.

### **Medical Facilities**

Delegates should arrange their own medical and dental insurance cover. Emergency medical facilities are available.

#### **Hospitals**

The Tupua Tamasese Meaole National Hospital (phone 21212) is located at Motootua and is open 24 hours.

The MedCen Private Hospital (phone 26519) located at Vailima is also open 24 hours.

A list of private physicians is as follows:

- Dr Lance Eves ph 20942
- Potoi Medical Clinic ph 21652
- Ola Fou Medical Clinic ph 32318
- Asaua Medical Clinic ph 28551

#### **Dental Clinics:**

- Leavai Dr Peniamina ph 20172
- Soonalole Dental Surgery ph 22115

The SPREP Secretariat can be contacted if there are any emergencies and none of the above medical clinics can be contacted.

### **Religion**

Several Christian churches have been established in the islands since the early 1800s. The main religious denominations are Roman Catholicism, Congregational Christian Church and Methodist. Others such as Protestants, Anglican, Seven Day Adventist, Assembly of God, Bahai, Latter Day Saints and Jehovah's Witness have establishments around the country.

Churches are an integral part of Samoan life and services on Sunday are always well attended. Sunday is considered a day of rest for everyone and delegates are most welcome to attend any of the services. Please contact hotel staff for directions and information.

### **Restaurants, Cafes, Bars And Night Clubs**

There is a wide range of choice for social relaxation and enjoyment of a tropical sunset in Apia, especially along the Apia waterfront. Check with hotel staff for advice and guidance as well as a copy of the Samoa Visitors Information handbook, which provides some handy guides on what to see and what to do while in Apia.

- Opening hours for bars are 12 noon to 12 midnight and night clubs are from 6 pm to 12 midnight.
- Information on any special events organised by hotel or night clubs will be made available during the week of the meeting.
- While tap water is treated, it is not advisable to drink it without prior boiling. Bottled spring water, which has been treated is widely available.

### **Security**

Security-related matters should be discussed initially with the SPREP Meeting Organisers or hotel site managers.

### **Taxes**

There is a 15% tax (VAGST) on accommodation, food and drinks.

### **Telephone Calls**

For international calls, delegates are reminded that it is more expensive to make calls through their hotel rooms. A much cheaper option is the use of public phones - phone cards can be purchased from most supermarkets in town.

### **Transport**

Taxis are readily available in Apia and hotels can assist in obtaining taxi services. Some taxi services in town include:

City Cabs:	ph 21600
City Central:	ph 23600
Auto Taxi Stand:	ph 26800
Ray's Taxi Services:	ph 23568

## **V. SPREP STAFF LIST as at 31 August 2007**

<b>Name</b>	<b>Designation</b>	<b>Country</b>
<b><u>EXECUTIVE</u></b>		
Asterio TAKESY	Director	Federated States of Micronesia
F. Vitolio LUI	Deputy Director	Samoa
Ruta TUPUA-COUPER	Personal Assistant to Director	Samoa
Apiseta ETI	Personal Assistant Deputy Director	Samoa
<b><u>ISLAND ECOSYSTEMS</u></b>		
Stuart CHAPE	Programme Manager	Australia
Makerita ATIGA	Secretary to Programme Manager	Samoa
Dominique BENZAKEN	Coastal Management Adviser	Australia
Kate BROWN	Action Strategy Adviser	Australia
Lui BELL	Marine Species Officer	Samoa
Anne Patricia TREVOR	Associate Turtles Database Officer	Samoa
Seiuil Vainuupo JUNGBLUT	Associate RAMSAR Officer	Samoa
Frank WICKHAM	Human Resource Development/Training Officer	Solomon Islands
Tamara LOGAN	Education & Social Communications Officer	Australia
Gillian KEY	Coordinator, PILN	United Kingdom
Anna TIRA'A	Island Biodiversity Officer	Cook Islands
Caroline VIEUX	Coral Reef Management Officer	France
Alan TYE	Invasive Species Officer	United Kingdom
Theresa FRUEAN	Programme Assistant	Samoa
<b><u>PACIFIC FUTURES</u></b>		
Bruce CHAPMAN	Programme Manager	New Zealand
Phaedra MOORS	Secretary to Programme Manager	Samoa
Frank GRIFFIN	Pollution Prevention & Waste Management Adviser	Papua New Guinea
Anthony TALOULI	Marine Pollution Adviser	Fiji
Hiroimi HIRONAKA	Project Officer, Solid Waste & Landfill Management	Japan
Mark RICKETS	Solid Waste Officer	Australia
Espen RONNEBERG	Climate Change Adviser	Marshall Islands
Taito NAKALEVU	Climate Change Adaptation Officer	Fiji

Dean SOLOFA	Pacific Islands, Global Climate Observing System Officer	Samoa
Clark PETERU	Environmental Legal Adviser	Samoa
Nirupa RAM	Associate Ozone Depleting Substances Officer	Fiji
Joseph STANLEY	GEF Support Adviser	Samoa
Seve PAENIU	Sustainable Development Adviser	Tuvalu
Tepa SUAESI	Environmental Officer	Samoa
Solomone FIFITA	Project Manager, Pacific Island Greenhouse Gas Abatement Renewable Energy Project	Tonga
Saunoa MATA'U	Programme Assistant	Samoa

### **CORPORATE SERVICES**

Taito John ROACHE	Corporate Services Manager	Samoa
Rosanna GALUVAO-AH CHING	Secretary to Corporate Services Manager	Samoa

### ***Information, Communications & Publications***

Kapeni MATATIA	IT Manager	Samoa
Aliitasi UESELE-PETAIA	IT Network Officer	Samoa
Christian SLAVEN	Database & Systems Administrator	Samoa
Kemueli QOROYA	Information Technology Officer	Fiji
Fujii HIDEAKI	JOCV IT Volunteer – JICA	Japan
Peter MURGATROYD	Information Resource Centre Manager	New Zealand
Miraneta WILLIAMS-HAZELMAN	Assistant Librarian	Samoa
Vacant	Editor & Publications Officer	
Nannette WOONTON	Associate Media & Publications Officer	Cook Islands

### ***Finance***

Alofa TU'UAU	Finance Manager	Samoa
Makereta KAURASI-MANUELI	Project Accountant	Fiji
Joanna MATTHES	Assistant Accountant	Samoa
Seleisa AMERIKA	Finance Officer	Samoa
Linda ALAPAE	Finance Officer	Samoa
Pauline FRUEAN	Conference & Travel Officer	Samoa

### ***Administration***

Simeamativa LEOTA-VAAI	Senior Administration Officer	Samoa
Litia BRIGHOUSE	Personnel Officer	Samoa
Lupe SILULU	Registry Supervisor	Samoa
Helen TUILAGI-AH KUOI	Registry Management Assistant	Samoa
Filifilia TUULUA	Records Clerk	Samoa
Monica TUPAI	Receptionist	Samoa
Tuputa ULIAE	Property Services Officer	Samoa
Faamanatu SITITI	Driver/Clerk	Samoa
Joseph LEIATAUA	Driver/Clerk	Samoa
Tologauvale LEAULA	Cleaner/Teaperson/Clerical Assistant	Samoa
Amosa TOOTOO	Cleaner/Teaperson	Samoa
Sione LEVU	Cleaner	Samoa
Silupe GAFA	Groundsman/Gardener	Samoa

## VI. APIA TOWN MAP / 18SM MEETING VENUE AND THE LOCATION OF SPREP

This map shows major landmarks for orientation purposes and locations that might be of use to conference participants. It is not to scale and should be used in conjunction with the Samoa Tourism Authority map.

