

Information Note for Participants

Meeting Venue

The meeting will be held at the **Iririki Island Resort, Lini Highway, Port Vila, Vanuatu.**



Registration

The meeting will be face-to-face and registration will start at 8:30 am on Day 1 of the Workshop.

Travel Arrangements

All travel arrangements must adhere to the SPREP Travel Policy. This policy mandates booking economy return airfare via the most direct and economical route.

Daily Subsistence Allowance (DSA)

The DSA is calculated using the standard SPREP DSA per day. DSA will be calculated on the following basis:

- DSA will be paid at the full rate;
- DSA is intended to cover accommodation, meals, and incidentals (currency exchange fees, charges for traveller's checks, personal phone calls or internet usage {e.g., calls to family}, laundry fees, local transportation expenses, tips, and other personal expenditures).

DSA will be provided in cash in Port Vila, Vanuatu. Kindly note that Vanuatu uses VATU (VUV) currency.

Accommodation

Please be informed that accommodation is personal preference in line with DSA rate. For more information, you may contact the SWAP Technical Waste Project Coordinator – Julie Pillet at juliep@sprep.org and/ or SWAP Technical and Financial Assistant - Memoree Imo at memoreei@sprep.org.

Transit Visas

You will need to apply for a transit Visa when traveling through Australia, New Zealand, or any other country that requires transit visa depending on your flights. Please note that it is your responsibility to obtain the transit visa required for traveling to Vanuatu.

Entry Visa to Vanuatu

IMPORTANT:

For all Visa Entry Requirements, please refer to the 'Visitor VISA' Page on the link below:

<https://immigration.gov.vu/visit/>

Moreover, the list of countries requiring a 'Visitor VISA' to enter Vanuatu is available on the link below:

<https://immigration.gov.vu/visa-exempted-countries/>

Travel/Medical Insurance

Securing insurance is your responsibility. We strongly recommend all participants secure a Medical and Travel Insurance as soon as possible covering the following expenses: Medical Evacuation, Medical and related expenses, Personnel Baggage, Loss of Deposits and Cancellation, Accidental Death & Permanent Disablement, Money & Travel Documents, Travel Delay or Missed Connection, Strikes and Hi-jacks, Liability Protection.

In the instance of this occurring, SPREP will NOT be able to provide financial support, so your insurance will need to be easily accessible.