

Logistics Note Fifteenth Meeting of the Board

13-15 December 2016
Apia, Independent State of Samoa



SEQUENCE OF MEETINGS

Sunday, 11 December	Constituency meetings and meetings of committees, panels and groups
Monday, 12 December	Informal consultations by the Co-Chairs with Board members, alternate Board members, and active observers
Tuesday, 13 December - Thursday, 15 December	Fifteenth meeting of the Board

VISA

The Government of Samoa will issue gratis visas on arrival to all participants of the fifteenth meeting of the Board of the Green Climate Fund from 13 to 15 December 2016, provided that the travelling participants hold the following:

- A valid return or onward travel ticket;
- Passport remains valid for a minimum of six (6) months from intended departure date from Samoa; and
- A valid visa or permit for entry into the country to which he/she will travel from Samoa;

The transit countries immediate to Samoa are New Zealand (Auckland), Australia (Sydney, Brisbane), and Fiji (Nadi). Participants may wish to check the entry or transit permit requirements for these countries at the web links provided below. If necessary, further clarifications may also be obtained from the nearest Embassy or Consulate.

Australia

<https://www.border.gov.au/Lega/Lega/Form/Immi-FAQs/do-i-need-a-visa-to-transit-through-australia>

New Zealand

<https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/transit-visa>

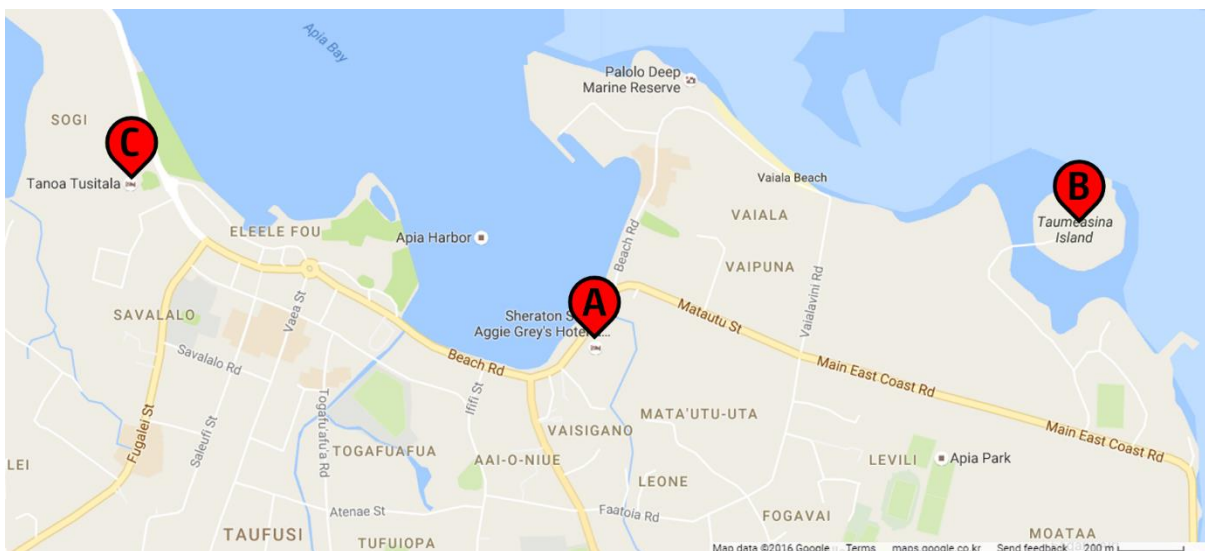
Fiji

<https://www.fijihighcom.com/visaspermits/87-do-i-need-a-visa-if-i-only-transit-through-fiji.html>

If you do need a transit visa please follow these instructions:

<http://www.immigration.gov.fj/travel-options/visit-transit-in-fiji>.

ACCOMMODATION



(Please click on hotel's name to access its website.)

A. Sheraton Samoa Aggie Greys Hotel (Meeting venue)

Room Type	Price	Remarks
King (Classic/Harbour)	WST 352 (USD 140)	<ul style="list-style-type: none"> • Buffet breakfast included • 140 rooms blocked for the period of Board meeting • Bottled water provided in rooms • Rooms will be held until 27 November. • Check in time 2 pm • Check out time 11 am • Early arrival + late check out arrangements are charged • WST 100 + tax – in the case late check-out requested until 3 pm
Twin (Classic/Harbour)		
Bungalow		
Bungalow Suite		
Contact: + 685 22880 Sherrilyn Charles (sherrilyn.charles@sheraton.com) URL for booking: Reservations.SamoaHotel@sheraton.com Promotion Code: GCF16		

<ul style="list-style-type: none"> • Cancellation Policy As all bookings will be guaranteed and confirmed individually, cancellations: <ul style="list-style-type: none"> - Made before 14 days: No charge - Made within 14 days: 75% of booking - Made within 7 days: 100% of booking 	<ul style="list-style-type: none"> • WST 200 + tax – in the case late check-out requested until 6 pm • No show policy • Full charges apply
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B. Taumeasina Island Resort (2.5 km from the venue)

Room Type	Price	Remarks
Oceanview/ Deluxe Oceanview	WST 295 (USD 118)	<ul style="list-style-type: none"> • Breakfast included • Internet (1G) included • 50 rooms blocked for the period • Rooms will be held until 15 November. • From 16 November, bookings will be made by available rooms. • Shuttle provided from the hotel to the venue in the morning • 7-minute taxi ride to the venue (one-way fare: WST 5) • All bookings to be guaranteed with a valid credit card • Check in time 2 pm • Check out time 11 am • Early arrival + late check out arrangements incur a one night's accommodation equivalent • No show policy • Full charges apply
2-bedroom villa	WST 920 (USD 368)	
3-bedroom villa	WST 1980 (USD 792)	
Contact: + 685 61000 Cecilia Frost-Nasau sm@taumeasinainislandresortsamoa.com URL for booking: reservations@taumeasinainislandresortsamoa.com Promotion Code: GCFTIR16		
<ul style="list-style-type: none"> • Cancellation Policy As all bookings will be guaranteed and confirmed individually, cancellations: <ul style="list-style-type: none"> - Made before 14 days: No charge - Made within 14 days: 50% of booking 		

C. Tanoa Tusitala Hotel (2.0 km from the venue)

Room Type	Price	Remarks
Deluxe King	WST 295 (USD 118)	<ul style="list-style-type: none"> • Breakfast included • Internet (200 MB) included • 60 rooms blocked for the period • Shuttle provided from the hotel to the venue in the morning • 7-minute taxi ride to the venue (one-way fare: WST 5) • Check in time 1 pm • Check out time 11 am • Early arrival + late check out arrangements are charged additional cost • No show policy • Charges full stay
Deluxe Double	WST 295 (USD 118)	
Executive Suite	WST 440 (USD 176)	
Presidential Suite	WST 760 (USD 304)	
Contact: + 685 21122 Selau Solofa (osm@tanoatusitala.com) URL for booking: tusitala@tanoahotels.com Promotion Code: GCF conference		
<ul style="list-style-type: none"> • Cancellation Policy As all bookings will be guaranteed and confirmed individually, cancellations: <ul style="list-style-type: none"> - Made before 15 days: No charge - Made within 15 days: One-night accommodation 		

All rates include 15% VAGST

TRANSPORTATION

1. General information

The Government of Samoa will provide accredited vehicles and chauffeurs for all visiting GCF officials/staff and accredited delegates for the fifteenth Board meeting at the Sheraton Samoa Aggie Greys Hotel, Apia, Samoa, from 11 to 15 December 2016.

Kindly note that transportation will not be provided for transport requirements outside the official programme of the meeting.

Only accredited vehicles with approved signage will be permitted to pick up or drop off passengers at designated loading zones at the meeting venue and designated GCF hotels. Parking for rented/private vehicles will not be available at the meeting venue.

In Samoa, it is compulsory to wear front seat belts in all vehicles. In addition, smoking is not permitted in the Government vehicles.

2. Delegates' transport

2.1 Airport transfers – arrival and transport

Transportation will be provided to transfer all Accredited Delegates from the Faleolo International airport (FIA) to their designated GCF Hotels on arrival and from their designated GCF hotels to FIA for departure.

Airport shuttle runs will operate in line with the accredited delegates' arrival and departure details provided.

Note: Please note that transport to the airport will leave the hotels at least 3 hours or earlier before flight departure times to allow sufficient time for check in.

2.2 Transport from GCF Hotels to meeting venue and meeting venue to GCF hotels

Transportation will also be provided for accredited delegates to transfer them between designated GCF hotels and the meeting venue during the meeting from 11 to 15 December 2016

A timetable for transport from the meeting venue to GCF designated hotels and meeting venue to GCF hotels will be available at the lobby areas of the GCF hotels and Meeting Venue. Frequency of the shuttle service will increase during rush hours in the morning and evening.

Please note that transport to and from the venue to the GCF designated hotels is only on designated times. Outside of these times, taxi services are available at the hotels and venue. Taxi fares between GCF hotels and meeting venue are approximately WST 5 – WST 7.

Delegates will be required to present their accreditation certificate/badge to the chauffeur to gain access to GCF transport service.

GENERAL INFORMATION

Time difference

In 2011, Samoa changed its time zone, moving west of the dateline. This puts Samoa 13 hours ahead of Coordinated Universal Time (UTC+13).

Dress

Just like its Pacific neighbours, [Samoa's climate](#) is tropical and warm all year round. Light summer clothing is appropriate all year round. As Samoa has a strong [cultural structure](#) and Christian faith, tourists are asked not to wear bathing suits in Apia or in villages.

Banks

ANZ and Bank South Pacific are the two international banks found in Samoa. Both have branches at the international airport, in Apia and at Salelologa on Savai'i. National Bank of Samoa and Samoa Commercial Bank provide services, currency exchange and ATMs.

ATMs are located in and around Apia and on the island of Savai'i. Travellers can use credit cards in the machines but you are required to have a PIN number to withdraw cash.

Business hours

Government offices and shops usually open from 9am–5pm. Saturday shopping hours are from 8 am to 12.30 pm.

Currency

The Samoa decimal currency is the Tala (dollar) and Sene (cent): 100 Sene = WST 1 (Tala). All major foreign currencies are exchangeable in Samoa.

Samoa Tala can also be purchased outside the country from a few selected banks, however you will need to check with your bank if you can order some before you depart.

Credit cards (Visa, Mastercard, American Express, Diners & JCB) are widely accepted in the major hotels, restaurants and stores. Travellers' cheques are also widely accepted at major banks and hotels.

Eftpos machines are found throughout Upolu and Savai'i in major hotels, resorts and supermarkets and accept the following cards – Visa, Mastercard, Cirrus, Amex, JCB & Plus Cards and Access International Debit Card.

Electricity

In Samoa the power sockets are of type I. The standard voltage is 230 V and the standard frequency is 50 Hz.

Mobile phones

There are two main telecommunications providers in Samoa: [Digicel](#) and [Bluesky Samoa](#). Both providers offer extensive coverage. Prepaid SIM cards are available at Faleolo International Airport and at outlets in Apia.



Emergency phone numbers

For an emergency in Samoa, dial the following numbers:

Medical: 996

Police: 995

Fire: 994

Tipping

Tipping is not practised or expected in Samoa. However, if a guest wishes to leave a gift for good service then you are welcome to do so directly with the employee or the hotel reception.

Visiting Samoa

For information regarding tourist attractions and restaurants in Samoa, please visit:

www.samoa.travel

For more inquiries, please contact: Mr. Hele Matatia (hele@mfat.gov.ws)