



Fiji Ministry of Employment, Productivity
and Workplace Relations



International
Labour
Organization



***Celebrating 50 Years of ILO in the Pacific
&
“Designing for Disruption”
Conference on Decent Work, Climate Change and Security***

01-04 September 2025, August 2025, Nadi, Fiji

Administrative Note

Dear Colleague, we look forward to welcoming you to Nadi, Fiji.

The *Celebration of 50 Years of ILO in the Pacific* will be held on 01 September 2025 and is jointly organized by the Government of Fiji and the International Labour Organization (ILO). This will be immediately followed by the *“Designing for Disruption” Conference on Decent Work, Climate Change and Security*, which will take place from 02–04 September 2025 and is organized by the Government of Fiji.

This administrative note is to provide you with more information for the preparation of your travel and stay in Nadi for both conferences.

1. Meeting Venue

The meeting venue is:

CROWNE PLAZA – FIJI NADI BAY RESORT & SPA

Lot 1 Nadi Bay Road, Wailoaloa, Nadi, Fiji Islands

M +67 (9) 8990039

Website: crowneplaza.com/fijinadibay

Wifi will be provided at the meeting venue.

Kindly note that the meeting venue (public areas, conference facilities and employee work areas) are 100% smoke free.



2. Local Transportation

Transportation from Nadi Airport to Crowne Plaza and return will be provided by the Government of Fiji.

For Ministerial delegations and dignitaries, foreign affairs protocol officers will be present upon your arrival at Nadi airport to provide the necessary support through immigration.

3. Travel (ILO-funded participants only)

The ILO will cover costs for a roundtrip economy class travel for the most direct route to and from Nadi. Other costs incurred for the travel before or after the meeting (i.e. passport, visa fee, travel insurance, airport taxes, travel upgrades, excess baggage fees and airport transfers) shall be borne by the participants or their organizations. Kindly be informed that under no circumstances shall the ILO be responsible to meet any expenses other than those specified.

4. Visa and Passport:

Please be advised to check the validity of your passport and the visa requirements. (<https://immigration.gov.fj/visa-exempted-countries>) The minimum validity of your passport should be at least six (6) months from the arrival date in Fiji.

Prior to departure from the participants' respective home countries, participants should make their own arrangements to obtain passports, necessary visas and other travel documents as well as any required vaccinations to enable their entry and stay in Fiji for the full duration of the meeting, as well as to any country they will travel through.

5. Sickness and accident Insurance

It is essential that persons nominated are medically fit to participate fully at the meetings.

All participants are advised to obtain insurance coverage either at their own, their organization's or their government's expense, to cover medical costs in case of sickness and accidents (including the cost treatment of temporary or permanent disability, death, and third-party risks), for the duration of the workshop and travel period.

6. Accommodation

The ILO is pleased to provide a single room (breakfast and WIFI are included) for ILO-funded participants for the duration of their stay at the Crowne Plaza Hotel in Nadi. ILO will settle the bills directly to the hotel. Therefore, you are asked not to make any other hotel arrangements. Normal check in for the Crowne Plaza Hotel is from 14:00 and check out time is 11:00hrs.

Non-ILO funded participants are requested to settle their bills directly to the hotel.

All other personal expenses (including room upgrades, extended stay, early check-in, late check out, mini-bar, room services, phone bills, etc.) are at the participants' own cost.

7. Luggage

ILO will not be responsible for any loss or damage to luggage, and it is therefore advisable that you contract, at your own expense, an insurance policy covering such losses for the period of absence from your country.

8. Daily Subsistence Allowance (DSA) (ILO-funded participants only)

For ILO funded participants, a reduced DSA (UN rate for Nadi) will apply, over the duration of your stay. Reduced DSA will be paid in Fiji dollars at the Hotel during the conference.

For ILO-funded participants transiting, you will be paid DSA based on the UN rate for the country of transit in circumstances only where you will have to overnight in that country. You will be required to provide a copy of your accommodation receipt to be eligible for the DSA payment. Should you wish to know what the rate of accommodation is for the country you are transiting through, please contact the Operations team mentioned below.

9. Meals

Morning tea, lunch and afternoon tea will be provided for all participants on all days during the Conference.

10. Group Photo

A group photo will be taken on Monday, 1st September, immediately after the opening ceremony at the Crowne Plaza Hotel.

11. Security

It is important to note that you are ultimately responsible for your own security. Please always exercise cautiousness and avoid exposure to risk. The ILO is organizing this event in close coordination with the UN Department for Safety and Security (UNDSS).

10. Currency Exchange

The local currency for Fiji is "Fiji Dollar". Currency exchange can be done upon arrival at the airport, at the hotel reception counter or at Western Union Outlet or other currency exchange. ILO can provide a list of this upon request.

11. Weather

The climate Nadi in September is humid with occasional light rain. Temperatures in Fiji remain relatively constant throughout the year, averaging around 23°C to 25 °C in the dry season (May to October) and 26°C to 32°C in the wet season (November to April). Noting that the conference will be indoors in air-

conditioned facilities, *it is advisable to bring a light jacket or shawl as well as an umbrella or raincoat should you wish to do some outdoor activities.*

12. Dress Code for the event

Business formal or Bula-formal.

12. Day 3 : Site visit

The Ministry of Employment, Productivity and Workplace Relations will be arranging a site visit on day 3 at the ***Rise beyond the reef*** in Sabeto, Nadi.

Brief Description :

With the goal of creating a meaningful women-led solutions to the climate- crisis, Rise Beyond the Reef empowers rural indigenous women and their families in Fiji by designing ecologically, culturally, and socially conscious handmade goods while promoting climate smart agriculture approaches. To ensure sustainability of culture and traditions, rise beyond the reef builds pathways to local and international markets to empower Pasifika women to maintain their traditional knowledge, ancestral homes, and voice in their communities.

For more information please log on to : <http://www.risebeyondthereef.org> . Also register your participation and interest through the QR code provided below by Sunday 31 August, 2025.



13. ILO Suva Contact Persons :

Mr Kavitesh Prasad, Operations Officer	Cell: +679 9906662 ; prasad@ilo.org
Ms Sereana Rokoika, Operations Assistant	Cell: +679 838 6755; rokoika@ilo.org
Mr. Daniel Tagivakatini	Cell: +679 2761258; daniel.tagivakatini@employment.gov.fj
Ms. Fulori Tuiraki	Cell: +679 2430041 fulori.tuiraki@employment.gov.fj

Code of Conduct: zero-tolerance on violence and harassment

We hope you will enjoy your meeting in Nadi and participants are reminded of the following;

Participants attending ILO organized events are expected to maintain and exercise the highest standards of conduct and integrity.

The ILO is committed to ensuring a safe and respectful working environment and upholding a **zero-tolerance approach to violence and harassment** (for more, see the attached Code of Conduct). Acts of abuse of authority, harassment, sexual harassment and discrimination are contrary to the core values of the ILO. Sexual harassment, bullying and violence are not acceptable at any ILO event, during any travel to and from such events, or in any social gathering held on the sidelines of events.

If you witness or experience incidents that may amount to abuse of authority, sexual harassment, bullying or discrimination **please report it to the ILO staff present at the event.**

All allegations will be investigated and may result in reports to constituent partners and/or law enforcement.

Further support or advice is also available from: HRPOL@ilo.org