



ILO Office for Pacific Island Countries

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Pacific Tripartite High-Level Dialogue on Decent Work and the 2050 Strategy for the Blue Pacific Continent, 23-26 April 2024, Suva Fiji

Administrative Note

We look forward to welcoming you to Suva, Fiji.

The Pacific Tripartite High-Level Dialogue on Decent Work and the 2050 Strategy for the Blue Pacific Continent (HLD) is jointly organized by the International Labour Organization (ILO) and the Pacific Islands Forum Secretariat (PIFS).

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

1. Meeting venue

The meeting is divided across three venues:

1. Individual government, employers', and workers' group meetings will be held on 23rd April at the Holiday Inn, [Victoria Parade, Suva](#), from 9 to 5pm (Phone: +679 3301600)
2. The opening ceremony for the HLD will be held at the Grand Pacific Hotel, 584- 628 Victoria Parade, Suva (next to Holiday Inn) on 23 April 2023 from 6-8pm. (Phone: +679 3316 263).
3. The remainder of the meeting from 24-26 April 2024 will be tripartite and take place at the Pacific Islands Forum Secretariat, Main Conference Centre, Ratu Sukuna Road, Suva. Phone: (+679 3312 600).

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 Suva-Nausori Airport to Holiday Inn, Grand Pacific Hotel and Tanoa Plaza Hotel and return will be provided by the ILO.

The ILO Office in Suva will provide transportation service from Holiday Inn, Grand Pacific Hotel and Tanoa Plaza Hotel to PIFS and return on the meeting days, which takes about 5 minutes by car.



In case non-ILO funded participants decide to stay at other hotels than Holiday Inn, Grand Pacific Hotel or Tanoa Plaza Hotel and require transport, please reach out to the ILO Suva Contact Persons below to explore possible options.

3. Travel (ILO-funded participants only)

The ILO will cover costs for roundtrip economy class travel for the most direct route to and from Suva. 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 Holiday Inn. 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 Holiday Inn 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 Suva) will apply, over the duration of your stay. Reduced DSA will be paid in Fiji dollar by Bred Bank at the Holiday Inn.

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 are required to provide a copy of your accommodation receipt.

9. Meals

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

10. Group Photo

A group photo will be taken on Tuesday 23 April, immediately after the opening ceremony at the Grand Pacific 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 at Ground Floor Shop 10, FNPF Dolphins Plaza, Victoria Parade, Suva (Phone: +679 3310477).

11. Weather

The climate in Suva during April 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 27°C in the wet season (November to April). ***It is advisable to bring a light jacket or shawl, as well as an umbrella or raincoat.***

12. Dress Code

Business formal or Bula-formal.

12. ILO Suva Contact Persons:

Ms Nikita Padarath, Executive Assistant :
Ms Sereana Rokoika, Operations Assistant

Cell: +679 990 6616; padarath@ilo.org
Cell: +679 838 6755; rokoika@ilo.org

We hope you will enjoy your meeting in Suva. Code of Conduct: zero-tolerance to violence and harassment

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