



International Labour Organization
Organisation internationale du Travail
Organización Internacional del Trabajo

ILO SOCIAL PARTNERS WORKSHOP, 5 & 6 FEBRUARY, 2010;

DECENT WORK FOR SUSTAINABLE DEVELOPMENT IN THE PACIFIC – TRIPARTITE HIGH LEVEL MEETING (THLM), 8 & 9 FEBRUARY, 2010

AND THE

PACIFIC CONFERENCE ON THE HUMAN FACE OF THE GLOBAL ECONOMIC CRISIS (GEC), 10-12 FEBRUARY 2010.

Administrative Note

1. **We look forward to welcoming you in Port Vila!**¹ The purpose for this Administrative Note is to inform you about the series of ILO and other related meetings that will be held in Port Vila, Vanuatu from 05-12 February, 2010, as well as provide for you important information on the ILO workshops and meetings.

ILO Social Partners – Employers & Workers Meeting, Friday/05 and Saturday/06 February: Employers led by the ACT/EMP Bureau and Workers led by the ACTRAV Bureau will hold simultaneous but separate workshops at Le Lagon. The Programmes for these 2 separate employer and worker workshops will be sent directly to participants. Participants to these 2 workshops will come from the 8 Pacific Island Country (PIC) members of the ILO, namely, Fiji, Kiribati, Marshall Islands, Papua New Guinea, Samoa, Solomon Islands, Tuvalu and Vanuatu, as well as Australia and New Zealand.

Decent Work for Sustainable Development in the Pacific, Tripartite High Level Meeting (THLM) on Monday/08 and Tuesday/09 February: PIC Labour Ministers and senior Government Labour officials will be joined by the above-mentioned PIC employer and worker reps as well as other Development Partners to: 1) identify constraints and opportunities to promote implementation of DWCPs, in particular in light of the global economic crisis and climate change; 2) agree on the “Pacific Action Plan for Decent Work”; and 3) provide inputs to the UN Pacific Conference on “The Human Face of the Global Economic Crisis,” and to the forthcoming ILO Asia and the Pacific Regional Meeting (APRM).

UNESCAP Meeting on the Mauritius Strategy of Implementation+5 Pacific Regional Meeting, Monday/08 and Tuesday/09 February: This meeting is for PIC Ministers of Finance and National Planning officers and will be held at the Le Meridien Hotel, Port Vila, Vanuatu.

UNDG ASIA-PACIFIC Meeting, 8 & 9 February: This meeting is for UN Regional Directors in Asia and the Pacific and will be held at the Irririki Resort, Port Vila, Vanuatu.

The Pacific Conference on the Human Face of the Global Economic Crisis (GEC), 10-12 February: Meeting for Pacific Island Countries and Development Partners. This meeting will be held at the Le Lagon Resort, Port Vila, Vanuatu. Twelve (12) ILO participants at the THLM will remain in Port Vila to attend the GEC. They are the eight Ministers of Labour, two employer and two worker representatives who will form part of their Country delegations to the GEC Conference.

¹ Map of Port Vila – Annex 2

2. Participants:

Participants have been invited from the ILO's 8 Pacific Island Member Countries, namely, Fiji, Kiribati, Papua New Guinea, Marshall Islands, Samoa, Solomon Islands, Tuvalu and Vanuatu, and Australia and New Zealand. For each of these countries, the Labour Minister, a Senior Labour Ministry official – Permanent Secretary/CEO level, the President of the Employers' organization and the President or National Secretary of the Workers' organization have been invited. Development partners, including EU, AUSAID, NZAID, Korea, Japan and JICA, the Secretariat of the Pacific Community, the Pacific Island Forum Secretariat, other United Nations agencies, the Asian Development Bank and the World Bank, have also been invited to attend as observers. The participation of women in the workshops and THLM meeting has been strongly encouraged.

3. Programme/Agenda:

A provisional programme/Agenda for the ILO THLM delegates is attached separately. This is the same Agenda that was sent out earlier with the Information Note on the THLM. The GEC Information Note for the 12 ILO delegates attending the Pacific Conference is also attached separately for participants attending that Conference. Additional documents will be sent out in due course and distributed at the Meeting. Kindly consult the event website for updates: www.ilo.org/vanuatu2010.

4. Venue: Social Partners Workshops and Decent Work for Sustainable Development in the Pacific – Tripartite High Level Meeting (THLM)

Le Lagon Resort, Port Vila, Vanuatu
Telephone: +678 22313
Fax: +678 27639

5. Travel:

For participants outside of Vanuatu, an economy class, return air ticket will be supplied by ILO. An e-ticket will be sent to each participant on acceptance of your nomination. E-tickets are neither transferable nor exchangeable. For the ILO THLM, you should arrive at the Le Lagon Resort by Sunday/07 February 2010 and depart on Wednesday/10 February, if you are not staying for the GEC Conference.

On arrival at the Port Vila (Bauerfield) Airport you will be met by a driver to take you to the Le Lagon Resort, where you will be accommodated and the Workshops held. Kindly note that there are a few participants attending the Workers' workshop on 5 & 6 February, who are sponsored by ACTRAV and will be accommodated at another hotel.² For participants who are arranging for their own travel, please email your itineraries to Ms. Surkafa Katafono, if you would like to be picked up at the airport.

6. Health, Sickness Or Accidents:

Kindly note that the Le Lagon Resort – rooms, restaurants, bars, public areas, conference facilities and employee work areas are 100% smoke free. It is essential that persons nominated are medically fit to participate fully at the meetings. All participants are required to attend the relevant workshops and meetings without interruption. However, in case of sickness or accidents, participants must notify the Secretariat immediately.

7. Insurance:

ILO will not be liable for any insurance costs in connection with sickness, accident, temporary or permanent disability, death and third-party liability during the period of the workshops and

² ACTRAV-sponsored worker delegates

meetings, and during the journey to and from Vanuatu. Participants wishing to take out insurance should do so before leaving their country, either at their own or at their organization's expense.

8. *Passports and Visas:*

Participants should ensure that you have a valid passport and valid visas for all countries through which you will be transiting in to arrive in Port Vila. On arrival in Port Vila, a visitor's visa will be issued on arrival. Holders of UN Laissez-Passer (UNLPs) and nationals of the following countries do not need require visas.

A	FRANCE	MALTA	ST.CHRISTOPHER-NEVIS
ANTIGUA & BARBUDA	Dependencies of FRANCE	MARSHALL ISLANDS	ST. LUCIA
AUSTRALIA	G	MAURITIUS	ST.VINCENT &
AUSTRIA	THE GAMBIA	MEXICO	GRENADINES
B	GERMANY	MORROCO	SRI LANKA
BAHAMAS	GHANA	N	SWAZILAND
BANGLADASH	GREECE	NAURU	SWEDEN
BARBADOS	GRENADA	NAMIBIA	SWITZERLAND
BELGIUM	GUYANA	NETHERLAND (HOLLAND)	T
BELIZE	H	NEW ZEALAND	TAIWAN
BERMUDA	HUNGARY	NIGERIA	TANZANIA
BOTSAWANA	I	NORWAY	THAILAND
BRAZIL	INDIA	P	TONGA
BRUNEI	IRELAND	PAKISTAN	
C	ITALY	PALAU (BELAU)	TRINIDAD & TOBAGO
CAMEROON	J	PAPUA NEW GUINEA	TUNISIA
CANADA	JAMAICA	PERU	TUVALU
CHILE	JAPAN	PHILIPPINES	UGANDA
CHINA	K	POLAND	UNITED ARAB EMIRATES
CUBA	KENYA	PORTUGAL	UNITED KINGDOM
CYPRUS	KIRIBATI	R	Dependencies of UNITED
CZECH REPUBLIC	KUWAIT	RUSSIAN FEDERATION	KINGDOM
D	L	S	UNITED STATES OF
DENMARK	LATVIA	SEYCHELLES	AMERICA
DOMINICA	LESOTHO	SIERRA LEONE	V
E	LITHUANIA	SINGAPORE	VATICAN
ESTONIA	LUXEMBOURG	THE SLOVAK REPUBLIC	W
F	M	SLOVENIA	WESTERN UNION
FEDERATED STATES OF	MALAWI	SOLOMON ISLANDS	Z
MICRONESIA	MALDIVES	SOUTH AFRICA	ZAMBIA
FIJI	MALAYSIA	SOUTH KOREA	ZIMBABWE
FINLAND	MALDIVES	SPAIN	

For nationals not listed above, you are required to complete the attached visas form – ANNEX 1, attach 2 passport-size photographs and bring along the equivalent of Vatu 2,500 (approximately US\$28). Delegates from Samoa are required to pay special attention to this requirement.

9. *Luggage:*

In order to avoid paying excess baggage charges it would be advisable for participants to start your journey with less than the maximum weight permitted for tourist class or economy class travel (20kgs), so as to allow for additional items acquired during your in Port Vila. 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.

10. Daily Subsistence Allowance (DSA)

Accommodation and breakfast will be provided for you during the full length of your stay, and lunch will also be provided during the meeting days (i.e. Friday/05 and Saturday/06 Feb – Social Partners workshops, and Monday/08 Feb and Tuesday/09 Feb for the THLM). A daily subsistence allowance will be paid to you for the meeting days, from which you will meet the cost of meals (other than those indicated above) and incidental expenses, such as telephone calls, laundry and internal travel. Accommodation has been reserved for you at the Le Lagon Resort. **Please do not make your own hotel reservations³.**

11. Security Brief:

Kindly be advised that whilst there will be maximum security provided by the Vanuatu Police Force and the Le Lagon Resort, you are ultimately responsible for your own security in Vanuatu. Exercise common sense at all times and be alert for suspicious behaviour. Do not expose yourself to risk by venturing out into unknown bars and night clubs on your own.

Vanuatu is subject to a range of natural disasters including earthquakes, tropical storms and volcanic eruptions. The cyclone season in Vanuatu is from November to April so be prepared and stay briefed on the weather and security situations during your stay in Port Vila at all times.

12. Contact Persons in Vanuatu during the Meetings:

Ms. Surkafa F Katafono, ILO Suva Programme Officer: Cell: +678 5404-331;
Mrs. Arthurleen Lilo, ILO Suva Senior Finance Officer: Cell: +679 990-6662;
Mr. Shaun Kennedy, ILO Vanuatu Project Officer: Cell: +678 556-2475;
Mr. Trevor Riordan, Director a.i., ILO Suva – Office for PICs: Cell: +679 990-6661

13. Contacts before the Meetings Dates:

Mr. Trevor Riordan, Director a.i. ILO Office for Pacific Island Countries: Cell: +679 990-6661;
riordan@ilo.org

OR Ms. Surkafa F. Katafono, National Programme Officer: Cell: +679 996-0729;
surkafa@ilo.org

ILO Office for Pacific Island Countries, Level 8, FNPf Place, Victoria Parade, Suva, Fiji
Tel: +679 331 3866; Fax: +679 330 0248; Email: suva@ilo.org

Enjoy the meetings and Port Vila!

³ Exception of ACTRAV-sponsored worker delegates, refer to Footnote 1. Also, development partners and other participants invited as observers will provide for their own accommodation.



SCHEDULE / ANNEXE

VANUATU IMMIGRATION SERVICE
PMB 0092 PORT VILA REPUBLIC OF VANUATU
TEL: (678) 22354 FAX: (678) 25492

APPLICATION FOR A VISA TO ENTER THE REPUBLIC OF VANUATU
DEMANDE DE VISA D'ENTRÉE DANS LA REPUBLIQUE DE VANUATU

COMPLETE IN DUPLICATION IN INK USING CAPITAL LETTERS AND SUBMIT TO THE PRINCIPAL IMMIGRATION OFFICER, PORT VILA
NOT LATER THAN 3 MONTHS BEFORE INTENDED DATE OF ENTERING INTO VANUATU

REMPLIR LE FORMULAIRE EN DEUX EXEMPLAIRES, A L'ENCRE ET EN MAJUCULES ET LE SOUMETTRE AU DIRECTEUR DU SERVICE
DE L'IMMIGRATION A PORT VILA 3 MOIS AU PLUS TARD AVANT LA DATE PREVUE D'ENTRÉE À VANUATU

This visa is for a period of 30 days valid for 30 six months from the date of issue.
Le present visa est pour un sejours, et est valide Durant 6 mois a compter de la date de sa delivrance

1. Attach a fee of 2500 vt or its equivalent to this form. Such fee is not refundable.
Joignez un droit de 2.500 vt ou son equivalent. Ce droit n'est pas remboursable.
2. Family Name:..... Other Name:.....
Nom Prenom:
3. Date of Birth: Day...../Month...../Year..... Place
Date de Naissance: Jour Mois Année Lieu
4. Religion/Religion Sex: Female/Male.....
5. Family Situation: Married/Single/Widowed/Divorced/Separated
Situation de Famille: Marie(e)/Celibataire/Veu(ve)/Divorce(e)/Separe(e)
6. Present Nationality/Nationalite actuelle.....
7. Original Nationality/Nationalite d'origine.....

Attach recent
Photograph here

Joignez une
Photo recente

Permanent Address Adresse permanente		Present Address Adresse actuelle	
Telephone:		Telephone:	
Profession		Employer Employeur	
Address Adresse:		Telephone:	

9 Passport/Passeport			
Number No		Place of Issue Lieu de delivrance	
Expiry date Date d'expiration		Date of issue Date de delivrance	
Town Ville		Country Pays	

- 10 Detail of your visit (if other than tourism or family) Raisons de votre visite (autre que tourisme ou visite familiale):

- 11 Purpose of Visit:

Motif du voyage:

Tourism Tourisme		Visit Family Visite Familiale		Other Autre Motif	
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12.

Address in Vanuatu(Hotel) Adresse a Vanuatu (Hotel)		Details of family in Vanuatu Renseignements sur la famille a Vanuatu	
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13.

Date of Arrival: Date Prevue pour l'arrivee		Date of Departure: Date prevue pour le depart	
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14. Details of family included in passport, if traveling:

Precisez si vous voyagez avec les membres de votre famille inscrits sur votre passeport:

Yes/Oui		No/Non	
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15. If yes, write their names and surnames/Dans l'affirmative, indiquez leurs noms et prenom:

.....

16. Details of previous visits?

Indiquez si deja visite Vanuatu?

Yes/Oui		No/Non	
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17. If yes, write date and year/Dans l'affirmative, precisez la date

.....

18. Have you ever been refused entry to Vanuatu? If so give details/Vous a-t-on jamais refuse l'entree a Vanuatu

Dans l'affirmative, indiquez les raison:

.....

20. How much money is available for your visit?

De quelle somme d'argent disposez-vous votre visite:?

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I declare the above to be a full and true statement/Je declare que les renseignements ci-dessus sont complets et exacts

.....
Date

.....
Signature

RESERVED FOR ADMINISTRATION/RESERVE AU ADMINISTRATION

Valid until:

Valide jusqu'au:

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Date of Issue:

Date de delivrance

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No. Visa

No du Visa:

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ANNEX 2: Map of Port Vila

