INAUGURAL MEETING
5th-7th August 2013, Sheraton Fiji Resort, Denarau Island, Nadi, Fiji
“Leadership, Innovation & Partnership for Green/Blue Pacific Economies”

PREFACE

Bula vinaka! Welcome! We are delighted that you will be joining us at the Inaugural Meeting of the Pacific Island Development Forum (PIDF). We hope that the information provided here will help you get the most from the event. Please bring these instructions with you; you will find them useful while at the meeting. We trust that the meeting venue and timetable will provide everyone with ample opportunity to meet and discuss. This conference has been organized for the attendant, for you! Now, it is up to you to take advantage and to participate actively in this event.

BACKGROUND

The 2012 UN Conference on Sustainable Development, at the Rio+20 Earth Summit issued a declaration, The Future We Want 1, which encouraged countries to introduce green economy policies to tackle poverty without adding extra strain to food, water and energy supplies. Consequently leaders of a number of Islands in the Pacific meeting under the banner of “Engaging with the Pacific” in Nadi, Fiji, from 23 - 24 August 2012 approved a far reaching and groundbreaking broad alliance of public sector, private sector and civil society organisations all working together to bring into the Pacific the Green Economy.

The alliance is called, the Pacific Islands Development Forum (PIDF).

DATES AND VENUE

The Inaugural Meeting of the Pacific Island Development Forum will be held at the Sheraton Fiji Resort, Denarau Island, Nadi, from Monday 5th August to Wednesday 7th August 2013. Some of the activities of the meeting will be held at the Westin Denarau Island Resort & Spa Denarau Island, Nadi. The two meeting sites are five minutes’ walk from each other, and are also linked by a shuttle bus service BULA BUS. Their contact details are as follows:

1. http://www.uncsd2012.org/content/documents/727The%20Future%20We%20Want%2019%20June%201230pm.pdf
2. The meeting was attended by the Prime Minister of Fiji, Commodore Josaia Voreqe Bainimarama; the President of Nauru, H.E. Sprent Dabwido; the President of the Republic of Marshall Islands, H.E. Christopher Loeak; Prime Minister of Tuvalu, Hon Willy Telavi; Deputy Prime Minister of Vanuatu, Hon Ham Lini Vanuaroroa; Deputy Prime Minister of Solomon Islands, Hon Manasseh Maelanga; Minister for Marine Resources, Tourism and Education of Cook Islands, Hon Teina Bishop; Minister for Foreign Affairs of Timor Leste, Hon Dr. Jose Luis Guterres; Minister for Economic and Foreign Trade of New Caledonia, Hon Anthony Lecren; Permanent Secretary of the Ministry of Foreign Affairs of Tonga, Mr. Mahe Tupouniua; Senator Richard Tuheiava of French Polynesia; Mrs. Makurita Baro, Special Envoy of Kiribati; H.E. Peter Eafeare, High Commissioner of Papua New Guinea to Fiji; and H.E. Gerson Jackson, Ambassador of Federated States of Micronesia to Fiji.
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Figure 1 Denarau Island Location Map

Sheraton Fiji Resort³
Denarau Island South
P.O. Box 9761, NADI
Phone: (679) 675 0777
Fax: (679) 675 0818

The Westin Denarau Island Resort & Spa⁴
Denarau Island North
P.O. Box 9081, NADI
Phone: (679) 675 0000
Fax: (679) 675 0259

Denarau Island

Denarau Island is located on the west of Fiji’s largest island, Viti Levu, near the Nadi International Airport (FIGURE 1). Denarau Island is the largest integrated resort in the South Pacific offering a variety of accommodation, activities and investment options. Only 20 minutes from Nadi International Airport and 8 minutes from Nadi Town, it is the home of 4 premier resorts including the Conference Venues, a world class golf course, tennis complex and Port Denarau.

Port Denarau

Port Denarau is a 10,000 square meters retail and commercial center offering a mix of services and retail shopping. The food offering is nothing less than sensational, with a dozen different food experiences, each with views across the water towards the stunning sleeping giants. The Bula Bus arrives at and departs from the center every 20 minutes between 6.30am and 6.30pm, 7 days a week and will provide transport to and from the Sheraton Fiji Resort and Westin Denarau.

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⁴ http://www.starwoodhotels.com/westin/property/overview/index.html?
The Hotels

**Sheraton Fiji Resort**
Sheraton Fiji Resort is stunningly situated on the tropical oasis of Denarau Island. Contemporary and modern, Sheraton Fiji Resort’s 264 guest rooms are warm and welcoming, providing guests with many of the comforts of home. Designed with comfort in mind, the refreshingly spacious guestrooms and suites are beautifully furnished in harmony with the idyllic South Pacific setting. With its close proximity to Denarau Marina, it has an easy and quick access to shopping and a vast range of dining facilities.

**Westin Denarau Island Resort & Spa**
The resort is located on the beachfront of Denarau Island and 20 minutes from the Nadi International airport. As part of Fijis only five star integrated resort complex, guests are able to enjoy access to the facilities of Sheraton Fiji Resort, Sheraton Denarau Villas and the world-renowned Denarau Golf & Racquet Club offering an 18-hole resort golf course and 10 tennis courts. Port Denarau Marina is just 2 minutes away. The resort’s 273 guestrooms, beachfront suites and Royal and Regent Suites are beautifully designed, and superbly furnished in sensitive harmony with the South Pacific setting.

**CONFERENCE THEME**
The theme for the meeting is: ‘Leadership, Innovation and Partnership for Green/Blue Pacific Economies’.

The theme highlights the following:

- **Leadership.** The importance of leveraging Collective Leadership for sustainability. In the run-up to Rio + 20, the UN supported more than seventy countries including those from the Pacific to engage stakeholders in
nationally-led processes whose aims were to review progress, challenges and gaps in the implementation of sustainable development approaches over the last two decades. After synthesizing the findings of the almost 60 national reports that were received the UN study concluded that whilst many countries have made substantial progress over the last twenty years in establishing and strengthening the institutional frameworks necessary to ensure sustainable development the greatest challenge today is chiefly implementation. The evidence from the reports is overwhelming that a gap exists between stated commitments to sustainable development and the reality of implementing sustainable development policies and programmes in all countries and regions reviewed and that two ingredients critical to successful implementation that are missing from many national development recipes are political will and good governance. The PIDF Inaugural Conference will therefore examine the leadership necessary that will enable environmentally socially, culturally and economically sustainable development;

- **Innovation.** Harnessing ecologically sound and inclusive innovation for sustainability. This Conference is about assisting participants innovate towards greener solutions. South-South flows of green technology will be explored. We will examine how to strengthen local capabilities to absorb technology from abroad and adapt it to local needs. Here we will look at “base of pyramid” innovations - bottom up, frugal Jugaad improvisation approaches where readily available technologies are merged in ways which produce new and low-cost solutions, doing more, with less, for more people;

- **Partnership.** Multi-stakeholder high-impact collaborations is critical for sustainable development. No one sector in society can deliver the complexities of sustainable development alone. Multi-stakeholder partnership provides fresh opportunity for doing development better by recognizing the qualities and competencies of each sector whether government, civil society or private sector, and finding new ways of harnessing these contributions for the common good. Here we will use the expertise of the private sector, normative leadership of the public sector, and successful delivery mechanisms of civil society to bring about sustainable development through the green economy;

- **Green/Blue Pacific Economies.** The green economy approach in the Pacific is not merely a way to reduce resource intensiveness or pollution but also a way to achieve resilient, inclusive and sustainable development through enhancing livelihoods and fostering new economic opportunities. The idea of green economy provides a new way to approach sustainable development in the Pacific. By integrating the three pillars of sustainable development into a green economy framework, decision-makers can make policy decisions based on a more complete picture.

**CONFERENCE MISSION**

The Pacific Island Development Forum Inaugural Meeting mission is to bring together leaders of Government, Industry and Non-Governmental Organisations from all 23 islands of the Pacific to address through the green economy the most pressing development challenges facing the Pacific over the next decade and beyond.

The meeting is an empowering platform for the people of the Pacific to handle challenges and influence the direction of their own lives through the green economy. It seeks to empower the People of the Pacific as primary stakeholders in their development through the green economy to initiate the process and make joint decisions about its outcome. The meeting hopes to cause a shift in power relations in the
Pacific by valorizing voices that usually go unheard in our development dialogue. In this meeting we will see local communities making, rather than only contributing to important decisions.

**CONFERENCE MAIN GOALS AND PARTNERSHIPS ASSETS**

- Brings together all stakeholders on an equal level.
- Establish a unique and sustainable high-level multi-stakeholder participatory forum and network.
- Help define the future of sustainable development through the green economy.
- Find answers to the most important development challenges of today and tomorrow through the green economy.
- Make regional recommendations and set the green economy agendas.

**CONFERENCE OUTPUTS**

The PIDF Inaugural Summit contains a number of different strands designed to contribute to the overall outputs of the conference. These outputs themselves will be key to ensuring commitment in the region to the measures considered by Conference participants to be essential to building the PIDF and bringing about Green Economic Policies into the Region.

The outputs have six dimensions. They must be both **concrete** and **strategic**. Some must lead to concrete action within countries to establish processes, build and extend infrastructure or develop and test new applications. Others must offer, to policy-makers in the region, proposals for action at the national, sub-regional and regional levels, to enhance economic and social development through the green economy. In all cases they must specify the most effective **partnership models** to implement the projects, plans or policies proposed.

All Speakers, Presenters, Panelists and Participants are asked to keep in mind the six dimensions mentioned above that is key to the realization of PIDF Inaugural Meetings outputs:

- Identify concrete projects that can be implemented at the country level;
- Identify strategic issues (and potential responses) that need to be addressed by policy makers;
- Distinguish between activities and strategies targeted at:
  - National;
  - Sub-regional; and
  - Regional levels;
- Indicate appropriate partnership models.

The Conference will only achieve its targeted outputs with the full cooperation of chairs, panelists, speakers, rapporteurs – and participants.

**CONFERENCE FORMAT**

The Program includes a range of activities designed to facilitate the exchange of ideas and information and trigger discussions amongst all participants:

- Keynote Speakers
- Invited Panels/Speakers
- Corporate Showcases & Demonstration
- Workshops
The Conference comprises plenary and concurrent sessions. The plenary sessions will feature presentations and discussions by prominent leaders who all share a deep passion for the development of the Pacific and have unique perspectives on how it can be achieved through the Green Economy. There will usually be two scene-setting presentations at 20 minutes each. It will then be followed by response/insights from 3 panelists then Questions and Answers.

The concurrent sessions will feature detailed discussions by participants led by senior regional and national public servants, and development practitioners from the Pacific. These high quality analyses will contribute to our understanding of the challenges facing inclusive and sustainable development in the Pacific and the options that exist for addressing these challenges through the green economy.

**PROGRAMME**

**Welcome & Opening Ceremonies**

Formal Ceremonies of Welcome will begin on Monday morning at 8.30am 5th August 2013. This will comprise a Military Ceremony and traditional ceremonies of welcome held at the Denarau Golf & Racquet Club grounds. Other aspects of the program are as follows:

- **Official Opening**: Monday 5th August 2013 11.30am
- **Plenary Sessions**: Monday 5th August, 1.30pm, Tuesday 6th August 8.30am, Wednesday 7th August 8.30am.
- **Parallel Sessions**: Tuesday 6th August, 1.00pm
- **Closing Session**: Wednesday 7th August, 12.30pm

See **ANNEX 1** for the program outline.

**Green Economy Expo**

The Green Economy Expo is an integral and important component of the conference and features a display of green products, processes, technology. Its purpose is to raise awareness about the Green Economy. The exhibition will be at the Sheraton Fiji Resort and open from 9.00am to 6.30pm Monday 5th August to Wednesday 7th August. Admission is free. Participants are encouraged to visit the exhibition which will be open to the public. To help you plan your visit **FIGURE 4** provides the floor plan of the Exhibition. The Exhibition will include the following areas:

- Energy saving technology
- Green building products
- Sustainable business practice
- Preservation of natural resources
- Organic products & food production
- Water & energy saving technology and products
- Waste disposal & recycling
- Eco-tourism
- Eco-friendly products
- Eco-friendly toys
- Eco fashion
Social Functions

A Welcome Reception for Participants will be hosted by the Minister of Foreign Affairs and International Cooperation, Ratu Inoke Kubuabola, on the evening of Monday 5th August 2013 at the Croquet Lawn, Sheraton Fiji Resort.

On Tuesday 6th August, a reception will be hosted by the Prime Minister, Commodore J. V. Bainimarama for participants at the Coco Palms, Westin Resort and Spa. Later in the evening the Prime Minister will host a private Dinner for Heads of Delegations only.

On Wednesday 7th August 2013, the President of the Republic of Fiji, His Excellency Ratu Epeli Nailatikau will host a reception for participants. The Reception will include the ‘Beating of the Retreat’ ceremony by the Republic of the Fiji Military Forces. The evening will end with His Excellency the President hosting a Gala Dinner and Island Night for all Participants at the Sheraton Fiji Golden Ballroom.
Sessions

Plenary Sessions
All plenary sessions will last 1½ hours. Plenary sessions 2, 3, and 4, will have a discussion panel that will follow the keynote presentation. The discussion panel will comprise three representatives one each from the public sector, private sector and civil society organizations in the Pacific. The discussion panel will reflect on the Keynote Presentation for that session before it is open for interactive discussions with the general audience. All plenary sessions will be held in the Golden Ballroom. This is the only room where simultaneous interpretation (via headsets) in French will be provided.

Parallel Sessions
All Parallel Sessions follow the workshop format where the chair(s) is responsible for outlining the issues for discussion, leading the discussion and summing up. All parallel sessions will be facilitated by a Subject Expert from the Pacific. The Facilitator will be given a set of questions to be considered by the Session. Each Session will last 3 hours. Parallel Sessions will be in the following Tracks:

- Track A: Extractive 1 – Mining and Energy
- Track B: Extractive 2 – Fisheries and Forestry
- Track C: Tourism
- Track D: Agriculture
- Track E: Manufacturing & Trade
- Track F: Transport & Infrastructure
- Track G: Health & Disaster Prevention

The venues are Orchid, Frangipani, Gardenia at Sheraton Fiji Resort and Senirosi Dua & Rua, Senijale and Boardroom at the Westin Denarau Island Resort & Spa. See FIGURES 6, 7, 8 and 9.

To facilitate room allocation all Participants are requested to indicate in the Registration Form the Tracks that they will most likely participate in.
REGISTRATION

Participation in the Conference is open to all persons and Public Sector, Private Sector and Civil Society Organisations in the Pacific who have been appropriately nominated. Those who wish to attend the Conference should fill in the Registration Form and return it to the PIDF Secretariat. Registrations will be either as Delegates or Observers. Registration will close on 30 June 2013. Thereafter, late or on-site registration may be possible if there are still places available, but you are advised to check in advance.

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5 Pacific here is defined as including American Samoa, Commonwealth of the Northern Marianas, Cook Islands, Fiji, Federated States of Micronesia, French Polynesia, Guam, Kiribati, Marshall Island, Nauru, New Caledonia, Niue, Palau, Pitcairn Islands, PNG, Samoa, Solomon Island, Timor Leste, Tokelau, Tonga, Tuvalu, Vanuatu, Wallis & Futuna.
with the Secretariat. Participation in the Conference is free of charge to all Participants; there is no
registration fee.

**Sponsored National Delegations**

Sponsored National Delegations are those who have been invited by the Fijian Government and consists
of three delegates comprising one from the public sector, one from the private sector and one from civil
society. Sponsored National Delegations are required to submit a letter signed by the Ministry of Foreign
Affairs of the country concerned, no later than **30th June 2013**, providing a list of official delegation with
names, functional titles and affiliates to the PIDF Secretariat. The letter should be accompanied by
completed registration forms for all named officials in the letter. The registration form to be used is in
**ANNEX 2.** The letter should clearly show the three Delegates (namely one from the Government, one
from the private sector and one from civil society) to be sponsored for accommodation by the Fijian
Government.

The on-site accreditation of Sponsored National Delegates will begin in Nadi on Sunday, 4th August 2013
at the Registration Desk located at the Pre-Function Area of the Sheraton Fiji Resort. On registration
Participants will receive a program and identification badges and the latter should be worn at all times in
order to gain access to the Meeting area.

**Non-Sponsored National Delegates**

All Non-Sponsored National Delegates interested in participating in the Meeting must obtain individual
accreditation. They may do so by completing the appropriate Registration Form in **ANNEX 3** and sending
their Form to the PIDF Secretariat no later than **30th June 2013**.

Upon receipt of the form, and depending on availability of spaces the PIDF Secretariat will send each
participant a confirmation letter. This letter and a photo ID will need to be shown at the Registration
Desk. On registration Delegates will receive a program and identification badges and the latter should be
worn at all times in order to gain access to the Summit area.

Please note that Conference Room capacity is limited and that registrations are only accepted based on
overall availability. If the maximum number of delegates is reached, the organizers reserve the right to
refuse access. Due to limited spaces priority will be on a first come first served basis. Efforts will be
made to ensure equity and diversity in representation. **Non-Sponsored National Delegates should not make any firm travel plans until they have received from the Secretariat the confirmation letter.**

**SEATING & SPEAKING**

At the opening of the Conference and at subsequent plenary meetings, each national delegation will be
assigned six seats: three at table and three behind. Specifically identified seating will be available for
other participants in the Conference. National Delegations are seated in English alphabetical order of
country names, as indicated in the seating plans posted outside the Golden Ballroom. Supernumerary
National Delegates will be seated in the plenary hall in a dedicated seating area, behind the delegates
with direct access to the Conference proceedings.
No delegate shall address the Conference without having asked and obtained permission of the Chairperson. Speakers shall be called upon in the order in which they have signified their desire to speak. Statements should be as brief as possible.

ATTIRE

The dress code for the Conference is Island formal (Long or Short Sleeve Shirts with Tie or national dress). Please note that certain events may have specific details on attire, and you should refer to the program for more information.

All Heads of Delegations will be issued on registration with three BULA shirts to be worn during the Conference. Please indicate your shirt size in the Pre-Registration Form in Annex 2.

ACCOMODATION AND TRAVEL

Sponsored National Delegations

The three members of National Delegations whose accommodation costs the Fijian Government will meet will be accommodated at the Sheraton Fiji Resort on Denarau, and Westin Denarau Island Resort & Spa Denarau Island, Nadi. These National Delegations however are required to cover their own travel to Fiji. Transportation will be provided to them between the airport and hotel on arrival and departure by the Conference Organisers.

Non-Sponsored National Delegates

For the convenience of self-funding delegates the Government of Fiji has also made arrangements with a number of hotels in Nadi whose contact details are given below. Participants are encouraged to contact the hotel directly with their accommodation requirements. Delegates will be responsible for the cost of their own accommodations at these hotels.

1. **Hexagon BEST WESTERN** Hexagon International Hotel, Villas & Spa (formally known as West’s Motor Inn) is one of the four Hotels under the Hexagon Group of Hotels. It’s sister hotels being BEST WESTERN Suva Motor Inn, BEST WESTERN Grand West’s Villas and Seashell @ Momi. BEST WESTERN Hexagon International Hotel, Villas & Spa has a 3 - 3 ½ star rating. It has a total of 117 rooms, inclusive of six (6) categories; one (1) Restaurant & Bar; three (3) Swimming Pools; Spa; and Internet Cafe. Information on rates, how to book etc are in **ANNEX 4**. Please visit their website for more information: www.hexagonfiji.com.

2. **Capricorn Hotel** is located within 7 minutes’ drive from Nadi International Airport and set amongst the tropical garden, other entertainment outlets, supermarkets etc. The hotel offers 67 spacious rooms, all surrounding pools and gardens. Information on rates, etc. are in **ANNEX 5**. Please note the hotel offers a 15% discount to all direct bookings. Cite the meetings name when doing your booking. Rates are inclusive of 20% Taxes and light continental breakfast. The hotel will also provide transfer to and from the airport on arrival and departure. Please visit their website for more information: www.capricornfiji.com

3. **Mercure Nadi** Set within five acres of tropical gardens and only minutes from Nadi Airport, Mercure Nadi offers 85 spacious rooms, surrounding a tropical style swimming pool. Information on rates, etc. are in **ANNEX 6**. Please visit their website for more information: http://www.mercure.com/gb/hotel-5930-mercure-nadi/index.shtml.
The two meeting sites Sheraton Fiji Resort on Denarau, and Westin Denarau Island Resort & Spa Denarau Island, Nadi are five minutes’ walk from each other, and are linked by a shuttle bus service BULA BUS. During the meeting a dedicated shuttle bus will transport delegates between the two venues. Transportation is free.

For those staying at Hexagon, Capricorn and Mercure a shuttle bus will also provide transportation between these hotels and the meeting venues. The Information Desk will provide more details on pick up and drop off times.

**MEALS**

Breakfast is covered by the room rate at Sheraton Fiji Resort and Westin Denarau for Fijian Government Sponsored National Delegates accommodated there. Lunch will be provided at the conference venue. Participants will be given coupons for lunch. On 6th August 2013, a dinner will be hosted by the Prime Minister from 7:30pm for all Heads of Delegations. Attendance is by invitation. For all other days, dinner is at the participants’ leisure. Our helpdesk will be happy to provide information on recommended venues.

**CONFERENCE MATERIALS**

The Conference will be paperless. Printed documents will not be available at the meeting. Pre-session documents will be made available on the Conference website [www.pacificidf.org](http://www.pacificidf.org). In-session documents (such as conference room papers) will be available electronically via a wireless intranet or memory stick only. Conference materials will only be published in electronic form on CD-ROM. Each delegate will receive a copy of the CD-ROM in the delegate satchel at the commencement of the Conference. Only Heads of Delegations will also receive printed Conference material at the Conference site.

Making a meeting paperless yields the benefit of considerably reducing the cost and the carbon footprint of the meeting. The cost savings may be used to support the participation of representatives. A paperless meeting also makes it easier for representatives to locate documents and allows for faster preparation and distribution of conference room papers. Your cooperation in heeding these suggestions is greatly appreciated and will ensure the success of the meeting. All Conference papers and presentation slides will be published in electronic form on a flash drive. Each delegate will receive a copy of the flash drive at the end of the Conference.

**IMMIGRATION**

A passport valid for at least three months beyond the intended stay in Fiji is required. For more information please visit the Department of Immigration web site.6

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ARRIVAL FORMALITIES
The Secretariat will provide Meet & Assist service at the Airport to the participants according to the arrival and departure information. A travel/welcome desk will be set up in the arrivals area of the airport to provide information and assistance to arriving participants.

Participants are requested to indicate their travel plans (date, time of arrival and flight number) when pre-registering. If flight details are unavailable at the closing date for submission of forms, they should be transmitted by fax to the PIDF Secretariat at the earliest possible date, and well in advance of the expected arrival date. Any change in travel plans should be transmitted by fax or telephone immediately to the Secretariat who will adjust arrangements where possible.

CUSTOMS AND BAGGAGE
The movement of baggage from the airport to the hotels will be facilitated by the Conference Organisers. Participants are encouraged to visit the Fiji Islands Revenue and Customs Authority web site for all information they need about prohibited and restricted items.7

QUARANTINE
Fiji has strict quarantine regulations. The best way to meet these regulations is to avoid bringing in any seeds, raw plants or animal matter.

INSURANCE
It is strongly recommended that at the time you register for the Conference that you take out an insurance policy of your choice to cover any eventuality.

HEALTH
All guests staying at the Sheraton may make use of the hotels medical personnel should they need medical assistance. A nurse however is available for Conference participants at the Conference Venue. The Secretariat will provide more information on location.

DEPARTURE
A procedure similar to the arrival arrangements will be made in respect of departure by all delegations. A special Departure Check In Counter with appropriate signage will be set up in the International Departure Lounge at Nadi International Airport for all participants.

TOURIST VAT REFUND SCHEME
The Fiji Revenue & Customs Authority administers a Tourist VAT Refund Scheme. Please visit their web site for more information.8

7 http://www.frca.org.fj/arriving-in-fiji/
8 http://www.frca.org.fj/tourist-vat-refund-scheme/
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TOURIST VAT REFUND SCHEME

The Fiji Revenue & Customs Authority administers a Tourist VAT Refund Scheme. Please visit their web site for more information.

SECURITY

Unattended items (briefcases, backpacks, book bags, etc.) should not be left in the meeting rooms and are subject to removal.

RESERVATION OF MEETING ROOMS

Conference participants who wish to reserve a meeting room at the Sheraton Fiji Resort or the Fiji Westin Resort and Spa are requested to contact the Secretariat in respect of meetings planned for the following day. It should be noted that, while every effort will be made to satisfy requests, space is limited. Furthermore, participants are advised that no meeting room may be occupied without the prior authorization of the Secretariat.

LANGUAGE

The official language of the Conference is English, although simultaneous interpretation in French may be offered for sessions held in the main Conference Auditorium only.

COMMUNICATION CHARGES

Facilities for international telephone calls, and fax services are available at the hotel. Charges will be the responsibility of each delegation. All accounts should be settled before departure from Fiji.

INTERNET

Free internet facilities will be available at the Conference venue.

BUSINESS CENTRE

There will also be a Business Centre at the Sheraton Fiji Resort for use by participants. The Centre will have an Official to assist with any requirements you may have. The Centre will have a computer with internet access and a printer. It will be open from 8.00am to 8.00pm during the period of the Conference. The Information Desk will be able to direct you to its location.

SPA & GOLF

Participants accommodated at the Sheraton Fiji Resort and Westin Denarau can enjoy SPA and golf at these hotels at a discounted price by showing their Conference ID Badge to the hotel reception.

SHOPPING

Participants can enjoy discounted prices at selected shops in NADI by showing their Conference ID Badge. The shops will display a special PIDF sticker signifying their participation in this scheme.

BANKING FACILITIES

Traveller’s cheques and foreign currency may be exchanged at bureaux de change at the airport, the hotel, and commercial banks or through authorised foreign exchange dealers. The national currency is the Fijian Dollar. The exchange rate is approximately USD$1.00 to FJ$1.76. Money or traveller’s cheques can be exchanged at the following: Airport Banking and Hotel Reception: 24 hours. Banking Hours: 0930 to 1600 hours. Major credit cards are widely accepted, as are traveller’s cheques.
TEMPERATURE

August is our cooler month with temperature to range from 19° to 29°C.

TIME ZONE

Fiji is 12 hours ahead of Greenwich Mean Time.

INFORMATION DESKS

The main Conference Information Desk is located in the Pre-Function Area of the Sheraton Denarau Resort and is open from 8 a.m. to 6.30 p.m. Monday 5th to Wednesday 7th August. The Information Desks will be able to answer any queries about the Conference, and about facilities available to delegates. More information on Fiji however can be found at Tourism Fiji website http://www.fiji.travel/.

CONFERENCE SECRETARIAT

The Conference Secretariats contact details are as follows:

Pacific Islands Development Forum Secretariat  
c/- Ministry of Foreign Affairs and International Cooperation  
P.O. Box 2220, Government Buildings  
Suva, Fiji  
Tel: (679) 330 9645, (679) 323 9634  
Mobile: (679) 990 4400  
Fax: (679) 330 1741  
secretariat@pidf.gov.fj  
www.pacificidf.org

To view all the details of the conference please visit our website www.pacificidf.org.

IMPORTANT CONTACT NUMBERS

- Mr Penijamini Lomaloma, Conference Focal Point and Operations in Charge, Cell +679-9904 400 plomaloma@govnet.gov.fj
- Filipe Naqera, Administration and Logistics, Cell +679-9905 237 filipen@psc.gov.fj
- Ms Asilika Turagavou, Conference Assistant, Cell +679-938 3567 asilika.turagavou@govnet.gov.fj
**ANNEX 1 – PROGRAM OUTLINE**

**INAUGURAL CONFERENCE**
5th–7th August 2013, Sheraton Fiji Resort, Denarau Island, Nadi, Fiji
“Leadership, Innovation & Partnership for Green/Blue Pacific Economies”

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00am-12.00pm</td>
<td>Registration</td>
<td>Sheraton Pre-Function Area</td>
</tr>
<tr>
<td></td>
<td>*</td>
<td>Sheraton Fiji Resort</td>
</tr>
<tr>
<td>8.30am-10.00am</td>
<td>Military Parade</td>
<td>Denarau Golf &amp; Racquet Club</td>
</tr>
<tr>
<td></td>
<td>• Guard of Honour by the Republic of Fiji</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• National Anthem</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Venue: Denarau Golf &amp; Racquet Club</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dress: Suit/National Dress</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(see separate Programme for details)</em></td>
<td></td>
</tr>
<tr>
<td>10.00am-11.00am</td>
<td>Traditional Ceremonies of Welcome</td>
<td>Denarau Golf &amp; Racquet Club</td>
</tr>
<tr>
<td></td>
<td>Venue: Denarau Golf &amp; Racquet Club</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dress: Suit/National Dress</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>(see separate Programme for details)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Official photograph of Leaders and delegations</td>
<td>Denarau Golf &amp; Racquet Club</td>
</tr>
<tr>
<td>11.00am-11.30am</td>
<td>Morning Tea</td>
<td>Denarau Golf &amp; Racquet Club</td>
</tr>
</tbody>
</table>

See FIGURE 11 for map locations
<table>
<thead>
<tr>
<th>Time</th>
<th>Session/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.30am-12.30pm</td>
<td>Official Opening</td>
</tr>
<tr>
<td></td>
<td>Welcome Address: Commodore J.V. BAINIMARAMA, Prime Minister, FIJI.</td>
</tr>
<tr>
<td></td>
<td>Keynote Address: His Excellency Xanana GUSMÃO, Prime Minister, Democratic Republic of Timor-Leste.</td>
</tr>
<tr>
<td></td>
<td>Venue: Golden Ballroom, Sheraton Fiji Resort</td>
</tr>
<tr>
<td></td>
<td>Dress: Island formal (Long or Short Sleeve Shirts with Tie)</td>
</tr>
<tr>
<td></td>
<td>Photo Opportunity at start and Media Coverage of Opening Speeches.</td>
</tr>
<tr>
<td>12.30pm-1.30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>Venue: The Feast Restaurant, Sheraton Fiji Resort</td>
</tr>
<tr>
<td>1.30pm-3.00pm</td>
<td>Session 1: From RIO to the Pacific – Overview on global &amp; regional status on sustainable development and the green economy</td>
</tr>
<tr>
<td></td>
<td>Session Objective:</td>
</tr>
<tr>
<td></td>
<td>To review global and regional status on sustainable development, define green growth and its regional framework.</td>
</tr>
<tr>
<td></td>
<td>1.  Keynote Presentations</td>
</tr>
<tr>
<td></td>
<td>2.  Interactive Discussions</td>
</tr>
<tr>
<td></td>
<td>Venue: Golden Ballroom, Sheraton Fiji Resort</td>
</tr>
<tr>
<td></td>
<td>Dress: Island formal (Long or Short Sleeve Shirts with Tie)</td>
</tr>
<tr>
<td>3.00pm-3.15pm</td>
<td>Break</td>
</tr>
<tr>
<td></td>
<td>Venue: Sheraton Pre-Function Area</td>
</tr>
<tr>
<td>3.15pm-4.45pm</td>
<td>Session 2: Political/Public Leadership for the Green Economy</td>
</tr>
<tr>
<td></td>
<td>Session objective:</td>
</tr>
<tr>
<td></td>
<td>To shape the role of political leadership and governments in transitioning into green growth.</td>
</tr>
<tr>
<td></td>
<td>1.  Keynote Presentations</td>
</tr>
<tr>
<td></td>
<td>2.  Panel Discussions</td>
</tr>
</tbody>
</table>
### Session 3: Private Sector Leadership in the Green Economy

**Session objective:**
To showcase the role of private sector and its leadership in making the transition to green growth.

1. **Keynote Presentations**
2. **Panel Discussions**
3. **Interactive Discussions**

**Venue:** Golden Ballroom, Sheraton Fiji Resort  
**Dress:** Island formal (Long or Short Sleeve Shirts with Tie)

### Welcome Reception hosted by Ratu Inoke KUBUABOLA Minister for Foreign Affairs & International Cooperation, FIJI

**Venue:** Croquet Lawn, Sheraton Fiji Resort  
**Dress:** Islands Informal (BULA)

---

**TUESDAY 6TH AUGUST – THEME: INNOVATION FOR GREEN/BLUE ECONOMIES**

### Registration

**Venue:** Sheraton Pre-Function Area, Sheraton Fiji Resort

### Session 4: Community Leadership for the Green Economy

**Session objective:**
To discuss the role of Communities, Non-Government Organisations, Faith-based Groups etc. and their leaderships in supporting the transition to green growth

1. **Keynote Presentations**
2. **Panel Discussions**
3. **Interactive Discussions**

**Venue:** Golden Ballroom, Sheraton Fiji Resort  
**Dress:** Island formal (Long or Short Sleeve Shirts with Tie)
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00am-10.30am</td>
<td>Break</td>
</tr>
<tr>
<td></td>
<td><em>Venue: Sheraton Pre-Function Area</em></td>
</tr>
<tr>
<td>10.30am-12.00pm</td>
<td>Session 5: Innovations for the Green/Blue Economy</td>
</tr>
<tr>
<td></td>
<td><strong>Session Objective:</strong></td>
</tr>
<tr>
<td></td>
<td>To showcase the role and importance of innovations in bringing about</td>
</tr>
<tr>
<td></td>
<td>the Green/Blue Economy in Pacific small island developing countries.</td>
</tr>
<tr>
<td></td>
<td>1. Keynote Presentations</td>
</tr>
<tr>
<td></td>
<td>2. Interactive Discussions</td>
</tr>
<tr>
<td></td>
<td><em>Venue: Golden Ballroom, Sheraton Fiji Resort</em></td>
</tr>
<tr>
<td></td>
<td><em>Dress: Island formal (Long or Short Sleeve Shirts with Tie)</em></td>
</tr>
<tr>
<td></td>
<td>Photo Opportunity at start, photographers/TV only</td>
</tr>
<tr>
<td>12.00pm-1.00pm</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td><em>Venue: The Feast Sheraton Fiji Resort</em></td>
</tr>
<tr>
<td>1.00pm-3.00pm</td>
<td>Session 6: Parallel Sessions</td>
</tr>
<tr>
<td></td>
<td><strong>Session Objective:</strong></td>
</tr>
<tr>
<td></td>
<td>To showcase the innovations including financial and human capital,</td>
</tr>
<tr>
<td></td>
<td>and policy framework that need to be put in place in the primary,</td>
</tr>
<tr>
<td></td>
<td>enabling and cross cutting sectors to bring about the Green/Blue</td>
</tr>
<tr>
<td></td>
<td>Economy in Pacific small island developing countries.</td>
</tr>
<tr>
<td></td>
<td><strong>Tracks</strong></td>
</tr>
<tr>
<td></td>
<td>1. Track A: Extractive 1 - Mining and Energy</td>
</tr>
<tr>
<td></td>
<td>2. Track B: Extractive 2 - Fisheries and Forestry</td>
</tr>
<tr>
<td></td>
<td>3. Track C: Tourism</td>
</tr>
<tr>
<td></td>
<td>4. Track D: Agriculture</td>
</tr>
<tr>
<td></td>
<td>5. Track E: Manufacturing &amp; Trade</td>
</tr>
<tr>
<td></td>
<td>6. Track F: Transport &amp; Infrastructure</td>
</tr>
<tr>
<td></td>
<td>7. Track G: Health &amp; Disaster Prevention</td>
</tr>
<tr>
<td></td>
<td>*Venues: Orchid, Frangipani, Gardenia at Sheraton Fiji Resort and</td>
</tr>
<tr>
<td></td>
<td>Senirosi Dua &amp; Rua, Senijale and Boardroom at the Westin Denarau</td>
</tr>
<tr>
<td></td>
<td>Island Resort &amp; Spa*</td>
</tr>
</tbody>
</table>
### Dress: Island formal (Long or Short Sleeve Shirts with Tie)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.00pm-3.15pm</td>
<td>Break</td>
</tr>
<tr>
<td></td>
<td>Venue: Sheraton Fiji Resort and Westin Denarau Island Resort &amp; Spa Pre-Function Area</td>
</tr>
<tr>
<td>3.15pm-4.15pm</td>
<td>Session 6: Parallel Sessions (continues)</td>
</tr>
<tr>
<td></td>
<td>Venues: Orchid, Frangipani, Gardenia at Sheraton Fiji Resort and Senirosi Dua &amp; Rua, Senijale and Boardroom at the Westin Denarau Island Resort &amp; Spa</td>
</tr>
<tr>
<td>4.15pm-6.00pm</td>
<td>Session 7: Parallel Sessions Track Facilitators Meeting</td>
</tr>
<tr>
<td></td>
<td>Session objective:</td>
</tr>
<tr>
<td></td>
<td>To review each session’s recommendations, identify synergies and identify the way forward especially possible areas of partnerships to bringing about the Green Economy in Pacific small island developing countries.</td>
</tr>
<tr>
<td></td>
<td>Venue: Frangipani Room, Sheraton Fiji Resort</td>
</tr>
<tr>
<td>6.30pm-8.00pm</td>
<td>Reception hosted by Commodore J.V BAINIMARAMA, Prime Minister, FIJI</td>
</tr>
<tr>
<td></td>
<td>Venue: Coco Palms the Westin Denarau Island Resort &amp; Spa</td>
</tr>
<tr>
<td></td>
<td>Dress: Islands Informal (BULA)</td>
</tr>
<tr>
<td>8.00pm-10.00pm</td>
<td>Dinner hosted by Commodore J.V BAINIMARAMA, Prime Minister, FIJI (By invitation)</td>
</tr>
<tr>
<td></td>
<td>Venue: Senirosi Rua, the Westin Denarau Island Resort &amp; Spa</td>
</tr>
<tr>
<td></td>
<td>Dress: Islands Informal (BULA)</td>
</tr>
</tbody>
</table>

**WEDNESDAY 7\textsuperscript{TH} AUGUST – THEME: PARTNERSHIPS FOR GREEN/BLUE ECONOMIES**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am-10.00am</td>
<td>Session 8: Partnership for the green/blue economy</td>
</tr>
<tr>
<td></td>
<td>Session objective:</td>
</tr>
<tr>
<td></td>
<td>To plan and direct how the Green Economy as the new engine for growth, employment, and the reduction of persistent poverty in Pacific small island developing countries and the place of partnership in the process.</td>
</tr>
<tr>
<td>Time</td>
<td>Event Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10.00am-10.30am</td>
<td><strong>Break</strong></td>
</tr>
<tr>
<td>Venue: Sheraton Pre-Function Area</td>
<td></td>
</tr>
<tr>
<td>10.30am-11.30pm</td>
<td><strong>Session 9: Presentation of Outcome Statements</strong></td>
</tr>
<tr>
<td>Session objective: To consider recommendations and the way forward especially possible areas of partnerships on bringing about the Green Economy in Pacific small island developing countries.</td>
<td></td>
</tr>
<tr>
<td>1. <strong>Keynote Presentations</strong>&lt;br&gt;2. <strong>Interactive Discussions</strong>&lt;br&gt;Venue: Golden Ballroom, Sheraton Fiji Resort&lt;br&gt;Dress: Island formal (Long or Short Sleeve Shirts with Tie)</td>
<td></td>
</tr>
<tr>
<td>11.30pm-12.30pm</td>
<td><strong>Session 10: Pacific Island Development Forum Institutional Issues</strong></td>
</tr>
<tr>
<td>Session objective: To consider the governance structure, funding strategy, work program and Secretariat of Pacific Island Development Forum.</td>
<td></td>
</tr>
<tr>
<td>1. <strong>Keynote Presentations</strong>&lt;br&gt;2. <strong>Interactive Discussions</strong>&lt;br&gt;Venue: Golden Ballroom, Sheraton Fiji Resort&lt;br&gt;Dress: Island formal (Long or Short Sleeve Shirts with Tie)</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>12.30pm-2.00pm</td>
<td>Official Closing</td>
</tr>
<tr>
<td></td>
<td>Chairperson: Ratu Inoke KUBUABOLA, Minister for Foreign Affairs &amp; International Cooperation, FIJI</td>
</tr>
<tr>
<td></td>
<td>Closing Address</td>
</tr>
<tr>
<td></td>
<td>Commodore J.V BAINIMARAMA, Prime Minister, FIJI</td>
</tr>
<tr>
<td></td>
<td>Venue: Golden Ballroom, Sheraton Fiji Resort</td>
</tr>
<tr>
<td></td>
<td>Dress: Island formal (Long or Short Sleeve Shirts with Tie)</td>
</tr>
<tr>
<td></td>
<td>Photo Opportunity at start and Media Coverage of Closing Speech.</td>
</tr>
<tr>
<td>1.00pm-2.00pm</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>Venue: The Feast Sheraton Denarau Resort</td>
</tr>
<tr>
<td>2.00pm-6.00pm</td>
<td>Free Afternoon</td>
</tr>
<tr>
<td>6.00pm-7.30pm</td>
<td>Cocktail hosted by His Excellency Ratu Epeli NAILATIKAU, President</td>
</tr>
<tr>
<td></td>
<td>Venue: Denarau Golf &amp; Racquet Club</td>
</tr>
<tr>
<td></td>
<td>Dress: Island Style</td>
</tr>
<tr>
<td></td>
<td>Signing of Official Communiqués</td>
</tr>
<tr>
<td></td>
<td>Venue: Denarau Golf &amp; Racquet Club</td>
</tr>
<tr>
<td></td>
<td>Dress: Islands Style</td>
</tr>
<tr>
<td></td>
<td>Beating of the Retreat by the Republic of Fiji Military Forces</td>
</tr>
<tr>
<td></td>
<td>Venue: Denarau Golf &amp; Racquet Club</td>
</tr>
<tr>
<td></td>
<td>Dress: Islands Style</td>
</tr>
<tr>
<td>7.30pm-9.30pm</td>
<td>Gala Dinner and Island Night hosted by His Excellency Ratu Epeli NAILATIKAU, President</td>
</tr>
<tr>
<td></td>
<td>Venue: Golden Ballroom</td>
</tr>
<tr>
<td></td>
<td>Dress: Island Style</td>
</tr>
</tbody>
</table>

END OF PROGRAM
ANNEX 2 - PRE-REGISTRATION FORM

INAUGURAL MEETING
5th-7th August 2013, Sheraton Fiji Resort, Denarau Island, Nadi, Fiji
“Leadership, Innovation & Partnership for Green/Blue Pacific Economies”

(Please type or print in block letters)

Kindly complete and return no later than 30th June 2013 to:

Pacific Islands Development Forum Secretariat
c/- Ministry of Foreign Affairs and International Cooperation
P.O. Box 2220, Government Buildings
Suva, FIJI
Tel: (679) 330 9645, (679) 323 9634
Mobile: (679) 990 4400
Fax: (679) 330 1741
secretariat@pidf.gov.fj
www.pacificidf.org

Surname : ____________________________________________________________

Forename(s) : _______________________________________________________

Title/Designation : ___________________________________________________

Country/Organisation Represented: _______________________________________

Preferred Name on Name Badge: _______________________________________

__________________________________________
Mailing Address: ________________________________________________________________

____________________________________________________________________________

Telephone No.: ________________ Fax No : ________________ Email: ________________

SPECIAL NEEDS / DIETARY REQUIREMENTS

If you have any special needs please specify. Every attempt will be made to meet your requirements; however this may not be possible in every case.

____________________________________________________________________________

____________________________________________________________________________

PARELLEL SESSIONS

To facilitate room allocation please indicate with a TICK the Breakout Session you will most likely attend:

| Track A: Extractive 1 – Mining and Energy |   |
| Track B: Extractive 2 – Fisheries and Forestry |   |
| Track C: Tourism |   |
| Track D: Agriculture |   |
| Track E: Manufacturing & Trade |   |
| Track F: Transport & Infrastructure |   |
| Track G: Health & Disaster Prevention |   |
**SHIRT & TOP SIZE:**

**Shirt**
Tick below your shirt size. Refer to ANNEX 3 for measurements.

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
<td>L</td>
<td>XL</td>
<td>2XL</td>
<td>3XL</td>
<td>4XL</td>
<td>5XL</td>
</tr>
</tbody>
</table>

**Top**
Tick below the size for your top. Refer to ANNEX 3 for measurements.

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>XXS</td>
<td>XS</td>
<td>S</td>
<td>M</td>
<td>L</td>
<td>XL</td>
<td>2XL</td>
</tr>
</tbody>
</table>

**FLIGHT DETAILS**

Arrival Date: ___________ Time: ___________ Flight No.: ___________

Departure Date: ___________ Time: ___________ Flight No.: ___________

Signature: ____________________________
How to calculate your shirt size

Shirt Size Chart

Use the Table below to determine your shirt size.

<table>
<thead>
<tr>
<th>Size</th>
<th>Neck</th>
<th>Chest</th>
<th>Waist</th>
<th>Sleeves</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>14 - 14½</td>
<td>35 - 37</td>
<td>29 - 31</td>
<td>32½ - 33</td>
</tr>
<tr>
<td>M</td>
<td>15 - 15½</td>
<td>38 - 40</td>
<td>32 - 34</td>
<td>33½ - 34</td>
</tr>
<tr>
<td>L</td>
<td>16 - 16½</td>
<td>42 - 44</td>
<td>36 - 38</td>
<td>34½ - 35</td>
</tr>
<tr>
<td>XL</td>
<td>17 - 17½</td>
<td>46 - 48</td>
<td>40 - 42</td>
<td>35½ - 36</td>
</tr>
<tr>
<td>2XL</td>
<td>18 - 18½</td>
<td>50 - 52</td>
<td>44 - 46</td>
<td>36½ - 37</td>
</tr>
<tr>
<td>3XL</td>
<td>19 - 19½</td>
<td>54 - 56</td>
<td>54 - 56</td>
<td>37½ - 38</td>
</tr>
<tr>
<td>4XL</td>
<td>20 - 20½</td>
<td>58 - 60</td>
<td>52 - 54</td>
<td>38½ - 39</td>
</tr>
</tbody>
</table>

Shirt Measurement Instructions

To determine your shirt size you need to take four essential measurements: Base of the neck, Chest, under the arms, Waistline, Sleeve. Place the measuring tape flat and keep your posture straight while taking measurements. Remember to measure in inches to match the men’s shirt sizing.

Neck Size: Place the tape around the thickest section of your neck.

Chest Size: Keep your arms by your sides and place one end of the tape at the center of your neck, at the back. Come till the shoulder, then the elbow, and all the way to the wrist.

Waist Size: Stand straight and circle the tape around your natural waistline. Hold the tape slightly loose; don’t tighten the grip.

Sleeve Size: Keep your arms relaxed at your sides and slightly bent. Measure from the center of the back of your neck till your shoulder and entire length of the arm.

The illustrations, chart, and sizing guide given above provide you with measurements for the U.S. standard men’s clothing sizes.
**Size Chart - Women Shirts**

<table>
<thead>
<tr>
<th>XXS</th>
<th>XS</th>
<th>S</th>
<th>M</th>
<th>L</th>
<th>XL</th>
<th>2XL</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>0</td>
<td>0-2</td>
<td>4-6</td>
<td>8-10</td>
<td>12-14</td>
<td>16-18</td>
</tr>
<tr>
<td>Chest (inches)</td>
<td>26-28</td>
<td>28-30</td>
<td>30-32</td>
<td>32-34</td>
<td>36-38</td>
<td>40-42</td>
</tr>
</tbody>
</table>

**Chest:**

Measure under arms around the fullest part of the bust. Be sure to keep tape level across back and comfortably loose.

**Waist:**

Measure around natural waist with a measuring tape.
IN AUGURAL MEETING
5th-7th August 2013, Sheraton Fiji Resort, Denarau Island, Nadi, Fiji
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(Please type or print in block letters)

Kindly complete and return no later than 30th June 2013 to:

Pacific Islands Development Forum Secretariat
c/- Ministry of Foreign Affairs and International Cooperation
P.O. Box 2220, Government Buildings
Suva, Fiji
Tel: (679) 330 9645, (679) 323 9634
Mobile: (679) 990 4400
Fax: (679) 330 1741
secretariat@pidf.gov.fj
www.pacificidf.org

Surname: _______________________________________________________________________

Forename(s): ___________________________________________________________________

Title/Designation: ___________________________________________________________________

Country/Organisation Represented: ___________________________________________________________________

Preferred Name on Name Badge: ___________________________________________________________________
Mailing Address: ______________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Telephone No.: _______________ Fax No : _______________ Email: _______________

SPECIAL NEEDS / DIETARY REQUIREMENTS
If you have any special needs please specify. Every attempt will be made to meet your
requirements; however this may not be possible in every case.

__________________________________________________________________________

PARALLEL SESSIONS
To facilitate room allocation please indicate with a TICK the Breakout Session you will most
likely attend:

- Track A: Extractive 1 – Mining and Energy
- Track B: Extractive 2 – Fisheries and Forestry
- Track C: Tourism
- Track D: Agriculture
- Track E: Manufacturing & Trade
- Track F: Transport & Infrastructure
- Track G: Health & Disaster Prevention
FLIGHT DETAILS

Arrival Date: ___________ Time: ___________ Flight No.: ___________

Departure Date: ___________ Time: ___________ Flight No.: ___________

Signature: ____________________________

THIS FORM MUST BE ATTESTED TO BY THE DEPARTMENTAL HEAD OF THE FOREIGN MINISTRY (OR EQUIVALENT) OF THE COUNTRY CONCERNED

NAME (print): _______________________ Signature: ______________________

Position: _______________________ Date: ______________
**ANNEX 4 – HEXAGON HOTEL RATES AND BOOKING INFORMATION**

**OPTION 1 - RUN OF THE HOUSE DELUXE, INCLUDING COOKED BREAKFAST**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Facilities</th>
<th>Rates (with breakfast)</th>
</tr>
</thead>
</table>
| Run of the House Deluxe Room (SINGLE) | - All our rooms have air-con, fan, refrigerator, tea & coffee making facilities, alarm clock, hair dryer, TV and shower facilities  
- All our rooms are non-smoking | $125 per night per person                                              |
| 2 Bedroom Apartment (SHARED) | - 1 Queen & 2 Single Beds, living & dining area, cooking & laundry facilities  
- All our rooms are non-smoking | $200 per night (2 paxs sharing)  
$220 per night (3 paxs sharing) |

**OPTION 2 - WITHOUT BREAKFAST**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Facilities</th>
<th>Rates (without breakfast)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Deluxe Room</td>
<td>1 Queen or 2 Single Beds, tea-making facilities, air-con/fan, TV, alarm clock, hair dryer, fridge</td>
<td>$88 per night (single/double)</td>
</tr>
<tr>
<td>Poolside/Balcony Deluxe Room</td>
<td>1 Queen &amp; 1 Single Bed, tea-making facilities, air-con/fan, TV, alarm clock, hair dryer, fridge</td>
<td>$118 per night (single/double)</td>
</tr>
<tr>
<td>Family Deluxe Room</td>
<td>1 Queen &amp; 2 Single Beds, tea-making facilities, air-con/fan, TV, alarm clock, hair dryer, fridge</td>
<td>$125 per night (3 paxs)</td>
</tr>
</tbody>
</table>
| 2 Bedroom Apartment        | 1 Queen & 2 Single Beds, living & dining area, cooking & laundry facilities | $180 per night (2 paxs)       
$200 per night (3 paxs) |

All our prices include Government Taxes.

**TERMS & CONDITIONS**

| Check IN                  | Normal time is 2pm  
Early arrivals will be subject to availability | Subject to availability |
|---------------------------|------------------------------------------------|-------------------------|
For early arrival and check-in request, you will need to book room from night before
- Cancellations within 72 hours of arrival date is charged 1 night accommodation
- No Shows is charged for full accommodation as booked

Check OUT
- Normal time is 10.30am
- Latest check out available at 12pm, **subject to availability**
- From 12pm – 5pm, a 80% charge on normal room rate
- After 5pm, full room rate is applicable

**BOOKING MODE**

Bookings can be made via:

- Reservations Email - hexagonintl@connect.com.fj
- Phone - (679) 672 0044
- Fax - (679) 672 0071

**PAYMENT MODE**

Payment can be made via Credit Card or Direct Deposit into our bank account. Details and procedures will be advised during booking confirmation.

**We will require 50% deposit to confirm the booking.**

**TRANSPORT**

**Courtesy Transfers** provided by the Hotel for all International Flights
- Availability of our Hotel 17 seater vehicle
- Availability of a 24 hour taxi base at the Hotel premises
## ANNEX 5 – CAPRICORN HOTEL RATES

### Room Category

<table>
<thead>
<tr>
<th>Room Category</th>
<th>Single / Double</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior</td>
<td>F$ 120.00</td>
</tr>
<tr>
<td>Poolside</td>
<td>F$ 130.00</td>
</tr>
<tr>
<td>Deluxe</td>
<td>F$ 140.00</td>
</tr>
<tr>
<td>Family Suite 2 b/room</td>
<td>F$ 180.00</td>
</tr>
</tbody>
</table>

All rates are tax inclusive.

- Rate include Light Continental Breakfast
- 68 Air-Conditioned Rooms
- Extra Bed $20.00, Baby Cot Free
- No Additional Charges for 2 Children under 12 sharing the same room with parents
- Check in Time: 1:30pm, Check out Time: 10:30am
- Courtesy Airport Transfers 24 hours
- IDD Telephone
- Sky TV & Mini Fridge & Radio
- Tea / Coffee Making Facilities
- Private Balcony (Deluxe Rooms)
- 24 Hours Reception
- Room Service (7.00am - 10.00pm)
- Laundry and Dry Cleaning
- Conference Facilities
- Car Park
- Internet Services
- Hair, Beauty & Massage Saloon
- Boutique, Tour Desk
- Multipurpose Bure
- Pool Table
- Restaurant & Cocktail Bar
- freshwater Swimming Pool & Spa
- 10 Bed Backpacker/Dormitory - $40 per bed
**ANNEX 6 – MERCURE HOTEL RATES**

**RESERVATION FORM FOR SELF FUNDED PARTICIPANTS (PAY OWN EXPENSES)**

PIDF Meeting at Denarau, Nadi - 05th-07th AUGUST 2013

<table>
<thead>
<tr>
<th>ACCOMMODATION RATES:</th>
<th>*Please advise Country &amp; Area Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Room:</td>
<td></td>
</tr>
<tr>
<td>Single Occupancy:</td>
<td>FJS 165 inclusive of Taxes and breakfast for 1</td>
</tr>
<tr>
<td>Double Occupancy:</td>
<td>FJS 175 inclusive of Taxes and breakfast for 2</td>
</tr>
<tr>
<td>Room Only:</td>
<td>FJS 145 inclusive of Taxes</td>
</tr>
<tr>
<td>Lunch:</td>
<td>FJS 30</td>
</tr>
<tr>
<td>Dinner:</td>
<td>FJS 38 (2 course meal)</td>
</tr>
</tbody>
</table>

**CHECK-IN:**
* Check-in is 14:00 hrs.

**CHECK-OUT:**
* Check-out is 11:00 hrs

**Date:** Arrival Time at Hotel: __________ Time: __________ Flight No. & Arrival Time: __________

**CREDIT CARD GUARANTEE:**
I hereby authorize you to debit my credit card account for one-night room charge in case of NO SHOW or CANCELLATION

<table>
<thead>
<tr>
<th>Credit Card:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMEX</td>
</tr>
<tr>
<td>VISA</td>
</tr>
<tr>
<td>MASTER</td>
</tr>
<tr>
<td>JCB</td>
</tr>
</tbody>
</table>

Name of cardholder: ______________________________ Credit card no.: ______________________________

Expired date: ______________________________ Authorize Signature: ______________________________ Date: ______________________________

Note 1. A one night accommodation fee will be levied in the event a cancellation was not received 48 hours prior to date of arrival

**MERCURE NAHI HOTEL USE ONLY:**
Reservation Confirmed By: ______________________________ Date: __________

Confirmation Number: ______________________________ Special note: ______________________________

* This reservation is not valid until confirmed and returned by the Reservation Department
Contact Details

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