|  |  |  |
| --- | --- | --- |
| WORLD METEOROLOGICAL ORGANIZATION  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  MEETING OF THE REGIONAL SUBPROJECT MANAGEMENT TEAM (RSMT) FOR THE SEVERE WEATHER FORECAST AND DISASTER REDUCTION DEMOSTRATION PROJECT (SWFDDP) FOR THE SOUTH PACIFIC ISLANDS  HONIARA, SOLOMON ISLANDS, 25 TO 27 AUGUST 2016  REGIONAL ASSOCIATION V (SOUTH-WEST PACIFIC) TROPICAL CYCLONE COMMITTEE FOR THE SOUTH PACIFIC AND THE SOUTH-EAST INDIAN OCEAN  SIXTEENTH SESSION  HONIARA, SOLOMON ISLANDS, 29 AUGUST TO 02 SEPTEMBER 2016 |  | RSMT/SWFDDP & RA V/TCC-16/INF. 1  (2.VI.2016)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ENGLISH ONLY |

**INFORMATION NOTE FOR PARTICIPANTS**

##### Time and Place of Meetings

**1.** At the kind invitation of the Government of Solomon Islands, the Meeting of the Regional Subproject Management Team (RSMT) for the Severe Weather Forecast and Disaster Risk Reduction Demonstration Project (SWFDDP) for the Pacific Islands & the Sixteenth session of the RA V Tropical Cyclone Committee for the South Pacific and South-East Indian Ocean will be held in Honiara, Solomon Islands, from 25 to 27 August 2016 and 29 August to 02 September 2016, respectively.

**2.** Both meetings will take place at Forum Fishery Agency (FFA) Conference room in Honiara, Solomon Islands.

## Meeting Arrangements

**3.** Both meetings will be conducted in English only and all working documents, as well as the provisional and final reports of the meetings, will be available in English only.

**4.** It is planned that the opening ceremony for the Meeting of the RSMT for the SWFDDP for the Pacific Islands will begin at 9:30 a.m. on 25 August 2016. Registration of participants will start at 8:00 a.m. on 25 August 2016 at the registration desk located at the entrance to the meeting room. Participants will receive identification badges at the time of registration.

**5.** For the Sixteenth session of the RA V Tropical Cyclone Committee for the South Pacific and South-East Indian Ocean, the opening ceremony will take place at 9:30 a.m. on 29 August 2016. Registration of participants will start at 8:00 a.m. on 29 August 2016 at the registration desk located at the entrance to the meeting room. Participants will receive identification badges at the time of registration.

**Entry Requirements**

**6.** A valid passport (and visa if applicable) is necessary for all persons entering Solomon Islands. Some countries in the region can obtain Visa on arrival whilst others are not. Participants that are not able to obtain Visa on arrival can contact the host country focal point organiser – Mr Lloyd Tahani, Deputy Director Meteorology, Solomon Islands for Visa formalities (please use Appendix 1 - Visa Application Information Form). The “Application Form for Visa” can be obtained from the website of the Solomon Islands Immigration Department, Ministry of Commerce, Industries, Labour and Immigration at: <http://www.commerce.gov.sb/Divisions/Immigration/Application_Form.htm>.

#### Local Coordination

1. The Local Coordinators for the Meeting of the RSMT for the SWFDDP for the Pacific Islands & RAV/TCC-16 are:

Mr Lloyd Tahani ([l.tahani@met.gov.sb](mailto:l.tahani@met.gov.sb))

Mr. Noel Sainao ([noel.sanau@met.gov.sb](mailto:noel.sanau@met.gov.sb))

Mr Solomon Sammy ([s.sammy@met.gov.sb](mailto:s.sammy@met.gov.sb))

Mr Freddy Ferah ([f.ferah@met.gov.sb](mailto:f.ferah@met.gov.sb))

Ms. Linda Tonawane (l.tonawane@met.gov.sb)

Solomon Islands Meteorological Services

Ministry of Environment, Climate Change, Disaster Management and Meteorology

P.O BOX 21

Honiara

SolomonSolomon Islands

Telephone Nos.: (677) 24218 / (677) 27658

Fax No.: (677) 23029

**8.** Telephone, facsimile, Internet and postal services are available at or near the meeting place.

**Banking and Currency**

**9.** Solomon Islands’ currency is the **Solomon Islands Dollar (SBD)**. Notes are issued in denominations of SBD 2, 5, 10, 50 and 100. One SBD is equal to 100 cent. Coins come in denominations of 5, 10, 20, 50 cents and 1 dollar. Solomon Islands currency can be exchanged at banks. All major currencies are generally accepted.

**10.** Traveller’s cheques can be cashed at the banks in Honiara. General banking hours: 9:00 am - 04:00 pm week days (Monday - Friday). Participants arriving during the weekend are advised to change some money at the Airport on arrival.The current exchange rate is roughly USD 1 ≈ SBD$7.80, subject to fluctuation. Credit cards are accepted by all major hotels.

**Arrival and Transport Arrangements**

**11**. The Meteorological Services will arrange the pick-up service at the airport provided that arrival details are communicated to the local organizers in well in advance of arrival time into Honiara. After immigration clearance at the airport, look for your names for assistance and you’ll be transported to your hotels.

**12.** Public transport is available by TAXI services, usually parked in front of the arrival area with TAXI signs on them. TAXI fares are ranging from SBD$100 - $150.00 depending on the distance where the hotel you’ve booked located in Honiara.

**Electricity and Plug Type**

# 13. The electrical current in Solomon Islands is 220-240 Volts, and the type of plug normally used is shown below (type Australian AS-3112).



**14.**  Please bring an extra adaptor if you want to use your laptops, etc.

**Local Climate in August/September**

**15.** Climate data in August/September in Honiara, Solomon Islands are listed below:

Mean daily temperature: + 27.2 °C

Mean maximum temperature: + 31.3 °C

Mean minimum temperature: + 23.3 °C

Mean precipitation 94.0mm

**Accommodation**

**16.** Appendix A contains a list of recommended hotels in Honiara where rates are attached to them. All recommended hotels have internet access. Honiara Hotel and Pacific Casino Hotel are located close to the meeting venue.

**17.** Participants are advised to make their own accommodation bookings well in advance. When booking, you must provide details of your credit card for guarantee (type and No., name, expiry date). Bookings may be made via Internet or by faxing the Hotel Reservation Form contained in Appendix B.

**LIST OF RECOMMENDED HOTELS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hotel names** | **Contact details for reservation** | **Standard Room per night**  (SBD$) | | **Deluxe Room**  **per night**  (SBD$) | | **Distance from Meeting**  **Place** | **Additional Info** |
| Single | Double | Single | Double |  |  |
| **King Solomon Hotel** | Email: Reservations@Kingsolomon.Com  Tel: (677)21205  Fax: (677) 21771  Web: www.Kingsolomomhotel.inf | 770 | 770 | 1,035 | 1,035 | 3.6km | Pickup by transport to meeting venue |
| **Iron Bottom Sound Hotel** | Email:  Tel: (677) 28633  Fax: (677)  Web: http://www.ironbottomsoundhotel.com | 770 | 770 | 1200 | 1200 | 4.2km | Pickup by transport to meeting venue |
| **Honiara Hotel** | Email :**[reservation@honiarahotel.com.sb](mailto:reservation@honiarahotel.com.sb)**  Tel : (677) 21737/23412  Fax : (677) 20376  Web : http://www.honiarahotel.com.sb | 795 | 795 | 1250 | 1250 | 1.8km | Pickup by transport to meeting venue |
| **Pacific Casino Hotel** | Email: [reservation@pacificcasinohotel.com](mailto:reservation@pacificcasinohotel.com)  Tel: (677) 25009  Fax: (677) 22880  Web: http://www.pacificcasinohotel.com/ | 500  850 | 600  900 | 700  950 | 750  1,150 | 1.9km | Pickup by transport to meeting venue |

**HOTEL RESERVATION FORM**

Participants attending the meetings of RSMT for SWFDDP and RA V/TCC-16 are welcome to make their hotel reservation directly with the hotel by fax or e-mail, or return the form no later than **31 July 2016** to:

**Mr Noel Sainao** Tel.:(677) 24218/27658 noel.sanau@met.gov.sb

**Ms. Linda Tonawane** Fax: (677) 23029 l.tonawane@met.gov.sb

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Flight No. Date Time*

Arrival \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Departure \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Please reserve**

**Name of hotel**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please specify one of the recommended hotels

Standard/Superior/Deluxe/Suite: Single ( ) Twin ( )

Check-in date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check-out date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit card details for guarantee:

Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expiry Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_