

January 2004



منظمة الأغذية
والزراعة
للأمم المتحدة

联合国
粮食及
农业组织

Food
and
Agriculture
Organization
of
the
United
Nations

Organisation
des
Nations
Unies
pour
l'alimentation
et
l'agriculture

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

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ASIA-PACIFIC FORESTRY COMMISSION

TWENTIETH SESSION

Nadi, Fiji, 19-23 April 2004

INFORMATION NOTE

VENUE AND DATES

1. At the kind invitation of the Government of Fiji, the twentieth session of the Asia-Pacific Forestry Commission will be held in Nadi, Fiji from 19 to 23 April 2004. The opening session will start at 09.00 hours on Monday, 19 April 2004, and the session is scheduled to close by noon on Friday, 23 April 2004.

ENROLMENT AND INFORMATION

2. Participants are requested to complete the enclosed enrolment form and return one to each of the addressees listed thereon as soon as possible.
3. Registration of participants will take place at the Fiji Mocambo Hotel, Nadi, Fiji, from 08.00 to 09.00 hours on Monday, 19 April 2004.

DOCUMENTATION

4. Documentation will be provided in English. As far as possible, documents will be made available in advance to delegations, which should bring them to the session as only a limited number of extra copies will be available during the session.

CLIMATE

5. Fiji has a tropical maritime climate, with distinct cool-dry and warm-wet seasons. April is at the end of Fiji's warm-wet season, with average temperature range of 23–30°C. The leeward (western) side of Viti Levu is generally relatively dry, with the monthly average precipitation for Nadi approximately 150 mm and it may rain most days. Light clothing suitable for the warm climate is sufficient. A rain jacket is appropriate for field trips. Formal wear is required for the opening function.

For reasons of economy, this document is produced in a limited number of copies. Delegates and observers are kindly requested to bring it to the meetings and to refrain from asking for additional copies, unless strictly indispensable.
Most FAO meeting documents are available on Internet at www.fao.org

CURRENCY

6. The monetary unit of Fiji is the Fiji dollar (F\$). Currency is issued in denominations of F\$1, F\$2, F\$5, F\$10, and F\$20 notes. Coins are in amounts of 1, 2, 5, 10, 20, 50 cents and one dollar. As of January 2004, the exchange rate was approximately 1 US\$= 1.74Fiji dollars. All major credit cards and travellers cheques are readily accepted in Fiji.

FORMALITIES FOR ENTRY INTO FIJI

7. Passports must be valid from the time that the visa is issued to the time of return. Foreign nationals from many Asia-Pacific countries are required to obtain visas at a Fiji diplomatic or consular mission using the invitation letter. Delegates should seek advice from their foreign affairs ministries. Fiji has diplomatic missions in a number of countries including: Australia, China, Japan, Malaysia, New Zealand, Papua New Guinea, United Kingdom, United States. If there is no Fijian Embassy or Consulate, participants are requested to contact the nearest diplomatic mission to obtain a visa.

ARRIVAL DETAILS

8. Direct flights into Nadi are available from countries including: Australia, Canada, Japan, Republic of Korea, Kiribati, Nauru, New Zealand, Samoa, Solomon Islands, Tonga, Vanuatu and United States. Please note, however, that flights may be heavily booked at this time of year. Please make your flight bookings as early as possible.

9. Participants arriving at Nadi International Airport will be met by members of the organizing committee, if flight details are included on the enrolment form. Transport will be provided from Nadi International Airport to the hotel.

ACCOMMODATION

10. Early return of enrolment form will help facilitate hotel bookings. Participants are encouraged to stay at the Fiji Mocambo Hotel. Rates are as follows:

	<u>US\$</u>
Fiji Mocambo Hotel	
Single	57
Double or Twin share (<i>Share details to be noted on the enrolment form.</i>)	63

11. Rates are including buffet breakfast and VAT.

EXCURSION

12. A one-day field excursion is being organized on Thursday, 22 April 2004. Please bring suitable clothing, including comfortable walking shoes and a rain jacket.

EXHIBITS AND PUBLICATIONS

13. Delegates are encouraged to bring posters, publications, reports, etc. related to forestry activities in their country, including materials describing successful forestry projects and programmes. Areas will be available for displaying exhibits, posters and other materials. An evening programme of presentations on successful initiatives will be organized if interest exists. If delegates anticipate needing special support for displays, exhibits or presentations, please advise Mr. Samisoni Naisua at the contact point listed on the enrolment form.

ASIA-PACIFIC FORESTRY COMMISSION

Twentieth session

Nadi, Fiji, 19-23 April, 2004

ENROLMENT FORM

Please complete this form and send one copy to each of the following addressees as soon as possible (preferably no later than 1 March, 2004)

Mr P. Durst

Senior Forestry Officer, 20th Session APFC
FAO Regional Office for Asia and the Pacific
Maliwan Mansion
39 Phra Atit Road
Bangkok 10200, Thailand

Fax: ++66-2-697-4445
Tel: ++66-2-697-4139
E-mail: Patrick.Durst@fao.org

Mr. Samisoni Naisua

Secretary, APFC Organizing Committee
Ministry of Fisheries and Forests
PO Box 2218
Government Buildings
Suva, Fiji

Fax: ++679 330-8218
Tel: ++679 330-1611
E-mail: slagataki@forestry.gov.fj
skaalala@hotmail.com

DELEGATE DETAILS

Prof/Dr/Mr/Mrs/Ms/Miss/Other: Family Name:.....
Given Name:.....
Company/Organization:.....
Department:..... Position:.....
Mailing Address:.....
.....
State:..... Postcode:..... Country:.....
Telephone:..... Facsimile:..... Email:.....
Preferred Name for Badge:.....
Disability Assistance:.....

ACCOMPANYING PERSON

Prof/Dr/Mr/Mrs/Ms/Miss/Other: Family Name:.....
Given Name:.....
Mailing Address:.....
.....
State:..... Postcode:..... Country:.....
Special Requirements:.....
.....

ACCOMMODATION

Please organize my accommodation as follows:

Arrival:..... Departure:.....
Other (please specify):..... Arrival:..... Departure:.....
Single, Double or Twin share:.....
I wish to share with:.....
Special Requirements:.....
Special Dietary Requirements:.....

FLIGHT INFORMATION

Arrival: Flight:..... Time:..... Date:.....
Departure: Flight:..... Time:..... Date:.....

PASSPORT INFORMATION

Passport No: Date of issue:..... Date of expiry:.....
Issuing Authority:..... Date and place of birth:.....

PASSPORT INFORMATION OF ACCOMPANYING PERSON

Passport No: Date of issue:..... Date of expiry:.....
Issuing Authority:..... Date and place of birth:.....