



***FORTY-SIXTH PACIFIC ISLANDS FORUM***

***7 - 11 September 2015***

***PORT MORESBY, PAPUA NEW GUINEA***

**“STRENGTHENING CONNECTIONS TO ENHANCE  
PACIFIC REGIONALISM”**

**ADVICE TO THE MEDIA**

**ON**

**ARRANGEMENTS**

(Official Contact)

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Chairman  
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Footnote on Logo: *The circular boundary denotes a Pacific community with shared interests and values. The boundary also reflects that actions to be undertaken will be within a well defined framework and not haphazard. The blue boundary color represents the Pacific Ocean that binds our countries and communities together and that provides sustenance for our Pacific peoples. The bird of paradise indicates that PNG is host of the 46<sup>th</sup> PIF. The bird of paradise is in full flight to emphasise that the 46<sup>th</sup> PIF intends to usher in a new era of renewed and more enhanced pacific regionalism.*

## **CONTENTS**

	<b>PAGE</b>
1. DATES AND VENUES	3
2. RESPONSIBILITY FOR ARRANGEMENTS	3
3. ARRIVALS AND DEPARTURES	4
4. ACCOMMODATION	4
5. DRESS	4
6. MEDIA ARRANGEMENTS	4
7. MEDICAL FACILITIES	5
8. OFFICIAL OPENING	5
9. SECURITY ARRANGEMENTS	5
10. SOCIAL PROGRAMME	5
11. TELECOMMUNICATIONS	5
12. ELECTRICITY	5

## **APPENDICES**

1. MEDIA ACCREDITATION FORM	6-7
2. IMMIGRATION AND ENTRY FORMALITIES	8-10
3. HOTEL CONTACT AND TARIFF DETAILS	11

## 1. DATES AND VENUES

Monday 7 September 2015 : Smaller Island States Leaders Meeting  
(closed to SIS Members only)  
Venue: **Laguna Hotel**

Tuesday 8 September 2015 : Pacific ACP Leaders Meeting  
(closed to Pacific ACP Members only)  
Venue: **Gateway Hotel**

**&**

**Official Opening of 46<sup>th</sup> Pacific Islands  
Forum (PIF) Meeting**  
Venue: **Aquatic Centre, Taurama**

Wednesday 9 September 2015 : 46<sup>th</sup> Pacific Islands Forum Formal  
Session (closed)  
Venue: **Sir John Guise Indoor Sports  
Complex**

Thursday 10 September 2015 : Forum Leaders Retreat (closed)  
Venue: **Port Moresby**

Friday 11 September 2015 : 27<sup>th</sup> Post-Forum Dialogue Partners  
Meeting (closed)  
Venue: **Sir John Guise Indoor Sports  
Complex**

## 2. RESPONSIBILITY FOR ARRANGEMENTS

(a) The Government of Papua New Guinea is responsible for providing the Forum venue, service facilities and support staff, security arrangements, hospitality and the reservation and allocation of accommodation for Delegations generally. Arrangements in Papua New Guinea for the Forum are under the supervision of Mr Leonard Louma, Chairman of the 46<sup>th</sup> PIF Steering Committee and the Department of Foreign Affairs. The contact details are as follows: Email [pompif2015@gmail.com](mailto:pompif2015@gmail.com) and Telephone No. (675) 79939424.

(b) The Forum Secretariat is responsible for the management of the Forum and Related Meetings, including preparation of agendas, meeting documentation, access, and all secretariat services for the meeting proper. The Forum Secretariat's contact is: The Director, Political Governance and Security, telephone: (679) 3312600 and Email [desnas@forumsec.org](mailto:desnas@forumsec.org), and Media Contact: [media@forumsec.org](mailto:media@forumsec.org)

### **3. ARRIVALS AND DEPARTURES**

#### **(a) Airport**

Accredited Media delegations will be met by relevant officials on arrival at the Airport.

#### **(b) Entry Formalities**

Accredited Media delegations are to refer to the **attached Appendix 2** in relation to specific details of entry formalities into Papua New Guinea.

### **4. ACCOMMODATION**

Accommodation for media representatives will be at the **HODAVA HOTEL** and **SHADY REST HOTEL**. Details of their contact addresses and tariffs are provided in **Appendix 3**. Delegations are responsible for their own bookings and hotel accounts and these should be settled directly with the respective hotels.

To facilitate prior registration and accreditation, all media delegates are requested to attach passport size pictures of their delegation members in JPEG format when completing details in **Appendix 1**.

If the names/details of media delegates are not known at the time these forms are due, an email or a fax response, indicating the numbers expected per delegation, including their approximate arrival and departure dates, should be sent to the Papua New Guinea Official Contact at [pompif2015@gmail.com](mailto:pompif2015@gmail.com) with a **copy to the Forum Secretariat's media contact**.

### **5. DRESS**

Dress for the Official Opening of the Forum will be **Tropical/Island Formal Wear or National Dress**, while for other occasions it will be neat Pacific Shirt for men and Pacific Dress or two piece outfits for the ladies.

### **6. MEDIA ARRANGEMENTS**

Media accreditation is the responsibility of the Government of Papua New Guinea.

All requests for accreditation should be sent to Ms Mary Tigil at the following Email address - [tigilmary39@gmail.com](mailto:tigilmary39@gmail.com) and [heichaitsi@gmail.com](mailto:heichaitsi@gmail.com) as official contact points for media purposes and copied to Leonard Louma, the Host Government's official contact at [pompif2015@gmail.com](mailto:pompif2015@gmail.com) and copied to [media@forumsec.org](mailto:media@forumsec.org). A **Media Accreditation Form is attached at Appendix 1**.

Office facilities will be provided at the main conference venue for the representatives of the accredited media personnel. All communication costs will be the responsibility of the media representatives. Press Briefings will take place at Sir John Guise Indoor Sports Stadium or as advised by the Host Government.

## **7. MEDICAL FACILITIES**

A medical team, including a doctor, will be on call at all times during the period of the Forum and related meetings. A sick bay facility, manned by medical officers, will be provided at the Main Forum Meeting Venue.

## **8. OFFICIAL OPENING**

The Official Opening of the Forum will take place at the **Aquatic Centre, Taurama**, from 6:00 pm to 9:00 pm on **Tuesday 8 September 2015**. A detailed programme for the Opening Ceremony will be issued on arrival in Papua New Guinea.

## **9. SECURITY ARRANGEMENTS**

The Government of Papua New Guinea shall be responsible for the protection of Heads of Delegation for the duration of their visit to Papua New Guinea.

Special security arrangements and precautions will be in place at all venues to be used by Heads of Delegation. Security arrangements include static and mobile units at PIF venues and strategic locations around the city of Port Moresby.

With respect to documents, the Forum documents are classified “**FORUM EYES ONLY**” and other documents will be graded according to contents.

Body guards/security personnel accompanying Heads of Government are not expected to import or carry fire-arms while in Papua New Guinea.

Access to the **AIRWAYS HOTEL** reserved for Heads of Delegation will be controlled by Papua New Guinea Security Officials.

## **10. SOCIAL PROGRAMME**

Details of the Social Programme will be made known prior to the Forum.

## **11. TELECOMMUNICATIONS**

Telephone, internet and fax facilities will be available to the media at the Media Centre located in Sir John Guise Indoor Stadium.

Charges for internet use, international telephone calls and faxes will be the responsibility of the delegations incurring them.

## **12. ELECTRICITY**

The standard voltage of supply in Papua New Guinea is 140 volts with a standard Australian flat three pin style plug.

46<sup>th</sup> Pacific Islands Forum  
Port Moresby, Papua New Guinea  
7-11 September 2015

**MEDIA ACCREDITATION FORM**

Please return by **10 August, 2015** to:

**Ms Mary Tigil**

Telephone: (675) 71991295  
Fax: (675) 325 4886  
Email: [tigilmary39@gmail.com](mailto:tigilmary39@gmail.com)

Or

**Ms Helen Aitsi**

Tel: (675) 72900015  
Fax: (675) 325 4886  
Email: [heichaiti@gmail.com](mailto:heichaiti@gmail.com)

A copy is to be sent to the Forum Secretariat at: [media@forumsec.org](mailto:media@forumsec.org)

1. Country (Region).....
2. Your Personal Data:  
Name (Mr/Ms).....  
(please underline family/last name)  
  
Position:.....  
  
Employer:.....  
  
Postal Address:.....  
.....  
  
Phone:.....Fax:.....  
  
E-Mail:.....

3. TYPE OF PARTICIPATION (Please Check)

- Official (With Government Delegation) ( )
- Radio ( )
- Newspaper ( )
- Magazine ( )
- Television ( )
- Other (Specify)..... ( )

4. NAMES & POSITION OF ACCOMPANYING PERSONS  
(Researchers / Technicians etc.)

Mr / Ms .....  
.....

5. FLIGHT INFORMATION

Date	Time	Flight No.	From
Arrival:.....			
Departure:.....			

6. ACCOMMODATION

Type of room preferred  
Single/Twin/Double.....  
For how many people.....

7. METHOD OF PAYMENT: Please specify.

VISA AMEX BANK CARD DINERS OTHERS

- 8. Please send a signed letter from your employer/media organization stating your responsibilities/duties, and two passport-size photos with this accreditation request. Alternatively, the application form may be emailed with digitized passport photos.
- 9. Please advise the list of equipment you will be bringing with you for your use.
- 10. Please note that you will be expected to comply with any other entry formalities required by the host country, in addition to the details you have provided for Forum media accreditation.



## Pacific Islands Forum Leaders Meeting 2015

### IMMIGRATION INFORMATION

Participants attending the 46<sup>th</sup> Pacific Islands Forum, Related Meetings and the 27<sup>th</sup> Forum Dialogue are advised of the following information for entry into Papua New Guinea: Post

- All participants, except for Australian passport-holders, entering Papua New Guinea for the PIF and related meetings will be issued the **DESIGNATED EVENT VISA** either on arrival in PNG or at a PNG Overseas Mission/Post.
- Participants must be listed in the Delegation List.
- Holders of Official and Diplomatic Passports can be issued the visa.
- This visa class is fee-free.
- All participants, except for Australian passport-holders, entering Papua New Guinea for the PIF and related meetings will be issued the **DESIGNATED EVENT VISA** either on arrival in PNG or at a PNG Overseas Mission/Post.
- APEC Business Travel Card Holders endorsed by Papua New Guinea do not require a visa hence can use their card for travel and entry into PNG. Holders of Melanesian Spearhead Group passport holders can also be granted visa on arrival on the MSG Visa.
- All participants and delegates entering the country must ensure that their passport is valid for six (6) months or more, otherwise entry into the country will not be permitted.
- Participants and delegates who are passport holders of countries and territories not listed on the *Visa on Arrival Eligible Country List* (refer page 2) are required to contact the PNG Immigration and Citizenship Service Authority (PNGICSA) for issuance of *Uplift Letters* to facilitate entry into the country and collect visas on arrival.
- Once the *Uplift Letter* is ready, it will be emailed to the Department of Foreign Affairs respective Division that is coordinating the PIF Meetings at email: [pompif2015@gmail.com](mailto:pompif2015@gmail.com).
- All participants and delegates must present copies of *Uplift Letters* to airline officials during check-in to avoid any inconveniences.



- The documents listed below must be presented to Migration Officers at the *Visa on Arrival counter*. These are:
  - a) Valid Passport
  - b) Arrival Card

The Visa on Arrival eligible countries, territories and organisations are as follows and can also be viewed on the PNGICSA website: [www.immigration.gov.pg](http://www.immigration.gov.pg).

**Visa on Arrival Eligible Country List**

**Note:** In order to be eligible, travelers must hold a valid travel document from one of the countries below and which states they are a citizen of that country.

American Samoa	Hungary	Norway
Andorra	Iceland	Palau
Argentina	* Indonesia	Peru
Austria	Ireland	Philippines
Belgium	Israel	Poland
Brazil	Italy	Portugal
Brunei Darussalam	* Japan	Romania
Bulgaria	Kiribati	Samoa
Canada	* Korea(South)	San Marino
Chile	Latvia	Singapore
Croatia	Liechtenstein	Slovakia(Slovak Republic)
Cyprus	Lithuania	Slovenia
Czech Republic	Luxembourg	Solomon Islands
Denmark	Macao(SAR)	Spain
Ecuador	Malaysia	Sweden
Estonia	Maldives	Switzerland
Fiji	Malta	Taiwan
Finland	Marshall Islands	Thailand
France	Mexico	Tonga
Finland	Micronesia	Tuvalu
Germany	Monaco	United Kingdom(British Citizen)
Greece	Nauru	United States of America (USA)
Holy See (Vatican City State)	Netherland	Uruguay
Hong Kong(SAR)	New Zealand	Vanuatu

*(\*The above countries highlighted with an asterisk (\*) are not eligible for visa on arrival until conclusion of Memorandum of Understanding offering reciprocal visa on arrival facilities.*

**French Territories (as French Passport Holders)** French Polynesia, Guadeloupe, New Caledonia, Reunion, Saint Barthelme, Saint Martin French part), Saint Pierre and Miquelon, Wallis and Futuna

**Dutch Territories (as Dutch Passport Holders)** Aruba, Curacao, Saint Maarten (Dutch part) Bonaire, and Saint Eustatius and Saba

**New Zealand Passport holding countries/territories**

Cook Islands, Niue, Tokelau

**US Territories (holders of US passports)** Guam, Northern Mariana Islands, Puerto Rico, Virgin Islands.

**UN Organizations and Agencies**

Holders of other documents issued by the above countries, such as those issued to non-citizen residents, refugees, or overseas nationals are not eligible for visa on arrival.

- **ALL** Australian passport holders must collect their visas prior to entry; otherwise entry into the country will be refused.
- The Entry Permit Application and the Supplementary Health Forms are available on the PNG Immigration website: [www.immigration.gov.pg](http://www.immigration.gov.pg)
- PNGICSA Officers providing oversight on all visa application for the Pacific Forum Island meetings are: Ms Kessie Kapus, Manager, Entries Branch and Ms. Michelle Daingo, Assistant Manager, Entries Branch. Both can be contacted at the following email addresses.
  - 1) Ms. Kapus, email: [kkapus@immigration.gov.pg](mailto:kkapus@immigration.gov.pg)
  - 2) Ms. Daingo, email: [mdaingo@immigration.gov.pg](mailto:mdaingo@immigration.gov.pg)

Authorized by:



**Mataio Rabura, ISO  
Chief Migration Officer**

**PACIFIC ISLAND FORUM 5– 11 SEPTEMBER 2015  
ACCOMMODATION LIST - PORT MORESBY**

**HOTELS AND LODGES**

No	HOTEL/ LODGE	ROOM TYPE	DAILY RATES	HOTEL CONTACT DETAILS
	<b>HODAVA HOTEL</b>	<ul style="list-style-type: none"> <li>- Single Room</li> <li>- Apartment</li> </ul>	K440.00  K715.00  Room Rate Include 10% GST	Hotel Hodava P.O Box 295 Boroko, NCD  Tel: (+675)323 8377 Web: <a href="http://www.hodava.com.pg">www.hodava.com.pg</a> Email: <a href="mailto:reservations@hodova.com.pg">reservations@hodova.com.pg</a>
<ul style="list-style-type: none"> <li>▪ Wi-Fi – Wi-Fi is TIME BASED:                15 Min @ K15.00 – 50MB                30 min @K30.00 – 100MB                60 min @K60.00 – 200MB                90 min @ K90.00 – 300 MB                120 min @ K120.00 – 400MB</li> <li>▪ Room Services – 6am – 10pm daily</li> <li>▪ Breakfast can be included</li> <li>▪ Room Rates includes 10% GST per night</li> <li>▪ All Apartments are Non-Smoking</li>   <li>▪ CONTACT PERSON:</li>   <li>1. VINCENT MIRUPASI – <a href="mailto:vmirupasi@hodava.com.pg">vmirupasi@hodava.com.pg</a></li> <li>2. VALI S GARO – <a href="mailto:accounts@hodava.com.pg">accounts@hodava.com.pg</a></li> <li>3. NELSON MACBALI – <a href="mailto:finance@hodava.com.pg">finance@hodava.com.pg</a></li> </ul>				
	<b>SHADY REST HOTEL</b>	<ul style="list-style-type: none"> <li>- Standard Room</li> <li>- Deluxe Twin share</li> <li>- Superior Room</li> <li>- Premier Double</li> <li>- Premier Twin Share</li> </ul> <p style="text-align: center;"><b>All rooms inclusive TAX</b></p>	K 298.00 K348.00 K398.00 K 468.00 K568.00	Web: <a href="http://www.shadyrest.com.pg">www.shadyrest.com.pg</a> Email: <a href="mailto:sahdyrest@live.com">sahdyrest@live.com</a> Tel: (+675) 323 000/ (+ 675)7323 000 Fax: (+675) 323 0060