

## **ADMINISTRATIVE NOTE**

### **“HUB AND SPOKES” PHASE II REGIONAL WORKSHOP – PACIFIC REGION TANOA INTERNATIONAL HOTEL, VOTUALEVU ROAD, NADI AIRPORT, VITI LEVU, NADI, FIJI ISLANDS, 9-10 DECEMBER 2009**

#### **Dates of Workshop**

The workshop will take place on Thursday, 10<sup>th</sup> and Friday, 11<sup>th</sup> December 2009 at 9 am each day.

#### **Venue**

The Workshop will take place at the Tanoa International Hotel, Nadi Airport, Nadi, Fiji Islands, at 9 am each day. **We urge you to be on time.**

#### **Hotel Accommodation, Overseas Travel Arrangements and Subsistence Allowance**

Representatives traveling from outside Nadi, Fiji will receive USD 100 subsistence allowance for each night and air line ticket from the Commonwealth Secretariat “Hub and Spokes” Project Team. Subsistence allowance is based on the UN per diem rate for Nadi, Fiji after taking due account of accommodation costs, lunches and breaks.

#### **Hotel accommodation in Nadi, Fiji**

##### **Tanoa International Hotel Fiji**

Votualevu Road,  
Nadi Airport,  
Viti Levu, Nadi, Fiji Islands  
Telephone: 00 679 672 0277  
Fax: 00 679 672 0191

#### **Overseas Travel Arrangements**

**A Pre-paid ticket Economy Class airline ticket by the most direct route to and from Nadi, Fiji be sent to you from “Hub and Spokes” Project Team at PIFS:**

#### **Please note the following:**

- Subsistence Allowance is based on the UN per diem rate for Barbados in respect of the evenings of 9, 10 and 11 December 2009 after taking due account of accommodation costs, lunches and breaks.
- The UN Daily Subsistence Allowance for Nadi includes provision for ALL travel related costs while in Nadi.

- Travel and subsistence allowance is offered solely to yourself or your nominated representative or your organisation for the duration of the workshop.
- You (or your organisation) will be responsible for ALL travel related expenditure in your country of origin.
- You (or your organisation) are solely responsible for arranging any necessary visas.
- You should comply with international health requirements.
- You should have adequate and appropriate insurance cover for all eventualities.
- The Commonwealth Secretariat will not accept responsibility or liability for any loss or damage of personal effects or compensation in the event of any illness, disability or death.
- Your organization is responsible for meeting all other expenditure. This includes travel related costs other than the airfare.

### Documentation for Meetings

IMPORTANT — ALL relevant documents for these meetings will be made available via our website: [www.thecommonwealth.org/hubandspokes](http://www.thecommonwealth.org/hubandspokes)

### Contact Persons:

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