

INFORMATION NOTE FOR PARTICIPANTS

6th Pacific Urban Forum (PUF6)

5 – 7 September 2023

Suva, Republic of Fiji

1. Dates, host country/organizations

The 6th Pacific Urban Forum (PUF6) will be held from 5 to 7 September 2023 in Suva, Republic of Fiji. PUF6 is co-hosted by the Pacific Urban Partnership and the Pacific Islands Forum Secretariat and co-organized by the United Nations Human Settlements Programme (UN-Habitat); the Commonwealth Local Government Forum (CLGF); the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP); Home in Place; ICLEI Oceania; Global Covenant of Mayors on Climate Change and Energy; Eastern Regional Organisation for Planning and Human Settlements (EAROPH); Melbourne University Centre for Cities; Monash University Sustainable Development Institute; and, Local 2030 Islands Network, together with strategic partners the Fiji Ministry of Local Government, Suva City Council, United Nations Development Programme (UNDP) and the European Union (EU)

2. Venue

The PUF6 venue is the Pacific Islands Forum Secretariat Conference Centre, Ratu Sukuna Road, Suva. Located close to the Suva CBD in a peaceful tropical setting, the PIFS Conference Centre has comfortable and extensive conference facilities.

3. Theme

The PUF6 aims to develop action plans, provide recommendations for urbanization strategies and elicit voluntary commitments from different stakeholders in order to successfully anchor and implement the Pacific New Urban Agenda (PNUA) and promote sustainable urbanisation. It will also showcase innovative solutions and Pacific Regional approaches, enabled by knowledge, new data and technology to build sustainable, safe, resilient and inclusive human settlements in the region. More detailed information on PUF6 is available in the Concept Note accessible on the website.

4. Delegates' Registration

Registration will take place at the PIFS Conference Centre from 8.00am on Tuesday 5th September. The Registration/information Desk will operate from 8am each day of the PUF6. Registered

delegates should bring a copy of their registration confirmation to help facilitate the registration process. Each registered delegate will be issued with a name badge which should be worn at all times during the Forum.

** Sponsored delegates should refer to their sponsoring Organisation regarding further information required regarding their attendance**

5. Website

The PUF6 website is available at [Sixth Pacific Urban Forum – Pacific Partnership \(pacificurbanpartnership.org\)](https://www.pacificurbanpartnership.org) for updated information.

6. Language

English is the official working language of the PUF6. English is widely spoken and understood throughout the Pacific Region.

7. Opening of the 6th Pacific Urban Forum

The Official Opening of the 6th Pacific Urban Forum will take place at 9:00 am on Tuesday 5 September 2023 at the PIFS Conference Centre main conference hall.

8. Programme and engagement

The PUF6 programme is published on the website. The sessions will be highly interactive and offer ample opportunity for engagement of all delegates.

9. Security / Case of Emergency

Please follow directions of PIFS staff in the case of any emergency, noting evacuation and assembly points. Name badges may be needed to gain access to the PIFS premises via the security point and for the refreshments service. For any security concerns or issues please contact any members of the PUF6 Organizing Team at the venue.

10. Refreshments

Morning tea, lunch and afternoon tea will be provided at the venue at no cost for all registered delegates during the breaks in the programme.

11. Welcome Reception

A Civic Reception, hosted by the City of Suva, will be held on Tuesday 5th September at the PIFS conference Centre following the conclusion of the Day 1 sessions. All registered delegates are cordially invited to attend. Bus transport to those hotels on the pick-up/drop-off route set out below will be provided at the conclusion of the reception, and taxis able to be ordered by delegates from the information desk.

12. Wireless internet

Limited wireless Internet access will be available at the venue. Internet may not be available during some sessions as it will be required by presenters. It is recommended that international delegates purchase a SIM card upon arrival at Nadi airport from the Vodaphone shop inside the international terminal (to the left immediately after clearing customs).

13. Streaming links to be provided.

Live streaming of the plenary sessions will be available. The links will be forwarded to delegates who have registered to attend virtually and will also be made available on the PUP website. Online participants will not be able to contribute directly to proceedings, however it is recommended that virtual attendees engage through social media platforms using the hashtag #PUF6

14. Dress Code

Smart casual for the PUF6 as is the norm for such events in Fiji. There will be a group photo taken at the morning tea session on Day 1.

Events

PUF6 Main Sessions & Side Events

The main sessions of the 6th Pacific Urban Forum are the Plenary Meetings and Breakout Sessions. Additional side events are being organized alongside the PUF by partner organisations, with the option of self-directed site visits on either side of the Forum for other delegates (suggested locations will be provided on the PUP website).

Operations and Services

1. Visa requirements

Most nationalities do not require visas for social or business visits to Fiji. Visitors to Fiji must be in possession of a valid passport or travel document with a minimum validity of six months from their intended date of arrival into Fiji. However, general requirements (completed and signed arrival card – available at the airport/handed out in the plane) must be met. Visas are the responsibility of each participant.

For more information on visa, please refer to <http://www.immigration.gov.fj>

2. Accommodation

Participants (except those funded by the organizers) are responsible for booking their own accommodation.

3. Arrival at Nausori Airport:

On arrival at Nausori Airport, you can take a taxi to your Suva Hotel. The cost of the taxi to Suva City will be approximately FJD40.00 (payable in cash), depending on the specific location. It is recommended that you confirm your fare prior to entering the taxi. The travel time from Nausori Airport to the CBD is approximately 40 minutes.

4. Travelling to PUF6

Participants (except those funded by the organizers) are responsible for their own travel to and from Suva.

5. Local Transportation

Courtesy bus transport from selected hotels and pickup/drop-off points will be provided for registered participants to the PIFS Centre each morning and return after the final session of each day. Buses will run between at 7.15am and 8.30am each morning of the PUF6 and return after the last session or event of the day. Pick up and drop locations are:

1. Holiday Inn
2. Grand Pacific Hotel

3. Tanoa Plaza Hotel
4. Victoria Palms Hotel
5. Suva Motor Inn
6. Suva Peninsula Hotel

Delegates staying at other venues should make their way to one of these points for the courtesy buses.

Local taxis are also available and can be arranged through hotels or contacting the following taxi companies:

- Regent Taxis +679 3312100
- Black Arrow Taxis +679 3301139
- Piccadilly Taxis +679 3304302

Local taxis accept cash only, and it is recommended that you check prior to boarding if a receipt is required.

Other Practical Information

1. Suva/Official website of Fiji Travel

Suva is the largest city in Fiji and a bustling commercial, administrative and tourist hub on Viti Levu's south-eastern coast – Fiji's largest island. More information is available at.

2. Currency

The monetary unit of the country is Fijian Dollar (FJD). Notes are available in 5FJD, 7FJD (special edition), 10FJD, 20FJD, 50FJD and 100FJD denominations, while coins are issued in 5, 10, 20 and 50 cents as well as 1FJD and 2FJD denominations. Foreign currencies can be exchanged at banks and money changers found widely at the airport and the city centre.

3. Banking services

ATMs are available country-wide with 24-hour access. Major credit cards are widely accepted at hotels, department stores, shops and some restaurants. Please take usual precaution when using cards which require PIN authorization.

4. Electricity and power outlets

Electrical power is at 240 volt/50 HZ with Plug Type I (two flat pins in a V-shape as well as a grounding pin)

5. Health services

All participants attending PUF6 are required to have adequate medical insurance prior to arrival. Any medical costs incurred during the stay shall be borne by participants directly. It is therefore strongly recommended that the participants arrange for their own health insurance.

Government and private hospitals are found in all the main cities on Viti Levu. Medical services in the city (private clinics and hospitals) are available. Visitors are advised that private hospitals may request a down payment prior to providing medical assistance, even in emergency situations.

Visitors should take medical precautions and advice should be sought before travel – also according to required vaccinations (Yellow Fever if arriving from a country with risk of Yellow Fever transmission) and mosquito-borne diseases.

6. Official language of the Republic of Fiji

The official languages are English, Hindi and na vosa vaka-Viti (Fijian). However, English is widely used and spoken throughout the country.

7. Time Zone

Fiji is FJT/GMT+12

8. Weather

Fiji enjoys a tropical maritime climate without great extremes of heat or cold and with most months around 20 - 30°C (68 - 86 °F). Humidity drops during the Fiji 'winter' months.

Rainfall is highly variable and mainly orographic (influenced by the island topography and the prevailing south-east trades). Fiji experiences a distinct wet season (November to April) and a dry season (May to October) that is controlled largely by the north and south movements of the South Pacific Convergence Zone which is the main rainfall producing system for the region.

Fiji lies in the area occasionally traversed by tropical cyclones. They are mostly confined to the period November to April, with the greatest frequency around January and February. On average,

some ten to twelve cyclones per decade affect some part of Fiji, and two or three causing severe damage.

Find more information and weather updates at www.met.gov.fj

9. Contact information.

The PUF6 Secretariat can be contacted at info@pacificurbanpartnership.org.fj

For urgent inquiries or emergencies (**during the event**), please contact the registration/information desk staff. Alternatively, you may contact:

- Mrs Letila Naqasima (CLGF) letila@clgfpacific.org.fj Tel: +679 923 5238
- Ms Barbara Saunders (HiP) BarbaraS@homeinplace.org Tel: +61 429 531617

**WE LOOK FORWARD TO MEETING YOU AT THE
SIXTH PACIFIC URBAN FORUM!**