



*International Civil Aviation Organization*

**THE COMMON AERONAUTICAL VIRTUAL PRIVATE NETWORK (CRV) WORKSHOP AND TWELVETH MEETING OF THE CRV NETWORK OPERATIONS GROUP (CRV OG/12)**

*Denarau Island, Fiji, 22-26 January 2024*

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**WORKSHOP/MEETING BULLETIN**

**1. Schedule of the Meeting**

1.1 The opening session of the **CRV Workshop for Pacific Island States** and the **CRV OG/12 Meeting** will be held at the **Sheraton Fiji Golf & Beach Resort, Denarau Island, Fiji** at 0900 hours on **22 January and 23 to 26 January 2024** respectively.

1.2 The daily order of business will be announced on the first day of each event.

**2. Registration of participants**

2.1 Participants are requested to register at the Registration Desk in front of the meeting room in the hotel between 0830 and 0900 hours on the opening day of each event. Participants are also requested to wear the identification badge during the events.

**3. Officer and Secretariat concerned with the events**

3.1 Ms. Soniya Nibhani, Regional Officer ANS (CNS) Implementation of ICAO APAC will act as the Secretary of the Workshop and the Meeting. Her contact address is as follows:

Ms. Soniya Nibhani, Regional Officer ANS (CNS) Implementation  
Tel: +66 (2) 537 8189 Ext. 155  
Fax: +66 (2) 537 8199  
E-mail: [snibhani@icao.int](mailto:snibhani@icao.int)

**4. Workshop and Meeting documents for distribution**

4.1 The presentations and working/information papers for the events will be posted on the ICAO APAC website. Please submit papers **before 10 January 2024**. Participants are requested to submit papers and/or presentations in Power Point and/or Word format to E-mail addresses: [APAC@icao.int](mailto:APAC@icao.int) with cc to: [snibhani@icao.int](mailto:snibhani@icao.int) and [wzhong@icao.int](mailto:wzhong@icao.int)

**5. Location of the Venue and hotel accommodation**

5.1 The Sheraton Fiji Golf & Beach Resort is conveniently located on Denarau Island, a 20 minute drive via causeway from Nadi International Airport.

5.2 Participants may make arrangements for pick up and drop off with following travel agents or DMC's that are available on 24 hours basis at Nadi International Airport or you may contact Shiwan Gounder on email [ShiwanG@fjiairports.com.fj](mailto:ShiwanG@fjiairports.com.fj) should you need assistance for transportation to your hotel from the airport.

- Rosie Holidays (Sunil Kumar)  
Email: [sunil@rosie.com.fj](mailto:sunil@rosie.com.fj)  
Mb: 9345286
- Tourist Transport Fiji (Merelisoni)  
Email: [merelisonimataitoga@ttf.com.fj](mailto:merelisonimataitoga@ttf.com.fj)  
Mb: 7723311
- Tour Managers (Livai)  
Email: [tourcoordinator@tourmanagers.com.fj](mailto:tourcoordinator@tourmanagers.com.fj)  
Mb: 9921038/9989234
- Tewaka (Reona Smith)  
Email: [reona@tewaka.com.fj](mailto:reona@tewaka.com.fj)  
Mb: 8921618

5.3 Airport Taxis are also available at International Arrivals for transfers to Denarau Island or any other Hotel of your choice. Airport Taxis are run by the meter with a starting flag-fall of FJD \$5.00

5.4 Airports Fiji Limited will be offering a complementary “VIP Meet and Greet” from the aircraft parking gate to the arrival exit area to all the meeting participants and therefore you are requested to provide you flight details and scanned passport bio-page to the following email: [prtir@fijiairports.com.fj](mailto:prtir@fijiairports.com.fj)

5.5 A block booking has been made at the Sheraton Fiji Golf & Beach Resort for the participants of this Workshop and Meeting. Participants are requested to contact **Ms Sheenal Naiker** of Sheraton Fiji Golf & Beach Resort [[sheenal.naiker@marriott.com](mailto:sheenal.naiker@marriott.com)] Telephone: +679 675 7884 or Reservations: The reservations requests should be sent to reach both resort by **22 December, 2023**. Participants are encouraged to make their accommodation arrangements at the venue of the Meeting “Sheraton Fiji Golf & Beach Resort” for their convenience.

Rate: **Special Price for the CRV Workshop and CRV OG/12 Meeting**

Special Accommodation	Price*
Garden View King - Single	F\$575.00 per night
Garden View Twin	F\$575.00 per night
<ul style="list-style-type: none"> <li>• Full buffet breakfast</li> <li>• Upgrade of Rooms upon availability</li> <li>• Free portorage services</li> <li>• Complimentary tropical drink on arrival</li> <li>• Free Wi-Fi in accommodation room adn conference room throughout the stay</li> </ul>	

In order to get the contracted rate for the hotels as mentioned above, please specify to the hotel that the reservation is for the “ICAO MEETING (CRV OG/12)” when making reservations. **The booking form for the venue of the meeting is provided in the Annex 1 to this bulletin.**

The above rates are valid for Single & Twin Superior Rooms and are inclusive of all required government taxes (environment levy, VAT, service turn-over tax). Any breakfast charges of (extra) person/s beyond the above rates will be charged at prevailing retail rates. For bookings to be confirmed, advance payment or a guarantee will be required. Please note that the abovementioned rate is for limited

number of rooms only. Please book as soon as possible to get this rate.

## **6. Passport, visa and customs**

6.1 All foreign nationals entering Fiji must possess valid passports or other valid documents for travel. Participants from certain countries are not required to obtain visas for a temporary visit not exceeding 3 months (Visa exempted countries: <http://www.immigration.gov.fj/index.php/travel-requirements/visa-exempted-countries>). It should, however, be noted that the temporary visas issued upon arrival at the Airport may be extended beyond the period of 3 months under extraordinary circumstances. It is, therefore, suggested that non-visa exempted participants consider obtaining official visas from the Fiji Embassy or Consulate prior to their arrival in Fiji. Participants may wish to obtain information on entry requirements by accessing the web page: [www.immigration.gov.fj/](http://www.immigration.gov.fj/).

6.2 International certificates of vaccination against yellow fever are required if arriving within 10 days after leaving or transiting an infected area.

6.3 There are restrictions on import of foreign currency. If the amount exceeds FJD10,000, it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared. (Current exchange rate USD1 = FJD2.00 approx.).

## **7. Other Useful Information**

7.1 Time in Fiji is 12 hours ahead of Co-ordinated Universal Time (UTC+12).

7.2 International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are normally accepted at major hotels and department stores that normally charged a 2% service fee.

7.3 All commercial banks exchange major foreign currencies and are open from 0900 to 1600 hours from Monday through Friday. Foreign exchange counters are available at the airport. To change travellers' cheques you are required to show your passport.

7.4 Weather in Fiji in April is a warm tropical climate perfect for beachside getaways. Maximum temperatures rarely move out of the 31°C (88°F) to 26°C (79°F) range all year round too. Southeast trade winds from March to November bring dry weather and the rainy season runs from December to April. Fiji does have a wet season, which is characterised by heavy, brief local showers and contributes most of the country's annual rainfall. The wet season is normally from November to April and results from the southerly movements of the South Pacific Convergence Zone. More weather information can be obtained from the website of the Fiji Meteorological Department: <http://www.met.gov.fj/>.

7.5 Water from public mains meets international health standards. Electric kettles are available in most hotels. Bottled water is readily available.

### **7.6 Currency and Credit Cards**

The official currency is the Fijian dollar (FJD). FJD\$1 = approximately USD \$0.48. ATMs are available in the downtown area. Credit cards are also accepted for hotels and most restaurants.

### **7.7 Language**

English (official language), Fijian and Hindi.

### **7.8 Electricity**

Electricity is 240V, 50Hz (Australian plug)

#### 7.9 Telephone

Visitors can use their mobile phones here by purchasing a local SIM or data plan (Vodafone/Digicel) which is readily available at International Arrivals. In addition to this hotel room has landlines available which can be used to call out of Fiji at a cost determined by the hotel.

#### 7.10 Tipping

In Fiji, tipping is not customary, nor required. Fiji is a communal society, and as such, everything is shared. In lieu of tipping individuals at resorts, each resort will have a "Staff Christmas Fund" box available so their guests can contribute to the staff as a whole. When you think about it, it's a much fairer way. Generally, a gratuity of 10 to 20% will be more than enough. It will be appreciated, just certainly not expected. It is not customary to leave a tip at restaurants in Fiji; however, you should use your own judgment. If you are happy with your service, feel free to tip your services.

#### 7.11 Insurance

A good travel insurance policy covering theft, loss and medical problems is essential. Some policies specifically exclude designated "dangerous activities" such as scuba diving, skiing and even bushwalking. Make sure the policy you choose fully covers you for your activity of choice. You may prefer a policy that pays doctors and hospitals directly rather than requiring you to pay on the spot and claim later. If you have to claim later make sure you keep all documentation. Check that the policy covers ambulances and emergency medical evacuations by air.

7.12

Other Recommended Hotels (\*Please note that room rates for 2023 are subject to change)

1. Ratsun Nadi Airport Apartment Hotel			
<p>1 Queens Rd, Namaka, Nadi</p> <p>Tel: +679 672 7435 M: +679 992 4875</p> <p>Fax: +679 672 7437</p> <p><a href="mailto:reservations@ratsunhotels.com">reservations@ratsunhotels.com</a> <a href="http://Ratsun Nadi Airport Apartment Hotel (ratsunhotels.com)">Ratsun Nadi Airport Apartment Hotel (ratsunhotels.com)</a></p> <p>Booking can also be made online on <a href="https://www.booking.com">booking.com</a></p> <p>INCIDENTAL &amp; SECURITY BOND (Mandatory)</p> <p>\$100.00FJD – Refundable at check out. OR Valid credit card print could be utilized (pre-authorization), should above is not provided at the check in. (Incidental &amp; Security Bond Is not applicable to corporate &amp; government agencies, if reservation is formulated with an LPO).</p>	Deluxe Studio Rooms	1 Queen size Bed	FJD230 (2 adults, 1 child)
	Studio Apartment	1 Queen size bed	FJD195 (2 adults, 1 child)
	1 Bedroom Apartment	1 Queen size Bed	FJD225 (2 adults, 1 child)
	2 Bedroom Apartment	2 Queen size Bed	FJD360 (4 adults, 1 child)
	3 Bedroom	3 Queen size	FJD450

<p>All rates quoted are inclusive of 15% VAT. Opening Hours <b>Reception Hours:</b> <u>Open 24 hours (7 days a week)</u> <b>Check-in Time:</b> <u>2.00pm</u> <b>Check-out Time:</b> <u>11.00am</u> <b>Visitation Hours:</b> <u>08am -09pm (All visitors are required to present Valid photo ID &amp; Vax Card)</u>. Additional Facilities. ➤ Supermarket, Pharmacy, Restaurant, Coffee Club &amp; Bakery in the same complex. ➤ Immigration Office, Banks, and other Business Centers near to the hotel (2 - 3 minutes walking distance). ➤ Medical Centre within walking distance. ➤ Complimentary underground security parking. ➤ Backup water supply &amp; electricity. ➤ 24hrs surveillance.</p>	Apartment	Bed	(6 adults, 1 child)
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## 2. Grand Melanesian Hotel

<p>Namaka, Nadi</p> <p>Tel: +679 672 2438</p> <p>Fax: +679 672 0425</p> <p><a href="mailto:manager@melanesianhotel.com">Email reservation: manager@melanesianhotel.com;</a></p> <p><a href="mailto:agentmelhotl@connect.com.fj">agentmelhotl@connect.com.fj</a></p> <p><a href="http://www.melanesianhotel.com/welcome.htm">http://www.melanesianhotel.com/welcome.htm</a></p>	Self-Contained 3 Bedroom Unit	3 separate locable rooms	FJD400 (15paxs)
	Deluxe Aircon Room	1 Double Bed/1 Queen Bed	FJD130 (4paxs)
	Family Aircon Room	1 Double Bed/1 Single Bed/1 Queen Bed	FJD140 (5paxs)
	Suite Aircon Room	1 Queen Bed/1 Single Bed	FJD150 (3paxs)
	Dormitory Aircon Rooms	6 Single Beds	FJD165 (6paxs)

## 3. Sofitel & Spa

<p>Denarau Island, Nadi</p> <p>Tel: +679 675 1111</p> <p>Fax: +679 675 7777</p> <p>Email reservations: <a href="mailto:reservations@sofitelfiji.com.fj">reservations@sofitelfiji.com.fj</a>  <a href="mailto:events@sofitelfiji.com.fj">events@sofitelfiji.com.fj</a>  <a href="http://sofitel-fiji.com">Sofitel Fiji Resort &amp; Spa - Live the French Way (sofitel-fiji.com)</a></p> <p>Rooms can cater for maximum of 3 adults or 2 adults and 2 children under 12yrs old.  There is an additional fee of F\$120 per additional adult for maximum of 3 adults per room.</p> <p>Conference Special from 15 January -22 March 2024 *Per night inclusive of full buffet breakfast.</p>	Superior King Room	Single	FJD430 (inclusive of taxes)
	Superior King Room	Double	FJD470 (inclusive of taxes)

4. Vualiku Hotel				
	<p>Martintar, Nadi</p> <p>Ph: +679 667 1008/ +679 667 1009</p> <p>Email: <a href="mailto:bookings@vualikuhotel.com.fj">bookings@vualikuhotel.com.fj</a></p> <p>E-mail: <a href="mailto:mgr@vualikuhotel.com.fj">mgr@vualikuhotel.com.fj</a> or online at <a href="https://www.booking.com">booking.com</a></p>	Deluxe Studio (2 Adults)	1 Double Bed & Convertible Sofa	FJD199 (With Breakfast)  FJD180 (Without Breakfast)
		Superior (2 Adults, 2 Adults, 1 Child)	1 Double & 1 Single Bed	FJD230 (With Breakfast)

<a href="#">Vualiku Hotel &amp; Apartments – Hotels &amp; Apartments</a> 1) All rates are Government tax inclusive i.e VAT (subject to change)  2) Check-in Time - 14.00 hours  3) Check-out Time - 10.30 hours  4) All reservation should be made by e-mail  5) Cancellation & No Shows - if cancellation is done inside 72 hours prior to arrival a one night fee will apply. A no-show  will result in full payment being demanded. All cancellations must be in writing on e-mail and a confirmation of cancellation obtained. 6) Late check-out until 4pm will incur a charge equivalent to 80% of the room rate, subject to space availability.  Check-outs after 4pm are charged a one night's rate. 7) Kid under 12 years of age free - using the existing bedding except Suite & Uci Deluxe 8) All credit card payment attracts a surcharge of 3%  9) Continental breakfast for children below 12 years old is \$12.50 per child		Executive Studio (2 Adult)	1 Queen Bed & 1 Convertible Sofa	FJD199 (Without Breakfast)
				FJD230 (With Breakfast)
		Executive Loft (2 Adults/2 Children)	1 King & 2 Convertible Sofa	FJD199 (Without Breakfast)
				FJD299 (With Breakfast)

5. Mercure Hotel				
	Queens Rd, Nadi Ph: +679 672 2255	Mercure Guest Room	1 Queen & 1 Single	FJD235



<p>Email: <a href="mailto:h5930-rra@mercurenadi.com.fj">h5930-rra@mercurenadi.com.fj</a> / <a href="mailto:reservations@mercurenadi.com.fj">reservations@mercurenadi.com.fj</a></p> <p><a href="#">Mercure Nadi Hotel   WEBSITE    Nadi   Fiji (com-fiji.com)</a></p> <p>Located between Nadi Airport and Nadi Town, giving excellent access to airport, outer islands, local shopping centres, restaraunts and night clubs. 10 minutes drive to Nadi Airport. 5 minutes drive to Nadi Town. 12 minutes drive to Port Denarau. 5 minutes walk to the nearest supermarket and ANZ , BSP &amp; Westpac Automatic Teller Machine (ATM) Accomodation. 38 Mercure Guestroom and 47 deluxe rooms. All rooms have : a) Private balcony b) Air conditioned rooms c) Tea and coffee making facilities d) Satellite TV (14 channels ) e) Broadband &amp; WIFI internet access f) Mini bar upon request g) In room safe</p>	Deluxe Room	2 Queen or 1 King or 1 Queen and 1 Single	FJD275
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Attn: Sheenal Naiker  
 Phone: +679 6757284  
 Email: [sheenal.naiker@marriott.com](mailto:sheenal.naiker@marriott.com)

**ICAO Conference (CRV OG/12)****(22<sup>nd</sup> – 26<sup>th</sup> April 2024)**

Reservation Name:			
Share With: (if applicable)			
Company name:			
Address:			
Telephone:			
E-mail:			
Arrival Date:			Departure Date:
Room Type:			No. of Guests:
Special Requirements:			Children (ages):

**Special Room Rates:**

Garden View King- Single	\$575.00
Garden View Twin	\$575.00

**Note:** Above rates includes 25% taxes and **includes Buffet Breakfast in Lagoon restaurant.**

**Above Rate is valid from (01 December) till the (22 December 2023)**

Accommodation rooms cater to a maximum of two adults and two children. Two children, 12 years or under, occupying the same room as their accompanying adult/s and using existing bedding are complimentary.

**Payment Options:**

Delegates will be responsible for providing current credit card details to the resort for accommodation bookings and 100% pre-payment will be processed on the credit card 40 days prior to arrival or confirmation of method of payment that is approved by the resort.

All guests will be required to provide a current credit card at the time of check in. The hotel will take a pre-authorization of the credit card for FJD\$100 per day for the duration of the guests stay. The pre-authorization is to guarantee all incidental charges during the guests stay. If the guest does not have a current credit card, they will be required to provide FJD\$100 cash per day for the duration of their stay. This is an international hotel policy and unless the credit card or cash is provided the guest will not be provided with the room key.

Credit Card Holder Name:	Credit Card Type:
Credit Card Number:	Expiry Date:
Signature:	

3% administration fees apply to all credit card payments.

**Cancellation Charges:**

If reservations are cancelled within 40 days prior to arrival, a cancellation fee of 100% of the room & breakfast value of the total room nights booked will apply.

In the event of "no show" on the contracted date of arrival, 100% of the total accommodation fees will be charged for all rooms held for the duration of the event.

RESERVATION REQUESTS WILL ONLY BE ACCEPTED IN WRITING. Please note your booking will not be confirmed until payment has been received. The hotel will not hold any accommodation rooms without prior payment and the completion of this form. All rates are tax inclusive.