

Attachment B to State Letter T 6/8.1 – AP107/24 (PLO)



International Civil Aviation Organization
Asia and Pacific Office

ICAO Workshop on the Development of National Aviation Safety Plan (NASP)

(Nadi, Fiji, 18-21 November 2024)

WORKSHOP BULLETIN

1. Dates and Venue

1.1. The ICAO Workshop on NASP Development will be held will be held at the Civil Aviation Authority of Fiji (CAAF) Headquarters Training Room, from 18 to 21 November 2024.

The Civil Aviation Authority of Fiji (CAAF) Headquarters
Ottawa Road
Fiji Airports Compound
Namaka, Nadi

[Location \(Google Maps\)](#)

2. Officers and Secretariat

| | | |
|--------------------|---------------------------------------------|------------------------------------------------------------------------------------------|
| Mr. Martin Maurino | Technical Officer Global Aviation Safety | mmaurino@icao.int |
| Mr. Shane Sumner | PSIDS Liaison Officer | ssumner@icao.int +679 672 2537 +679 998 3604 |

2.1. Participants are required to carry a valid government-issued identity card for citizens of the host State (Fiji) or passport for verification of their identity at registration. All participants are required to follow the CAAF visitor security screening procedure and must comply with security instructions when inside the CAAF premises.

2.2. Workshop participants are requested to register at the Registration Desk in the reception area of CAAF Headquarters between 08:30 and 09:00 hours on the opening day of the workshop and obtain a workshop identification badge. The identification badge must be always worn visibly while on the CAAF premises.

3. Workshop Documents, Papers for Distribution etc.

3.1. Workshop documents will be available prior to the workshop at:

<https://www.icao.int/APAC/Meetings/Pages/2024-NASP-Workshop.aspx>

3.2. Paper documents in hardcopy will not be available.

4. Food and Catering Arrangements

4.1. Lunch, and tea/coffee breaks, will be provided.

4.2. Several options for lunch are available within a 5 – 10 minute walk from CAAF Headquarters.

4.3. Participants should note that the workshop programme will resume promptly at the programmed time following the lunch break (normally 1 hour).

5. Visa, Insurance and Customs

5.1. Information on Fiji entry requirements is available from the [Fiji Immigration website](#).

5.2. Application for any required visa is the responsibility of the Administration/Organization or delegate concerned. A visa support letter, if needed, may be obtained from the ICAO PSIDS Liaison Office, APAC-PLO@icao.int. Requests for visa supporting letters should be submitted not less than four weeks before the workshop.

5.3. Participants are responsible for their own health, medical and/or travel insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the meeting. ICAO and CAAF will not be responsible for any expenses incurred by persons participating in these events. Information for travel requirement shall be obtained from the Fiji immigration [website](#).

5.4. Please refer to the [Fiji Customs Website](#) for the restricted or prohibited items that cannot be brought into Fiji.

6. Hotel Reservations and Transportation

6.1. Participants are required to make their own accommodation arrangements. The following hotels are located in proximity to the CAAF Headquarters and PSIDS Liaison Office.

| Hotel Name | | Road Distance and Travel Times | Website |
|------------|-------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 1. | Tanoa International Hotel | 3.3 km – 7 mins travel by car | https://www.tanoahotels.com/tanoa-international-hotel/ |
| 2. | Novotel Hotel, Nadi | 3 km – 6 mins travel by car | https://all.accor.com/hotel/6287/index.en.shtml |
| 3. | Mercure Nadi | 3.5 km – 8 – 10 mins travel by car | https://all.accor.com/a/en.html |
| 4. | Ratsun Nadi Airport Apartment Hotel | 2.0 km – 5 mins travel by car | Ratsun Nadi Airport Apartment Hotel (ratsunhotels.com) |
| 5. | Fiji Gateway Hotel | 3.6 km – 7 mins travel by car | https://www.fijigateway.com/ |
| 6. | Tanoa Skylodge | 2.2 km – 5 mins travel by car | https://www.tanoahotels.com/tanoa-skylodge-hotel/ |

6.2. ICAO and CAAF do not endorse any particular hotel, and do not bear responsibility for any incident arising from a stay of the participant in any of the listed hotels.

6.3. *Transportation from/to the Airport* - Participants must make their own arrangements for transport between the airport and their accommodation. Hotels may arrange transport to the airport when departing. Public taxis, which are less expensive than hotel transportation, are widely available. Most taxis use a fare meter, starting at FJD\$2.50 from 06:00 – 22:00, then increasing by FJD\$3.00 after 22:00 at night.

6.4. *Transportation from/to the Workshop Venue* - Public taxis are commonly used when travelling between hotels and the workshop venue.

6.5. The traffic in Nadi tends to get heavy during the morning rush hours from 07:00 – 09:00 and evening rush hours from 16:00 – 18:00. Please do allow some extra time to travel especially in the morning to be on-time before the workshop begins daily.

7. Private Vehicle Access and Parking

7.1. Limited parking space is available at the CAAF Office in Nadi for the CAAF staff. Participants must provide their vehicle information to the Secretariat Office at least 72 hours before access if they wish to use the parking facilities. Parking at the CAAF facility is at the driver's own risk. ICAO and CAAF will not be responsible for any incident concerning parking a vehicle at the CAAF facilities.

8. Further Information

8.1. Smoking is prohibited within ICAO and CAAF buildings. Participants wishing to smoke are requested to use the designated smoking areas.

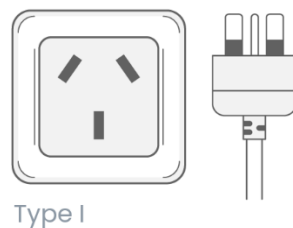
8.2. Information about weather conditions in Nadi may be found on the website of the Fiji Meteorological Service at [Fiji Meteorological Service](http://www.fiji-met.gov.fj/). Due to year-round warm temperatures most people in Fiji wear casual and light clothing, particularly cotton or bamboo fabrics.

8.3. Dress code for the workshop is business attire.

8.4. International credit cards such as Visa and MasterCard are widely accepted in Fiji..

8.5. All commercial banks exchange major foreign currencies, and several foreign exchange agencies are located in Nadi and surrounding suburbs, including the international airport.

8.6. The type of electrical plug and socket typically used in Fiji is Type I, which is the plug that has three flat pins in a triangular pattern. Fiji operates on a 240V supply voltage and 50Hz:



<https://world-power-plugs.com/fiji>

8.7. For further information, please contact the Secretariat at APAC-PLO@icao.int.

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