

*International Civil Aviation Organization*



# ICAO

## INFORMATION PAPER

ASIA AND PACIFIC (APAC) TWENTY-FOURTH  
MEETING OF THE METEOROLOGICAL  
INFORMATION EXCHANGE WORKING GROUP  
(MET/IE WG/24)

Nadi, Fiji, 21 - 24 April 2026

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## MEETING BULLETIN

### 1. Schedule and Venue

1.1. The Meeting will be held in Nadi, Fiji, from **Tuesday, 21 April to Friday, 24 April 2026**. The Meeting will start at 09:00 hours (local time, UTC+12) each day. The Meeting venue is located at:

**Crowne Plaza Nadi Bay Resort**  
Wailoaloa Beach, Nadi Bay Road, Nadi  
Tel: +679-670-0700  
E-mail: [reservations@crowneplazafiji.com](mailto:reservations@crowneplazafiji.com)  
[Maps](#) | [Website](#)

1.2. The daily order of business will be uploaded on the [Meeting webpage](https://www.icao.int/APAC/meetingdocs?fid=59662): <https://www.icao.int/APAC/meetingdocs?fid=59662>.

**Note:** This Meeting is being held in conjunction with the *ICAO APAC Workshop: Supporting State Implementation of Meteorological Services*, to be held at the same venue on **20 April 2026**. Participants seeking capacity-building and guidance on Annex 3 implementation are encouraged to review the Workshop invitation and bulletin ([available here](#)) for additional information.

### 2. Officers and Secretariat

**Mr. Peter Dunda**  
ICAO Regional Officer, Aeronautical Meteorology and Environment  
E-mail: [pdunda@icao.int](mailto:pdunda@icao.int)

**Ms. Varapan Meefuengsart**  
Programme Assistant CNS/MET  
E-mail: [vmeeфуengsart@icao.int](mailto:vmeeфуengsart@icao.int)

### 3. Registration and Access

#### 3.1. Documentation Requirements for Registration

- **Official Nomination:**  
An **official nomination letter or email** from the Member State/Special Administrative Region or an invited International Organization is required. The communication should:
  - be on **official letterhead** (for letters);

- be **signed by an authorized official**;
- be **addressed to the ICAO Regional Director** in response to **AP027/26 (MET): Twenty-fourth Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/24)**; and
- include the **full name, title, and email address** of each nominated participant.

**Note:** Nominations for participants attending both the MET/IE WG/24 Meeting and the *ICAO APAC Workshop: Supporting State Implementation of Meteorological Services* on **20 April 2026** may be combined in a single letter or email.

- **International organizations:**  
Only international organizations **recognized by ICAO** may register to attend in this category. The list of recognized organizations is available here: [List of International Organizations](#).
- **Submission:**  
Please submit the nomination letter or email to [apac@icao.int](mailto:apac@icao.int), with a copy to the Secretariat. Once approved by ICAO, a confirmation email will be provided to the nominated individuals.

### 3.2. **Online Pre-Registration**

All participants are strongly encouraged to complete the **online pre-registration** form available on the [Meeting webpage](#). Please complete pre-registration **no later than 7 April 2026** and follow the instructions provided on the website.

**Note:** Participants attending the *ICAO APAC Workshop: Supporting State Implementation of Meteorological Services* on **20 April 2026** should also complete the Workshop online pre-registration ([available here](#)).

### 3.3. **On-Site Registration**

Participants are requested to register at the **Registration Desk**, located in front of the Meeting room, between **08:30 and 09:00** on the opening day of the Meeting. A **Meeting identification badge** will be issued at that time and must be **worn visibly at all times** while on the Meeting premises.

**Note:** Participants attending both the MET/IE WG/24 Meeting and the *ICAO APAC Workshop: Supporting State Implementation of Meteorological Services* on **20 April 2026** are requested to register between **08:30 and 09:00** on the day of the Workshop.

## 4. **Meeting Documents, Papers for Distribution, etc.**

4.1. ICAO will make the Meeting material (e.g., invitation, agenda, program, papers, presentations, templates, etc.) available before the Meeting in electronic format on the [Meeting webpage](#).

4.2. Participants should visit the Meeting webpage to review and download all Working and Information Papers before the Meeting discussion sessions.

4.3. Participants wishing to submit papers for consideration by the Meeting must do so, via e-mail to the ICAO APAC Office at: [apac@icao.int](mailto:apac@icao.int) with copies to [pdunda@icao.int](mailto:pdunda@icao.int) and

[vmeeffuengsart@icao.int](mailto:vmeeffuengsart@icao.int) as early as possible and in any case **no later than 24 March 2026**. Templates for Working Papers and Information Papers are available on the Meeting webpage.

**5. Food and Catering Arrangements**

5.1. Tea and Coffee will be provided for the morning and afternoon breaks during the meeting.

5.2. Lunch will be provided during the meeting.

**6. Visa, Insurance and Customs**

6.1. All foreign Nationals entering Fiji must possess valid passports or other valid documents for travel. Participants from certain countries are required to obtain visas for a temporary visit not exceeding 3 months (Visa-exempt countries: <http://www.immigration.gov.fj/index.php/travel-requirements/visa-exempted-countries> ). It should, however, be noted that the temporary visas are issued upon arrival in Fiji. Participants may wish to obtain information on entry requirements by accessing the following webpage: [www.immigration.gov.fj/](http://www.immigration.gov.fj/)

6.2. International travellers who require Health guidance can refer to this link: [COVID-19 Vaccination Certificate for Travelers – MHMS FIJI](#)

6.3. There are restrictions on imports 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. Hotel Reservations and Transportation**

7.1. Crowne Plaza Fiji Nadi Bay Resort is conveniently located on Wailoaloa Beach, Nadi Bay Road, Nadi 15-minute drive via causeway from Nadi International Airport.

7.2. Other Recommended Hotels based on location to the meeting venue (\*Please note that room rates for 2026 are subject to change)

**Crowne Plaza**

Email: [ben.sonewa@crowneplazafiji.com](mailto:ben.sonewa@crowneplazafiji.com)

Room Type	Rate (FJD / Night)	Occupancy Included	Key Facilities & Inclusions	Extra Person Charge
1 King Bed Standard	\$579.00	2 adults	Wifi, Breakfast included, fully air-conditioned.	N/A

**Twenty (20) rooms** have been booked for the meeting participants to pay the hotel directly, and reservations are to be made **by 19 February 2026** for the special room rates for the meeting.

**Aquarius on the Beach**

Email: [reservations@aquariusfiji.com](mailto:reservations@aquariusfiji.com)

Room Type	Rate (FJD/Night)	Occupancy Included	Key Facilities & Inclusions	Extra Person Charge
Ocean View	\$249.00	2 pax	1 King bed • TV • A/C • Mini fridge • Balcony with ocean view •	N/A

			Private bathroom • Coffee/Tea facilities • Breakfast	
Deluxe Room	\$219.00	2 pax	1 King bed • TV • A/C • Mini fridge • Private bathroom • Coffee/Tea facilities • Breakfast	N/A
Standard Room	\$189.00	2 pax	1 King bed • TV • A/C • Mini fridge • Private bathroom • Coffee/Tea facilities • Breakfast	N/A
Budget Room	\$159.00	2 pax	1 Queen bed • TV • A/C • Mini fridge • Private bathroom • Coffee/Tea facilities • Breakfast	N/A

**Wyndham Garden Wailoaloa Beach Fiji**

Email: [sales@wyndhamgardenwailoaloafiji.com](mailto:sales@wyndhamgardenwailoaloafiji.com)

Room Type	Bedding Configuration	Occupancy	Normal Rate (FJD)	Corporate Rate (FJD)
Beachfront Executive King Room	1 King Size	2 Adults, 1 Infant	865.00	605.50
Garden Oceanview King Room	1 King Size	2 Adults	705.00	493.50
Garden Oceanview Twin Room	2 Single Beds	2 Adults	705.00	493.50
Garden King Room	1 King Size	2 Adults	505.00	353.50
Garden Twin Room	2 Single Beds	2 Adults	505.00	353.50
Garden Small Twin Room	2 Single Beds	2 Adults	415.00	290.50

**Wailoaloa Beach Resort**

Email: [reservations@wailoaloabeachresortfiji.com](mailto:reservations@wailoaloabeachresortfiji.com)

Room Type	Rate (FJD / Night)	Occupancy Included	Key Facilities & Inclusions	Extra Person Charge
Standard Fan Room	\$110 (2 pax) \$150 (4 pax)	2-4 pax	Fan room • Basic facilities	\$25 per extra person
Pool Side Suite	\$161.00	2 pax	Poolside location • Standard amenities	N/A
Pool View Deluxe	\$178.25	2 adults	Pool view • Standard amenities	N/A
Mountain View Studio Villa	\$178.75	2 adults + 1 child	Mountain view • Standard amenities	\$25 per extra person
Garden View Studio Villa	\$172.50	2 adults + 1 child	Garden view • Standard amenities	\$25 per extra person
Family Villa	\$212.00	4 pax	Standard amenities	\$25 per extra person
3-Bedroom Family Villa	\$650.00	8 pax	3 bedrooms (incl. 1 master) • Fully A/C • Free breakfast • Free Wi-Fi • Kitchen • Laundry • Dining • BBQ • Resort view	N/A

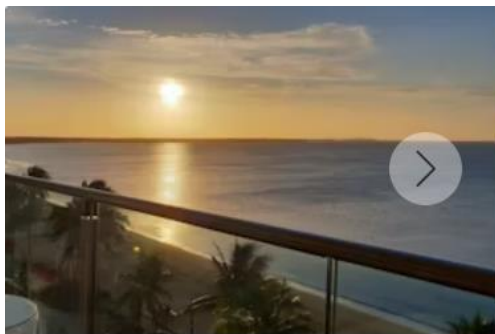
**Grand West Villas**

Email Address: [gwwadmin@hexagonfiji.com](mailto:gwwadmin@hexagonfiji.com)

Room Type	Rate (FJD / Night)	Occupancy Included	Key Facilities & Inclusions	Extra Person Charge
Studio Room	\$99.00	2 pax	1 double bed with tea facilities, mini bar fridge , fully AC , hot & cold , Private balcony.	N/A
Twin Share Standard	\$99.00	2 pax	2 single beds with ceiling fan, TV, tea facilities, mini bar fridge , fully AC, Hot & cold, Private balcony.	N/A
1 Bedroom Apartment Standard	\$225.00	4pax	1 Queen bed, fully AC, lounge area : 2 single beds with ceiling fan, TV, Tea facilities , microwave , mini bar fridge , private balcony	N/A
Executive Suite	\$225.00	4pax	1 Queen bed, fully AC, lounge area : 2 single beds with ceiling fan, TV, Tea facilities , microwave , mini bar fridge , private balcony	N/A
2 Bedroom Self Contained Villas	\$240.00	4pax	Main Master Bedroom: 1 Queen bed will fully AC, private balcony. 2 <sup>nd</sup> Master bedroom: 2 single Beds with ceiling fan. Downstairs : Lounge area with ceiling fan, tv, fridge and kitchen with microwave , toaster, dinning table, cook top. No extra bed given. Toilet and bathroom downstairs, laundry and washtub.	N/A

**Ramada Suites by Wyndham – Wailoaloa Beach Fiji**

Email: [reservations@ramadawailoaloafiji.com](mailto:reservations@ramadawailoaloafiji.com)



**One Bedroom Beach Front Suite**

Sleeps 4 1 King / Twin bed 1 Bathroom

Beach view • Non-smoking • Cable/Satellite TV • Dining Setting • Tea/Coffee Maker • Telephone • Hairdryer • Television • Ceiling...  
1 Bedroom Beach Front Balcony, 1King Bed with private en-suite in the room and 1 convertible double bed sofa in the lounge, air-...

[More info](#)



**Two Bedroom Partial Ocean View Suite**

Sleeps 4 Room 1: 1 King bed Room 2: 1 Single bed 2 Bathrooms

Limited view • Cable/Satellite TV • Dining Setting • Fridge • Telephone • Outdoor Setting • Television • Clock Radio •...  
2-Bedroom Ocean View Suite Balcony with 1 King bed, 2 Single beds & 1 Sofa Double Bed lounge with private en-suites, IP Based 42 Inch...

[More info](#)

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

Travel agent contacts:

- Rosie Holidays (Sunil Kumar)  
Email: [sunil@rosie.com.fj](mailto:sunil@rosie.com.fj)  
Mb: 9345286
- Tourist Transport Fiji (Elenoa)  
Email: [reservations@ttf.com.fj](mailto:reservations@ttf.com.fj)  
Mb: 7994398
- Tour Managers (Pranit)  
Email:  
[tourcoordinator@tourmanagers.com.fj](mailto:tourcoordinator@tourmanagers.com.fj)  
Mb: 9926962
- Tewaka (Reona Smith)  
Email: [reona@tewaka.com.fj](mailto:reona@tewaka.com.fj)  
Mb: 8921618

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

7.5 Airports Fiji Limited will be offering a complimentary "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: [prতির@fijiairports.com.fj](mailto:prতির@fijiairports.com.fj)

7.6 A block booking has been arranged at the Crowne Plaza Fiji Nadi Bay Resort for participants attending this event. A booking link will be shared shortly for those who wish to stay at the venue. Participants are encouraged to make their reservations as early as possible to secure accommodation. Staying at the venue is recommended for convenience.

## **8. Further Information**

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

8.2 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.

8.3 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.

8.4 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/>.

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

8.6 Currency and Credit Cards - The official currency is the Fijian dollar (FJD). FJD\$1 = approximately USD \$0.431 FJD to USD - Fijian Dollars to US Dollars Exchange Rate . ATMs are available in the downtown area. Credit cards are also accepted for hotels and most restaurants.

8.7 Language - English (official language), Fijian and Hindi.

8.8 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 hotel.

8.9 Tipping

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.

8.10 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.

8.11 Electricity - 240V, 50Hz (Australian plug, Type I)

The type of electrical plug and socket typically used in Fiji features three flat pins in a triangular pattern: two angled (live and neutral) and a longer, vertical grounding pin:



8.12 For further information, please contact the Secretariat at:

Tel: +66-2-537 8189

E-mail: [apac@icao.int](mailto:apac@icao.int)

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