

**Secretariat of the Pacific Community:
Annual Meeting of the Capacity Development Organizations and the National
AIDS Committees**

Suva, Fiji, 7-11 June 2010

Background:

The Pacific region has come a long way, since the development and implementation of the regional strategy on HIV. The regional landscape has changed from what has been a scattered response to that which is well coordinated and including joint planning with regional and national stakeholders.

Two sub regional workshops between regional and country partners held in October and November in 2008 demonstrates that there are already movements towards strengthening the joint planning and access to resources (technical and financial) between regional and country levels. The Response Fund initiative acknowledges the importance of harmonising responses to HIV in the Pacific region in a way that is consistent with the Rome and Paris declarations and the Pacific Aid Effectiveness Principles, as adopted by the Pacific Islands Forum (PIF). The implementation approach of the Response Fund recognises that an effective response to HIV and other STIs in the Pacific region requires capacity building at regional, national (both government and civil society) and community levels.

While much has been achieved in relation to improvement in communication, coordination and partnerships, partners' expectations and achievements are continually re-assessed in an increasingly complex environment. There is also an increase in the range of technical advisors in the region, with additional donor funding translating into key staff positions amongst regional partners over the last two years as well as national positions, particularly in recent years. All of which reflects an increasing sophistication and complexity in the response to HIV and other STIs at national and regional levels.

A number of the lessons learnt in the implementation of PRSIP1 have already been incorporated into the development of the 2nd Pacific Regional HIV Strategy (PRHS) and PRSIP II (2009-2013), and recently published report of the Commission on AIDS in the Pacific, *Turning the Tide: An Open Strategy for a Response to AIDS in the Pacific*". These reviews add to the body of knowledge about effective responses to HIV in the Pacific. It aims to identify ways to strengthen existing systems and practices in order to facilitate greater coordination and collaboration between regional and country partners to enhance national responses; and particularly, to strengthen the approach to monitoring and evaluating the implementation of PRSIP II and national responses.

Since the two sub-regional workshops held in 2008, a lot of activities have been implemented and initiatives introduced as more funds are made available through both the Pacific Response Fund for HIV & STIs (Response Fund) and the Global Fund to Fight AIDS, Tuberculosis & Malaria (GFATM) grants.

Goal and Objectives of the CDO/NAC Meeting:

Goal (Pacific Regional Strategy Implementation Plan [PRSIP] Objective 6):

1. To ensure that programme planning and reporting on national responses to HIV & STIs are effectively coordinated between government, civil society organizations, and technical agencies.

Objectives:

1. To provide progress on the implementation of the national responses to HIV & STIs and the Response Fund;
2. To identify challenges and constraints to implementation and rectify them through a revised action plan;
3. To revise national plans of action and identify joint-activities with regional partners; and
4. To train participants on Response Fund M&E framework.

Dates and Site

The meeting will be held at the Conference Hall, Studio 6, Suva, Fiji from 7-11 June 2010

Address:

1-3 Walu Street, Suva
P.O Box 16455, Suva.

Communication:

Telephone	-	(679) 3307477
Fax	-	(679) 3307133
Conventions email	-	peci.evening@yahoo.com
Reservations email	-	studio6@unwired.com.fj
Website	-	www.studio6fiji.com

Language

English only

Participants and Funding

The participants will be Representatives from the National AIDS Committees (or equivalent) and Representatives from the Capacity Development Organizations supported through the Response Fund.

Regional partners who receive funding from the response fund will also be invited during session on review of country plans.

Funding for participants expenses to attend this meeting will be based on confirmations provided by SPCs Response Fund programme focal points.

Hotel accommodation

Participants will be accommodated at either Studio 6 or Suva Motor Inn, depending on individual preferences. This is applicable only if accommodation logistics are organised by SPC. Alternatively, participants can organize accommodation of their choice at maximum rate of FJ\$132.00 per night.

1. Studio 6

Contact details:

as mentioned above

Room Rates: Standard rooms: FJ\$80.00 per night

Deluxe rooms: FJ\$135.00 per night

2. Suva Motor Inn

Contact details:

PO Box 2500, Govt Bldgs, Suva

Gorrie St (Corner Mitchell St), Suva

Ph: +679 3313973

Fax: +679 3300381

Email: suvmotorinn@connect.com.fj

Web: www.hexagonfiji.com

Room Rate: Standard room: FJ\$105 per night

Hotel reservations will be confirmed based on itineraries.

SPC will pay for hotel accommodation direct to the hotel for participants with applicable amounts deducted from allocated per diems. Any miscellaneous expenses such as room service, fax/internet/telephone calls, etc. will be the responsibility of and shall be paid directly by the participants.

The hotels are approximate 40 minutes car drive from the Nausori (Suva) airport. Airport transfer arrangements will be secured based on participant's request.

Travel arrangements

Economy class / most economical air tickets/travel, will be delivered by authorized travel agents of SPC. As soon as travel arrangements have been finalized, participants will receive a communication from Ms Jocelyn Deo, email: jocelynd@spc.int. SPC normally arranges the most economical itineraries for the participants and should there be any deviation in travel arrangements, the participant will bear any additional costs.

All subsequent travel arrangements and reconfirmation of return air bookings will be dealt with during the meeting. Any extended stay in Fiji will be the responsibility of each traveller.

Visa

All travellers are responsible for having in their possession a national passport valid for at least 6 months from the date of departure for Fiji.

A Fijian tourist or business visa may be granted upon arrival. The business visa is valid for 14 days.

Participants are responsible for any visa arrangements if required.

A copy of traveller's passport information page is to be faxed / emailed to Ms Deo before itineraries can be requested. Your urgent response in relation to this is required upon confirmation of participation.

Insurance

SPC does not provide insurance cover for participants or their belongings and participants are expected to make their own arrangements for accident, illness and luggage insurance, if so desired. This includes due care to avoid, and appropriate arrangements in case of, any actual loss of money (cash) during your stay in Suva, Fiji.

Daily allowance, currency and rate of exchange

Participants from abroad or not residing within reasonable daily local travel to/from the venue in Suva will be paid a daily subsistence allowance based on the prevailing standard per diem rate at the time of the meeting. This is currently FJ\$70.00 per night. (approximate). This amount is less accommodation charges and daily morning/afternoon teas and lunch costs. Per diems will be paid on the first day of the meeting Monday 7 June 2010.

The monetary unit in Fiji is the Fijian dollar with denominations of 100, 50, 20, 10, 5 and 2. There are coins to the value of \$1, \$0.50, \$0.20, \$0.10, \$0.05. The exchange rate is currently FJ\$1.98 to US\$ 1.00 (approximate).

Travellers' cheques can be cashed with some commission charges depending upon the bank you use. Major credit cards are only accepted in larger hotels, travel service, retail shops and restaurants.

Airport tax / airport transfer

The airport tax and airport transfer costs is reimbursed based on receipts. The latter is applicable for airport transfer upon arrival in Fiji.

Please provide these receipts on the first day of the meeting (7 June, 2010) to allow for sufficient time to have the reimbursement processed.

Documents for the workshop

All participants will be given a folder containing the key documents of the meeting; however, most documents will be uploaded onto websites for participants to access prior to departure for Fiji. There may also be provision for distribution of electronic copies of documents on CDs.

Participants are advised to bring along laptops for use during workshop sessions.

Banking facilities

Currency exchange services, cash and travellers cheques are available at the banks and foreign currency exchange outlets in town during normal business hours (9am to 3.30pm).

Climate

The temperature in Suva ranges from 25°C to 34°C. Expected slightly cooler nights for the month of June. A cardigan and umbrella is recommended to be kept on hand.

Light clothing is recommended. Dress is generally informal in Fiji. However, a formal dress is required for opening/closing ceremonies and other official occasions.

Personal Safety

It is recommended to exercise caution at all times when out in public areas.

Participants are advised to arrange with hotel reception for transport to the meeting venue/shopping/sight-seeing venues (if required) - walking alone in isolated areas is not recommended.

Tipping

Tipping is not expected in Fiji but, as often seen, a tip is always greatly appreciated if you meet with exceptional service or kindness.

Postal, e-mail and fax no.

Participants may use the Studio 6 contact details (as stated on page 2) for personal mail/calls.

For any administrative assistance/information, please contact:

Ms Jocelyn Deo,
Project Assistant
Secretariat of the Pacific Community,
3 Luke Street, Nabua, Suva, FIJI
Tel: (679) 3370-733 ext. 374
Mobile: 9205319
Fax: (679) 3370-021/3385-480
Email: jocelynd@spc.int

For any technical / programmatic information, please contact:

Dr Dennie Iniakwala
HIV & STI Section Head
Secretariat of the Pacific Community,
3 Luke Street, Nabua, Suva, FIJI
Tel: (679) 3370-733 ext. 369
Fax: (679) 3370-021/3385-480
Email: denniei@spc.int

Thank you for your valuable participation and best wishes for a successful meeting.