



PACIFIC IMMIGRATION DEVELOPMENT COMMUNITY

INFORMATION PAPER

BOARD MEETING No. 2: 2024/25

03-06 MARCH 2025

APIA, SAMOA

MEETING VENUE & DATES

1. PIDC Board Meeting

Venue: Sheraton Conference Room

Date: 03rd-04th March 2025

Time: 09:00am - 04:30pm

2. PIDC Strategic Planning Workshop

Venue: Sheraton Conference Room

Date: 05th-06th March 2025

Time: 09:00am - 04:30pm

BEFORE DEPARTING FOR SAMOA

1. **Packing** - Pack right for the tropical climate. Please add a warm jacket as meeting venues may get cold.
2. **Laptop** - Board Members are encouraged to bring along their laptops to download meeting papers as PIDC continues to work towards paperless meetings.

ARRIVING AT FALEOLO AIRPORT

- All Board members must go through usual Immigration, Quarantine and Customs' checks. Please have your passport, passenger arrival card and all your travel documents ready.
- Visas to Samoa for most Pacific Island Countries are either free or provided upon arrival. It is strongly advisable that you contact the Secretariat if you are uncertain about visa requirements prior to travelling.
- After clearing Immigration check, head towards baggage claim to collect your luggage. Once you have collected all your bags, you will be required to clear a customs screening of your luggage.
- Declare all declarable items in the Passenger Arrival Card for Quarantine and Customs. You may be subjected to further examination in the Quarantine zone if you are suspected of not declaring items.

TRANSFER FROM AIRPORT TO HOTEL

- Transfers to and from the airport will be provided for all board members.
- Please look out for the '**Sheraton Hotel staff**' who will be at the arrival concourse to guide you to your airport transfers.

ACCOMMODATION

- All PIDC Board members will be accommodated at the Sheraton Hotel.
- Breakfast is included in your accommodation and will be served from 06:30am-10:00am. Please make sure to have a good breakfast every morning during your stay as only light snacks will be served for morning tea.
- PIDC is only responsible for accommodation inclusive of breakfast. Any extra cost will be at your own expense.

- WiFi is available at your accommodation. Login will be provided upon arrival.
- BSP and ANZ ATMs are conveniently located at the hotel providing you with easy access to withdraw cash.

HOUSEKEEPING RULES

- In the event that the fire alarm goes off during the workshop, please remain calm and seated, Sheraton staff will assist the group in the event this happens.
- Your PIDC Staff will be available to provide assistance for the Board and Workshop.

BEFORE DEPARTING SAMOA

- Members must be familiar with their country's Quarantine and Medical requirements for returning home. Please do not hesitate to contact the Secretariat if you are not clear on your country's requirements.

GENERAL INFORMATION

- Weather - Samoa's weather is typically tropical. The average maximum temperature is 30C, while the minimum is 24C. March is one of the warmest months.
- Currency - The local currency in Samoa is the Samoa Tala. All major international credit and visa cards can be used in Samoa. Foreign currencies can be exchanged at money exchange services available at the Faleolo Airport or in Apia City. Samoa Tala notes are available in \$5, \$10, \$20, \$50, \$60 and \$100. Cents (sene) are available in 10c, 20c, 50c, ST\$1 and ST\$2.
- Connectivity - WiFi is available at the airport and also the hotel. You can also buy a sim card from Vodafone Samoa or Digicel Samoa at the airport or the branches across Apia.

NEARBY SUPERMARKETS AND WESTERN UNION

- Western Union: Opens 08:00am-05:00pm (Mon - Fri) closest WU is on Matautu St (10 mins walk) from hotel.
- KK Mart: Opens 07:00am - 10:00pm - located on Matautu St (5mins walk from Sheraton hotel)
- Island Love Supermarket-Opening Hours-07:00am - 10:00pm - this supermarket is located on Matautu St. (10mins walk from hotel)
- Frankie's Supermarket: Opens-07:00am-08:00pm - also located on Matautu St (15mins walk from hotel)
- Sula's Bakery-Opening Hours-07:00am - 09:00pm. (5mins drive from hotel)

You can refer to Google Maps for direction or ask Niger or Magele for assistance.

CONTACT DETAILS

- Prior to the meeting, all enquiries should be directed to Mrs Seremana Titoko or Ms Niger Roebeck or Magele Lamauta Simanu at the PIDC Secretariat in Apia, Samoa:

Contact: Mrs Seremana Titoko/ Ms Niger Roebeck/ Ms Magele Lamauta Simanu

Tel: +685 29107

Email: seremana.titoko@pidcsec.org / niger.roebeck@pidcsec.org / magele.lamauta@pidcsec.org

- During the meeting, any enquiries or emergencies can be directed to Niger on the following contact details:

Emergency Contact: Ms Niger Roebeck

Tel/WhatsApp: +685 7628299

Email: niger.roebeck@pidcsec.org

WE LOOK FORWARD TO WELCOMING YOU TO SAMOA!