Report

Arrangements by Government of Samoa for the

23rd Session of the Intergovernmental Coordination Group for the Pacific Tsunami Warning and Mitigation System,
Development Bank of Samoa Building
Apia, Samoa
16 – 18 February 2009

Prepared by: Disaster Management Office
1. **Official Program and ceremonies**

The official opening ceremony will be held on Monday, 15\(^{th}\) of February 2008 and it will be done in the traditional manner that is the “Ava o le Feiloaiga” (in translation, the kava ceremony to welcome guests and friends).

The Official address will be delivered by the Prime Minister, Honorable Tuilaepa Lopesoliai Sailele Malielegaoi. If he is unable to deliver the official address then the Minister in charge of Disaster Management, Honurable Faumuina Tiatia Liuga will deliver it on his behalf.

All participants will be invited to all the official functions that will be hosted by the Government of Samoa including the heads of all Government Ministries and Corporations, as well as private sector, non-governmental and community based agencies that has a role to play in disaster risk management.

The official working hour on each day is from 9:00am to 5:00pm; hence the meeting programme must be in line with these times to ensure that venue(s) and other necessary facilities are open and ready for the participants’ use.

There will be an official closing ceremony for the meeting and this is done once the official meeting program is completed.

2. **Site Visits**

The proposed site for the site visit is Fagaloa Bay in the District of Vaa o Fonoti located on Upolu. Fagaloa Bay is one of the sites that are extremely vulnerable to tsunamis and according to historical events in 1917 and 1960; this site was affected in both events. Given time constraints, any site visit to the big island of Savaii is not viable but not impossible either. The date and time is open.

3. **Language**

English will be the main language however, there Samoan citizens who speak fluent Spanish and French. This can be made available for the meeting.

4. **Logistics**

a. Venue

The whole meeting including side events or close sessions will take place in the Development Bank of Samoa Building. The main plenary will be held in the conference room on level 6 of this building. This conference room can accommodate more than 200 participants.

The DBS Board of Directors conference room will be use by the Secretariat as their office and it will also house the registration of participants.
Close sessions will be held in the conference room on level 3 while internet and all meals will be served in the conference room in level 5 of the same building. Coffee and water will be available outside of the main plenary room.

b. Communication
Telephones and internet will be available in all rooms that will be use for this meeting. The mobile service providers will have their stalls in the conference room on level on the first day of the meeting if participants wish to buy SIM cards and credits. However arrangements can be made with them to have this service available on call.

c. Transportation
Transportation will be provided by the Government of Samoa to and from the airport if hotel shuttles are not available. All participants will be picked up from their hotels and dropped off after every session and every official function.

d. Coordination and set up
The meeting arrangements are coordinated by the Disaster Management Office of the Ministry of Natural Resources and Environment. The set up will also be done by the coordinating committee for this meeting.

5. Financial contributions
As agreed the Government of Samoa will contribute about USD15,000.00 which is equivalent to SAT$50,000.00. The Cabinet of the Independent State of Samoa in its meeting held on the 23rd of July 2008 approved SAT$50,000.00 as per Cabinet Directive number FK(08)(28) as the Government of Samoa’s contribution for hosting this meeting.

Note:
The arrangements for the WMO RAV World Weather Watch GIS ISS Sub-Group Meeting will have the same arrangements except for the traditional ceremony that will be held for the 23rd Session of the ICG/PTWS.

For more information, please contact the Coordinator:

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Photos of the conference rooms on level 3 and 5 of the Development Bank of Samoa Building:

Figure 1 Conference Room on Level 3
Figure 2 Conference Room on Level 5