



SWPHC CL 02 2013  
26 March 2013

## SOUTH WEST PACIFIC HYDROGRAPHIC COMMISSION (SWPHC)

### 12<sup>th</sup> Meeting of the South West Pacific Hydrographic Commission (SWPHC) Port Vila, Vanuatu, 11 to 15 November 2013

#### SWPHC CL 02-2013 Agenda, National Report, Logistic and Registration Information

Dear Colleagues,

I am pleased to provide logistics information and a registration form for the forthcoming SWPHC (11-15 November).

I would also like to take this opportunity to request the submission of agenda items for discussion at the SWPHC. Please forward to my External Relations team at [international.relationsukho@ukho.gov.uk](mailto:international.relationsukho@ukho.gov.uk), by **12 August 2013**, as outlined in the SWPHC statutes, article 7 a.

In addition, I would like to request that you forward your National Report, in the standardised structure, at least two weeks prior to the meeting (**by 28 October 2013**). The standard structure for National Reports can be found on the IHO Website at the SWPHC link. Please send your Reports to [international.relationsukho@ukho.gov.uk](mailto:international.relationsukho@ukho.gov.uk) or fax on +44 1823 723380.

I would like to thank our Hosts, Vanuatu, for providing information on the SWPHC meeting venue and accommodation. A limited number of rooms have been block booked at the meeting venue, Warwick Le Lagon Resort & Spa, Port Vila, Vanuatu; further logistic information, including the availability of other hotels, can be found at **Annex A**. You are advised to book before **10 July 2013** to ensure the conference rate.

I very much hope that you will be able to attend. I would be grateful if you could complete the Registration Form at **Annex B** and return it to [june.thompson@ukho.gov.uk](mailto:june.thompson@ukho.gov.uk) copy to [sluankon@vanuatu.gov.vu](mailto:sluankon@vanuatu.gov.vu) by **14 October 2013**.

Rear Admiral Tom Karsten  
SWPHC Chairman and UK National Hydrographer

Distribution:  
List of Representatives  
IHB



Annex A  
SWPHC CL 02-2013  
26 March 2013

## SOUTH WEST PACIFIC HYDROGRAPHIC COMMISSION (SWPHC)

### 12<sup>th</sup> Meeting of the South West Pacific Hydrographic Commission (SWPHC) Port Vila, Vanuatu, 11 to 15 November 2013

The 12<sup>th</sup> SWPHC Conference is being held at the Warwick Le Lagon Resort & Spa Hotel, Port Vila, Vanuatu.

#### **How to get to the Warwick Le Lagon Hotel.**

Warwick Le Lagon Resort & Spa is 8 kilometers (15 minutes) away from Bauerfield International Airport. Taxis - VT 2700 (\$28 AUD); one way and transfer coaches - VT 2500 (\$26 AUD); return per person if booked in advance through the resort.

#### **The Meeting Venue and Accommodation.**

The Vanuatu Ministry of Foreign Affairs and External Trade has negotiated a discounted rate under the name of "the South West Pacific Hydrographic Commission", delegates should make their reservations directly with the hotel at [sellie@warwickhotels.com](mailto:sellie@warwickhotels.com) copy to

[sluankon@vanuatu.gov.vu](mailto:sluankon@vanuatu.gov.vu)

November is a very busy time for the hotel so you are strongly advised to make your reservation by **10th July** to ensure the conference rate.

Block Booking Rates:

Garden Superior & Garden View Deluxe – 16,000 VT (\$166 AUD)

Lagon Superior Rooms – 20,000 VT (\$207 AUD)

*Rates are inclusive of full buffet breakfast. 12% VAT and tourism levy are not included.*

#### **Alternative Accommodation –**

Cheaper hotels for delegates are situated approximately 4km from Warwick Le Legon Resort & Spa, and they are the Melanesian Hotel [www.melanesianportvila.com](http://www.melanesianportvila.com) and Kaiviti Motel [www.kaivitimotel.com](http://www.kaivitimotel.com). Please check websites for rates. It takes around 8-10 minutes bus ride to the meeting venue. Bus fares cost VT150 (\$1.60 AUD) one way.

#### **Will I require a visa?**

Depending on your nationality, and the purpose and duration of your visit you may require a visa to visit Vanuatu. If you require assistance or a letter of invitation please contact Sheena Luankon -

[sluankon@vanuatu.gov.vu](mailto:sluankon@vanuatu.gov.vu)

#### **What electricity supply is used in Vanuatu?**

Electricity in Vanuatu is supplied at 240volts/50Hz. Electrical sockets are of the three flat pin type as found in Australia and New Zealand. If you plan to use your own electrical equipment with different plug configuration and/or voltage rating to Vanuatu, you will require a plug adaptor and possibly a power converter as well. These can be purchased at most duty free shops and some convenience stores and are sometimes available at the reception desk of hotels.

**Tipping**

There are no official tipping rates in Vanuatu. Tourists can tip hospitality industry staff at whatever preferred rate they wish.

**Can I drink the water?**

Water in Vanuatu is considered safe; however, if you prefer bottled water it is readily available.

**Weather**

Vanuatu is renowned for its beautiful subtropical climate with what seems like endless sunshine, clear blue skies and mild temperatures. The summer climate in Vanuatu falls between November and March with average temperatures reaching 28°C. The summer months are hot and humid but are generally well cooled by the sea breezes. November to April is the wet season, with higher temperatures and heavier rains.



Annex B  
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12<sup>th</sup> Meeting of the South West Pacific Hydrographic Commission (SWPHC)  
Port Vila, Vanuatu, 11 to 15 November 2013

**REGISTRATION FORM**

Please send the completed registration form to [june.thompson@ukho.gov.uk](mailto:june.thompson@ukho.gov.uk) copied to [sluankon@vanuatu.gov.vu](mailto:sluankon@vanuatu.gov.vu) by **28 October 2013**.

**Member State / Organization**

1. Contact Details:

Head or Member of delegation	<input type="text"/>
Rank or Title	<input type="text"/>
Family Name	<input type="text"/>
Given or Personal Name	<input type="text"/>
Position / Job title / Role	<input type="text"/>
Nationality	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Spouse/Partner Travelling	<input type="text"/>

2. Travel Details.

Your arrival in Vanuatu	Date	<input type="text"/>
	Flight Number	<input type="text"/>
	Airline	<input type="text"/>
	Arrival Time	<input type="text"/>

Your departure from Vanuatu	Date	<input type="text"/>
	Flight Number	<input type="text"/>
	Airline	<input type="text"/>
	Departure Time	<input type="text"/>

3. **Hotel Information** (For administrative purpose only). Participants are expected to make their own accommodation arrangements –

4.

Hotel at which booking has been made	Warwick Lagon	<input type="text"/>
	Melanesian/Kaivitimotel	<input type="text"/>

Signature	<input type="text"/>
Date	<input type="text"/>