



Dear participant,

We kindly ask you to carefully read this practical note which contains important information about your travel to Noumea and the organisational arrangements during the event:

TRAVEL ARRANGEMENTS

Ticket: You should have now received an electronic ticket issued in your name via email. If you have not received it please contact our travel agent: tnt@tntexecutive.gr

Travel documents: All sponsored delegates are requested to **keep their boarding passes**. These will have to be presented at the registration desk to receive their per diem.

Reimbursements: Participants who have purchased their own ticket will need to provide with the original invoice, together with a copy of the passport, boarding passes and the bank details of the account to receive the bank transfer.

Overnights during your travel itinerary: In case your itinerary implies an overnight, you are entitled to receive a full per diem according to EuropeAid rates. Kindly arrange your accommodation during your overnight. No receipts are required.

TRANSFERS FROM AND TO THE AIRPORT:

Transportation will be arranged for all participants arriving on the 15th, 16th and 17th November and leaving on 23rd November. In case you are arriving / departing in different dates **due to flights constraints**, the transfer from / to the airport will be arranged on a case to case basis.

At the airport, you will find a welcome sign of the **19th OCT – EU Forum**. You will be welcomed by our hostesses who will lead you to the shuttle to your hotel.

Please note that:



- Your transportation from the airport has been already paid for and we are not able to reimburse any alternative arrangements.
- You may need to spend some time at the airport waiting for other participants. We will do our best to keep the waiting time as short as possible.
- The estimated travel time from Noumea airport is between 45 minutes and one hour, depending on the traffic.
- In case you have any problems, please call the following emergency phone number:
+687 75 26 16 / +687 70 84 07

Upon your departure: For the return to the airport on the 23rd November, the pickup point is outside the main entrance of your hotel 3 hours before the departure of your flight.

Please note that individual transfers will be arranged for Heads of Delegation of each OCT. In case the Head of Delegation is a non-sponsored participant, you are kindly requested to communicate the flight details to organize the transfer accordingly.

ACCOMMODATION

Hotel rooms have been pre-booked for most of the OCT delegates (sponsored and non-sponsored) at "[Hotel Le Méridien Nouméa](#)" and "[Hotel Chateau Royal Nouméa](#)" on their travel arrangements for a maximum of 7 nights (16th November to 22nd November). Each delegation have been informed about the hotel where they will be accommodated.

When checking-in, participants will be asked to provide a credit or debit card or make cash deposit to cover additional expenses participants may have (i.e. phone calls, consumption of foods and beverages). The sponsoring only covers the cost for the accommodation and breakfast.

For the nights which are not covered by the EU, delegates will be requested to fill a credit card form to proceed with the payment. Please note that in case of no-show or cancellation, non-sponsored delegates will be responsible for covering cancellation costs.



Meals and internet access: Breakfast and Wi-Fi are included in the room rate. All personal expenses incurred such as phone calls, minibar items or laundry services will be charged directly to your credit card.

DAILY ALLOWANCE

Daily allowances will be handed in to sponsored participants at the registration desk (located at the Meridien Hotel) from the 17th November to the 22nd November. Please, note that this amount is for sundry expenses only, as accommodation, some meals and ground transportation have already been provided for. The amount will be delivered in EUR currency.

Sponsored participants will receive the daily allowance according to the rules set by the European Commission:

- Daily allowances will be justified on the basis of a receipt signed by the participant on the spot;
- Participants **will be requested to submit the original boarding passes** of all their flights to reach Noumea. Boarding passes are important documents to be handed to the donor (EC).

Participants will be requested to submit a **photocopy of their passport**. No daily allowance can be paid unless these documents are submitted.

THE VENUE

All the events will take place at the [Hotel Le Méridien Nouméa](#).

- **Trilateral Meetings** between each OCT, Member States and Commission Services are scheduled on the 17th and 18th November at the James Cook Room. The agenda for these meetings will be posted on the website. Please arrive 15 minutes before the start of your meeting to register and enjoy a welcome coffee. Lunches are not foreseen during these 2 days. If you would like to take your lunches at the Méridien Hotel, please book a table early



enough in the morning as the restaurant capacity is limited. For participants accommodated at Chateau Royal, please note that the hotel is located next to the Méridien, at 2 minutes walking distance.

- **Thematic workshops** are scheduled on the **19th November** at the Laperouse 2 Room. The agenda for these meetings will be posted on the website. Please arrive 15 minutes before the start of your meeting to register and enjoy a welcome coffee. Lunch is not foreseen during this day.

- **Field trip and workshop in Phare Amédée– 20th November**

The visit is organised by the New Caledonia government on an optional basis. If interested, please register your name at the registration desk on 17 and 18 November. The visit will be arranged by bus departing from the hotel at 8h00 and return around 17h00. A lunch will be offered to all participants. We recommend to wear casual attire, to bring sun cream, a head protection against sun and a swimsuit.

- **OCTA Ministerial Conference – 21st November**

The event will be held in plenary session at the Laperouse 2 Room

Meeting will start at 08:30. The registration desk will open from 08:00.

Please collect your badge and sign the attendance list in order to gain access to the meeting room. We kindly ask you wear your badge during the whole event as it will be used as access key. The lunch will be served just outside the plenary room, in Le Sextant restaurant.

OCTA gala dinner:

Venue: At Tjibaou Cultural Center from 19.00 to 21.30h. The bus will depart at 18h15 in front of the main entrance door of the Méridien Hotel and from Chateau-Royal at 18h20.

Dress code: Summer casual business attire



- 19th OCT-EU Forum – 22nd November

The event will be held in plenary session in Room Laperouse 2. The OCT-EU Forum will start on November 22nd at 09.00 AM. The registration will be opened from 8.00 AM. We kindly ask you to be there on time in order to ensure the smooth running of the event.

EU Gala Dinner:

The European Commission is organising the 19th OCT-EU Forum Gala Dinner, which will take place at Hotel Le Méridien, starting at 19h00 with pre-drinks in the garden of the hotel, followed by a dinner in Room Laperouse 2.

USEFUL INFORMATION

- Currency in New Caledonia

The currency used in New Caledonia is the Pacific franc (XPF)

The exchange rate between Euros and Pacific francs is:

- **1 € = 119,33 XPF**
- **1 USD = 118,95 francs CFP (XPF) rate of November 2022**

You will be able to exchange the main foreign currencies to Pacific francs at the airport or at the hotel

There are bills of 500, 1 000, 5 000 et 10,000 francs, and coins of 1, 2, 5, 10, 20, 50 and 100 francs

AMEX, Visa and MasterCard are also accepted in most of the larger restaurants and supermarkets.

- Weather:

In November, Noumea enjoys good sunshine of about 8 hours per day with an estimated 7 days of rain for the month. You may get some rain from time to time.



The average temperature is between 21°C and 29°C, but depending on the year it can drop to 16°C and rise to 33°C.

- New Caledonia time difference

The island of New Caledonia are 11 hours ahead GMT.

This is a 10-hours summertime or 9 hours wintertime difference from Brussels.

- Electricity:

In New Caledonia the power plugs and sockets are of type F. The standard voltage is 220 V and the standard frequency is 50 Hz.



- To be included in your luggage:

Please, do include sunscreen, mosquito repellent and comfortable shoes for the field trip

CANCELLATION

If you cannot attend the event, please let B&S Europe know **immediately** so that all bookings in your name can be canceled. Please note that this event is financed by the European Commission with public funds. We kindly ask you therefore to honour your commitment to attend insofar as it is possible to do so.

CONTACT INFORMATION AND EMERGENCY NUMBER

If you have any questions related to your hotel and travel arrangements please contact the B&S coordinator :

Ludo Olivier

WhatsApp – 00 (+) 33 786 49 42 00

ludo.olivier@bseurope.com



Caroline Vilos

WhatsApp – 00 (+) 30 69 74 35 17 95

caroline.vilos@gmail.com

During the whole event, we will be present in the conference venue. Should you have any problems, please do not hesitate to contact them.

To stay informed and access conference-related materials, please visit
the conference website:

[19th Forum PTOM-UE / Ministerial Conference of OCTA \(onetec.eu\)](http://onetec.eu)

You are kindly requested to check the website regularly to be updated
with the information published.