

FORUM EYES ONLY

***FORTY-SEVENTH PACIFIC ISLANDS FORUM
SEPTEMBER 7 - 11, 2016***

POHNPEI, FEDERATED STATES OF MICRONESIA

ADVICE TO THE MEDIA

ON

ARRANGEMENTS

Official Contact:

Mr Jackson T. Soram

Assistant Secretary

Department of Foreign Affairs

Federated States of Micronesia

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A P P E N D I C E S

1	MEDIA ACCREDITATION FORM
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1. DATES AND VENUES

- Wednesday, 7 September: Smaller Island States Leaders Meeting
(Closed to SIS Members only)
Venue: FSM-China Friendship Sports Center at the College of Micronesia (COM) in Palikir, Room 1
- Thursday, 8 September: Pacific ACP Leaders Meeting
(Closed to PACP Members only)
Venue: FSM-China Friendship Sports Center COM in Palikir, Room 1
- 47th Pacific Islands Forum Opening Ceremony
Venue: Pohnpei Island Central School Track & Field Stadium
- Friday, 9 September: 47th Pacific Islands Forum Formal Session (Closed)
Venue: FSM-China Friendship Sports Center, COM in Palikir, Room 1
- Saturday, 10 September: Forum Leaders Retreat (Closed)
Venue: FSM Congress Chamber
- Sunday, 11 September: 28th Post-Forum Dialogue Partners Meeting (Closed)
Venue: FSM-China Friendship Sports Center, COM in Palikir, Room 1

2. RESPONSIBILITY FOR ARRANGEMENTS

The Government of the Federated States of Micronesia is responsible for providing the Forum venue, service facilities and support staff, security arrangements, relevant hospitalities, and the reservation and allocation of accommodation for delegations generally. Arrangements in the Federated States of Micronesia for the Forum are under the supervision of Mr Jackson T. Soram, Assistant Secretary, Department of Foreign Affairs, email: soram@mail.fm, Telephone: (691) 320-2613/2641

The Forum Secretariat is responsible for the management of the Forum and associated meetings, including preparation of agendas, meeting documentation, access, and all secretariat services for the meeting proper. The Forum Secretariat contact is Mr ‘Alifeleti (Alfred) Soakai, Political Issues Adviser and Coordinator of the Forum Arrangements, email: alifeletis@forumsec.org, Telephone: (679) 331-2600, and Media Contact: media@forumsec.org.

3. ARRIVALS AND DEPARTURES

(a) Airport

Accredited Media delegations will be met by relevant officials on arrival at the Airport.

(b) **Entry Formalities**

All visitors arriving in the Federated States of Micronesia must have and present proof of citizenship or nationality by possessing a valid passport or other travel document issued by the government of the country of citizenship or nationality. The document must be valid for at least 120 days beyond the date of entry into the FSM. Citizens and nationals of the FSM, Republic of Palau, the Republic of the Marshall Islands, or the United States may prove citizenship or nationality by possessing a passport, birth certificate or FSM entry permit.

Upon arrival, all non-citizens without a valid entry permit must present a completed *FSM Immigration Arrival and Departure Record*. This form is furnished by a carrier prior to arrival at the point of entry. Those wishing to visit the FSM for a period exceeding 30 days must also complete an entry permit. A permit is not required for a person visiting the FSM for 30 days or less. Participants travelling through the United States and its territories require the appropriate US visa.

Except for diplomatic passport holders, departure Tax is USD 20.00.

4. ACCOMMODATION

The Government of the Federated States of Micronesia has made reservations and will be responsible for allocating rooms to all delegations.

Accommodation for media representatives will be also allocated by the FSM Government. All accommodation requests for media should be sent to Mr Jackson T. Soram (soram@mail.fm) copied to Ms. Karnim Judah (kdesjudah@gmail.com) and Mr Carson M. Mongkeya (cmongkeya@mail.fm).

Please note that hotel accounts for all delegates should be settled directly with the hotel.

Media representatives are requested to complete the form at **Appendix 1**. The completed form must be sent by **July 18, 2016** to Ms. Karnim Judah (kdesjudah@gmail.com), copied Mr Jackson T. Soram, (soram@mail.fm), Mr Carson M. Mongkeya (cmongkeya@mail.fm) and to the **Forum Secretariat's Media Contact: media@forumsec.org**.

To facilitate prior registration and accreditation, all delegates are requested to attach their respective passport size pictures in JPEG format when completing details in **Appendix 1**.

If the names/details of media delegates are not known at the time the form is due, an email advice, indicating the numbers expected per delegation, including their approximate arrival and departure dates, should be sent to Ms. Karnim Judah (kdesjudah@gmail.com), copied Mr Jackson T. Soram, (soram@mail.fm), Mr Carson M. Mongkeya (cmongkeya@mail.fm) and to the **Forum Secretariat's Media Contact: media@forumsec.org**.

5. ATTIRE

Attire for the official opening of the Forum will be Island Formal. Attire for the formal meetings of the Leaders and other occasions will also be Island Formal.

6. MEDIA ARRANGEMENTS

Media accreditation is the responsibility of the Government of the Federated States of Micronesia.

All requests for accreditation should be sent to Ms. Karnim Judah, email: kdesjudah@gmail.com copied to Mr. Jackson T. Soram (soram@mail.fm), Mr. Carson M. Mongkeya (cmongkeya@mail.fm) and to media@forumsec.org. The **Media Accreditation Form** is attached at **Appendix 1**.

Office facilities will be provided for accredited representatives of the media. All communication costs will be the responsibility of the media representatives. Press Briefings will take place at the FSM-China Friendship Sport Center, COM in Palikir, Room 2 and onsite at the FSM Congress Chamber at the conclusion of the Forum Leaders Retreat.

7. MEDICAL FACILITIES

A medical officer will be on call at all times for the Forum and related meetings.

8. OFFICIAL OPENING

The Official Opening of the Forum will take place at 5:30p.m. on September 8, 2016. A detailed program for the opening ceremony will be issued on arrival in the Federated States of Micronesia.

9. SECURITY ARRANGEMENTS

The Government of the Federated States of Micronesia accepts responsibility for the protection of Heads of Delegations for the duration of their visit to the Federated States of Micronesia. Special security precautions will be taken at all the venues to be used by Heads of Delegations.

With respect to documents, Forum documents are classified **“FORUM EYES ONLY”**. Other documents will be graded according to content.

Security personnel accompanying Heads of Government are not permitted to import or carry fire-arms while in the Federated States of Micronesia.

Access to the Cliff Rainbow Hotel reserved for Heads of Forum Delegations will be controlled by security passes which will be issued by the Department of Foreign Affairs to accredited persons soon after their arrival.

10. SOCIAL PROGRAM

Details of the social program will be made known prior to the Forum.

11. TELECOMMUNICATIONS

Telephone and fax facilities will be available to media delegates at the Media Center located opposite the College of Micronesia Gymnasium in Palikir.

Charges for international telephone calls and faxes will be the responsibility of the delegation incurring them.

Free WiFi internet will be available at the College of Micronesia Gymnasium in Palikir and the FSM Congress Chamber. Wireless internet connection hotspots will be available at most hotels and restaurants in Pohnpei.

12. ELECTRICITY

The standard electricity voltage in Federated States of Micronesia is 120v/60hz.

**47th Pacific Islands Forum, Pohnpei, Federated States of Micronesia
September 7-11, 2016**

MEDIA ACCREDITATION FORM

Please return by July 18, 2016 to:

Ms. Karnim Judah
President’s Information Office
Email: kdesjudah@gmail.com

Mr. Jackson T. Soram
Email: soram@mail.fm
and

Mr. Carson M. Mongkeya
Email: cmongkeya@mail.fm
Department of Foreign Affairs
Federated States of Micronesia
Telephone: **(691) 320-2641/2644**
Fax: (691) 320-2933

A copy is to be sent to the Forum Secretariat at: media@forumsec.org

1. Country (Region) _____

2. Your Personal Data:

Name (Mr/Ms) _____
(please underline family/last name)

Position: _____

Employer: _____

Postal Address: _____

Phone: _____ Fax: _____

E-Mail _____

3. TYPE OF PARTICIPATION (Please Check)

- Official (With Government Delegation) ()
 Radio ()
 Newspaper ()
 Magazine ()
 Television ()
 Other (Specify) _____ ()

4. NAMES & POSITION OF ACCOMPANYING PERSONS
(Researchers, Technicians etc.)

Mr/Ms _____

5. FLIGHT INFORMATION

	Date	Time	Flight No.	From
Arrival:	_____	_____	_____	_____
Departure:	_____	_____	_____	To: _____

6. ACCOMMODATION
Type of room preferred

Single/Twin/Double _____

For how many people _____

7. METHOD OF PAYMENT: Please specify.

VISA AMEX BANK CARD DINERS OTHERS

8. Please send a signed letter from your employer/media organisation stating your responsibilities/duties, and two passport-size photos with this accreditation request. Alternatively, the application form may be emailed with digitised passport photos.

9. Please advise the value in USD of the equipment you will be bringing with you for your use. If the total exceeds US\$10,000.00, please note the type of major equipment you will be bringing with you for your use. Will you be selling any of the equipment in the Federated States of Micronesia during or after the meetings? If so, please identify the equipment you will be selling during your stay.

10. Please note that you will be expected to comply with any other entry formalities required by the host country, in addition to the details you have provided for Forum media accreditation.