



Ministry of Trade, Co-operatives,
Micro, Small and Medium
Enterprises and Communications

The 18th APT Policy and Regulation Forum for Pacific (PRFP-18) 5 - 6 August 2025, Suva, Fiji



Australian Government
Department of Infrastructure, Transport,
Regional Development, Communications, Sport and the Arts



Supported by

INFORMATION FOR PARTICIPANTS

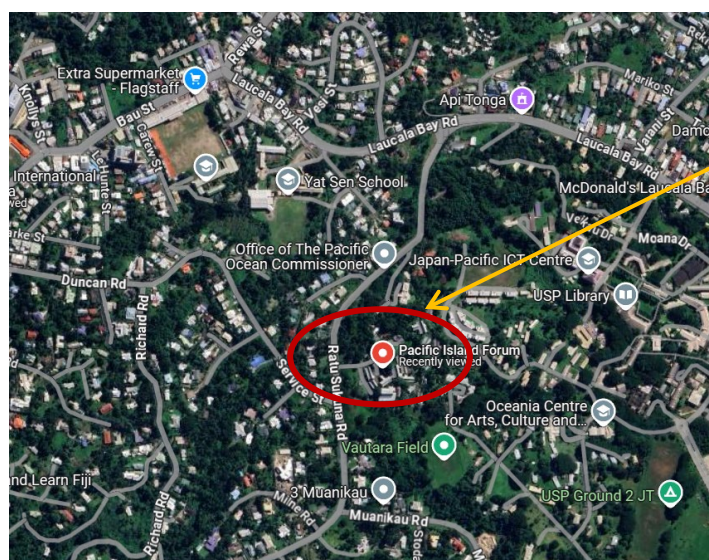
The 18th APT Policy and Regulation Forum for Pacific (PRFP-18) is scheduled to be held from 5 to 6 August 2025 in Suva, Fiji with physical attendance as well as virtual participation through Zoom meeting platform (i.e. hybrid meeting). The forum will be organized by the Asia-Pacific Telecommunity (APT) and hosted by the Ministry of Trade, Co-operatives, Micro, Small and Medium Enterprises and Communications, Fiji. It is also supported by the generous contributions from Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts, Australia and Ministry of Internal Affairs and Communications, Japan.

PRFP-18 will be followed by Senior Official Meeting on August 7, 2025, and the 5th Pacific ICT Ministerial Meeting on August 8, 2025. To synergize this opportunity, the sessions of PRFP-18 will cover critical topics to promote the implementation of the "Lagatoi Declaration" adopted at the 4th Pacific ICT Ministerial Meeting (28-29 August 2023, Papua New Guinea) and its Action Plan. For more details and participation, please contact the local secretariat.

Please find the following information for the convenience of participants.

1. VENUE

The PRFP-18 will be held at Pacific Islands Forum Secretariat (PIF), Suva, Fiji. The contact details of the venue are as follows:



Pacific Islands Forum Secretariat (PIF)

Address: Ratu Sukuna Road, Suva, Fiji
Telephone: +679 331 2600
Email: info@forumsec.org
Website: <https://forumsec.org>

2. PARTICIPATION

All APT Members, Associate Members, and Affiliate Members may participate in the forum. The Organisations which have a Memorandum of Understanding (MoU) with the APT or other relevant international or regional organizations may send representatives to attend the forum.

For Members, Associate Members, and International/Regional Organizations, it is kindly requested to send the official list of members in your delegation.

Participation of Non-Members: Non-APT members may be invited to participate in the activities of the forum as Guests at the discretion of the Chair of the PRFP and the Secretary-General in consultation with the relevant Member administration as appropriate.

Other non-APT members may participate as observers with the payment of the participation fee (amounting to USD 250) subject to consultation between the Secretary-General and the relevant Member Administrations, as appropriate.

Since the number of physical attendances influences some preparations for the meeting venue and other arrangements, your administration/organization is kindly requested to register delegates for physical attendance preferably by the date specified in the following section.

Virtual participation will be arranged by using the Zoom meeting platform. Detailed information for virtual participation will be sent to the registered delegates who wish to attend virtually.

3. REGISTRATION

For both physical and virtual/online attendance of PRFP-18, registration can be done online at <https://apt.int//content/online-registration>, preferably by **15 July 2025** for making necessary arrangements. Please indicate in the registration form whether your delegate will attend in person or virtually. **Only the registered participants are entitled to join the forum.** APT Secretariat will provide detailed information to the registered participants prior to the forum.

4. HOTEL ACCOMMODATION RATE & RESERVATION

A wide range of accommodation options is available near the event venue. Below are the details of each hotel to assist participants in selecting accommodation based on their preferences and comfort. All participants are required to make room reservations directly with their chosen hotel.

Name of the Hotel:

Grand Pacific Hotel Fiji



Details

Address: Victoria Parade, Suva, Fiji

Room Types & Rates:

- **Standard Room (with breakfast)** – Approx price from USD \$250–\$400/night (Depending on booking).
<https://grandpacifichotel.com.fj/>
- **Check-in:** from 3:00 PM
- **Check-out:** until 11:00 AM (hotel site)

Holiday-inn Suva



Address: Victoria Parade, Suva, Fiji

Room Types & Rates:

- **Standard Room (with breakfast)** – Approx price from USD 130 to USD 200/night (Depending on booking).

<https://www.ihg.com/holidayinn/hotels/us/en/suva/suvvp/hoteldetail>

- **Check-in:** from 2:00 PM
- **Check-out:** until 11:00 AM

Tanoa Plaza Hotel



Address: Town Centre, Suva, Fiji

Room Types & Rates:

- **Superior Queen Rooms (with breakfast)** – Approx price from USD 130 to USD 200/night (Depending on booking).

<https://www.tanoahotels.com/fiji-plaza-hotel/>

- **Check-in:** from 2:00 PM (up to 11:00 PM)
- **Check-out:** until 11:00 AM

Peninsula International Hotel



Address: Cnr McGregor Rd & Pender St, Suva, Fiji

Room Types & Rates:

- **Standard Rooms (with breakfast)** – Approx price from USD 30 to USD 60/night (Depending on booking).

<https://peninsula.com.fj/>

- **Check-in:** from 2:00 PM
- **Check-out:** until 11:00 AM

Quest Suva



Address: Renwick Road, Suva, Fiji.

Room Types & Rates:

- **Studio Room (without breakfast)** – Approx price from USD 150 to USD 200/night (Depending on booking)

<https://www.questapartments.co.nz/properties/fiji/suva/quest-suva>

- **Check-in:** from 2:00 PM
- **Check-out:** until 10:00 AM

Capricorn Hotel Suva



Address: 7 Saint Fort Street, Suva 679, Fiji

Room Types & Rates:

Studio Room (without breakfast) – Approx price from USD 100 to USD 150/night (Depending on booking)

<https://www.capricornsuva.com/>

Yue Lai Hotel, Suva



Address: 16 Bau Street in Flagstaff, Suva City

Room Types & Rates:

Standard Room (with breakfast) – Approx price from USD 100 to USD 150/night (Depending on booking)

<http://yue-lai-suva.hotel-fiji.com/en/>

- **Check-in:** from 2:00 PM
- **Check-out:** until 11:00 AM

James Cook Hotel Suva



Address: 7 Saint Fort Street, Suva 679, Fiji

Room Types & Rates:

Standard Room (with breakfast) – Approx price from USD 50 to USD 80/night (Depending on booking)

<http://james-cook-hotel.hotel-fiji.com/en/>

- **Check-in:** from 2:00 PM
- **Check-out:** until 11:00 AM

5. TRANSPORTATION FROM THE AIRPORT TO THE HOTEL

The event will be hosted at the Pacific Islands Forum (PIF) Secretariat building in Suva. Participants can reach the venue from either of Fiji's main international airports using a variety of transport options:

1. From Nadi International Airport to Suva (PIF Secretariat) or Hotel
 - Distance: Approximately 190 km
 - Travel Time: 3.5 to 4 hours by road
 - Transport Options: Domestic flights to Nausori, rental cars, taxis, or scheduled coach services (e.g. Pacific Transport, Sunbeam)

2. From Nausori International Airport to Suva (PIF Secretariat) or Hotel
 - **Distance:** Approximately 22 km
 - **Travel Time:** 30 to 40 minutes by road
 - **Transport Options:** Taxis, hotel shuttles, or rental cars

Transport will be provided for all delegates from the above-mentioned hotels to the meeting venue—the Pacific Islands Forum (PIF) Secretariat—and back to their respective hotels. Shuttle services will operate twice daily at designated times.

3. Local Transport in Suva

- **Taxis:** Available but may be limited, especially during peak hours. It is advisable to arrange transport through your hotel in advance.
- **Hotel Services:** Many hotels offer shuttle services or car rental options—please confirm availability with your accommodation.
- Please note that ride-hailing services such as Uber and Grab are not available in Fiji.

6. MEETING WEBSITE, MEETING DOCUMENTS, AND CONTRIBUTION GUIDELINE

Related information about the meeting and provisional meeting documents will be available at the APT Website at: <https://www.apf.int/2025-PRFP18>.

Members, Associate Members, Affiliate Members, and International/Regional Organizations who wish to submit contribution(s) on the agenda items should prepare the contribution(s) in Microsoft Word and/or PowerPoint, English Version, and send it to aptpolicy@apf.int. **The deadline for submission of the contribution(s) is 28 July 2025.**

7. WIRELESS LAN

Internet Access over a wireless network will be available during the meeting. Physical participants who wish to utilize the wireless facilities are kindly requested to bring their own laptop computers with Wi-Fi capability.

Local Mobile Network: Fiji has two major mobile network operators:

- Vodafone (Fiji) Pte Limited
- Digicel (Fiji) Pte Limited

Both operators offer 4G coverage in Fiji, with Suva—being the capital and main event location—enjoying good mobile connectivity to support participants' communication needs during the forum.

Mobile SIM Cards: Foreign participants can purchase local prepaid SIM cards upon arrival at Nadi International Airport or from retail outlets and authorised dealers in Suva. A valid photo ID (e.g., passport) may be required for SIM registration.

Data Packages: Both Vodafone and Digicel offer competitive prepaid data packages, including daily, weekly, and monthly plans. Mobile hotspots can also be used if participants wish to share data with multiple devices.

8. VISA AND IMMIGRATION INFORMATION

Visa Exemption:

Citizens of the following countries are not required to obtain a Fiji visa when travelling to Fiji. However, these travelers will still need the relevant permits depending on the nature of their travel. (<https://www.immigration.gov.fj/visa-exempted-countries/>)

Visa Required:

Foreign nationals from countries not on the visa-exempt list need to apply for a visa or permit before traveling to Fiji. Visitors permit will be issued on arrival provided that you meet the entry requirements.

(<https://www.immigration.gov.fj/visit-fiji/>)

Visitor Permits:

Even for visa-exempt travelers, this visitor permit will allow a visitor up to 4 months of stay. The stay can further be extended to 2 months if applying for extension and the fee is paid.

(<https://www.immigration.gov.fj/visit-fiji/>)

Currency Declaration:

Persons traveling into or out of Fiji are required to declare to Custom officials at the borders if they are carrying on themselves or in their possessions, any currency or bearer negotiable instruments of \$10,000 or more (or equivalent amounts in foreign currency).

(<https://www.fijifiu.gov.fj/Information-for-the-General-Public/Currency-Declaration-Rules-for-Travelers>)

9. INSURANCE

APT will not be able to bear any cost of medical or travel insurance for the participant including any measures for COVID-19. APT requests Administrations/Organizations to kindly make necessary arrangements for medical & travel insurance, and others covering the whole period of the event and overseas travel for the participant.

10. CODE OF CONDUCT

The Code of Conduct requires that all participants in connection with APT meetings or events, whether virtual, hybrid or physical, must observe professional, respectful, and responsible conduct at all times, bearing in mind zero tolerance on discrimination or intimidation against cultural, ethnic, religious and gender differences to facilitate a safe and inclusive environment.

More details on APT Code of Conduct are available at:

(<https://www.apf.int/sites/default/files/Upload-files/GA-MC-DOCS/APF-Code-of-Conduct.pdf>)

11. PRACTICAL INFORMATION

Fiji, officially the Republic of Fiji, is an island nation located in Melanesia, part of Oceania, in the South Pacific Ocean. Positioned to the north-northeast of New Zealand, Fiji comprises an archipelago of more than 330 islands, of which around 110 are permanently inhabited.

Approximately 87% of the population reside on the two largest islands: Viti Levu and Vanua Levu. Most Fijians live along the coastal areas of Viti Levu, particularly in the capital city of Suva, and in other urban centres such as Nadi, which is also home to the country's main international airport.

Weather: Located south of the equator, Fiji boasts a warm, comfortable sub-tropical climate. The average daily temperature consistently sits between about 26° and 31°C, evenings in the cooler months can get slightly chillier, but even in the peak summer months it doesn't get unbearably hot.

Language: Fijian, English, Fiji Hindi, plus Rotuman.

Time Zone: GMT+12 hours

Banks & Currency: ANZ Fiji, BSP Fiji, and Westpac Fiji are the largest banks in Fiji. The official currency is the Fijian Dollar (FJD). The exchange rate is about FJD 2.26 to USD 1.00

Electricity: the standard mains voltage is 240V at a frequency of 50Hz. The power plugs and sockets (outlets) used are of type I, which means they have three round pins in a configuration that is flat, with one leg on the bottom.



12. CONTACT INFORMATION

<u>APT Secretariat</u> Asia-Pacific Telecommunity 12/49 Soi 5, Chaeng Watthana Road Bangkok 10210, Thailand Tel: + 66 2 573 0044 Fax: +66 2 573 7479 Email: aptpolicy@apt.int	<u>Local Secretariat</u> Ms. Aisha Siddiqa Ministry of Trade, Co-operatives, Micro, Small and Medium Enterprises and Communications E-mail: aisha.siddiqa@moc.gov.fj or Ms. Ilisapeci Sacula Ministry of Trade, Co-operatives, Micro, Small and Medium Enterprises and Communications E-mail: ilisapeci.sacula@digitalfiji.gov.fj
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