

INFORMATION NOTE

FOR REGIONAL PROJECT MEETINGS AND TRAINING ACTIVITIES FOR WMO, UNDRR AND RELEVANT PARTNERS

9th – 13th March 2026
Tanoa Hotel
APIA, SAMOA

Time and Place of Meetings

1. The Meetings will be held at the Tanoa Hotel from 9-13 March 2026.
2. The start time each day is 9AM sharp, however, on the first day (9th March) registration will take place at 8.30AM.

Travel Arrangements

3. A return economy ticket will be issued by WMO and UNDRR to the funded participants on the most economical route in compliance with WMO and UNDRR Travel Policy. Any changes, amendments or cancellation to travel arrangements that will incur extra costs or loss of revenue to WMO once the ticket has been issued will be borne by the participant. For more information on travel (for WMO funded participants only) please contact ttafua@wmo.int and copy sosandstrom@wmo.int

Arrival and Transport Arrangements

4. Participants will arrange their own airport transfer to hotel, public transport is available by TAXI or shuttle services. TAXI fares range from 80-100 SAT depending on the distance of your hotel. Some hotels also provide an airport pick-up service therefore consult with them directly.
5. Transportation from hotel to the meeting venues will depend on the distance of your hotel. Taxis are readily available and you may book one via your hotel and share with colleagues in the same hotel when car-pooling. We encourage travelling in groups rather than on your own especially at night.
6. You may also organise your transport through the Airport and Tour transports in Appendix B.

DSA Arrangements

7. WMO and UNDRR will organise the disbursement of the participants DSA. WMO will be in contact with the selected participants directly as well as participants funded via UNDRR regarding their DSA arrangements. Participants will be advised individually on the required documents.

Communication and Foreign Exchange

8. On arrival there is a Vodafone Booth at the airport which sell sim cards and relevant data bundles. There is also a Western Union- Number 1 Currency counter and Bank of South Pacific Counter (as well as various ATM's) in the terminal for foreign exchange. It is recommended that you convert some funds before you depart the airport for use up until you receive your DSA (should there be delays).

Meeting Arrangements

9. The workshop will be conducted in English and all working document will be available in English only.
10. It is planned that the registration of participants will start at 8:30am on 9th March 2026 at the Tanoa Hotel Conference Room. Participants will receive identification badges at the time of registration, please wear these badges throughout the duration of the workshop for catering and security purposes. For the timetable of each day please refer to the draft agenda which will be updated and available leading up to the meeting in the links.
 - i. [First CREWS-SIEWAP Project Steering Committee Meeting and EW4All Peer Exchange](#)
 - ii. [WMO HydroHub SEB Training](#)
 - iii. [Pacific EWS-F Project Update Meeting](#)
 - iv. [Inception Workshop for CREWS DREW Project](#)
 - v. [Launch of the PACIDFIN Pacific Project](#)
 - vi. [GCF One-Pacific Programme Meeting](#)
11. Each participant will be provided with a notebook and necessary stationery for use at the venue. It will be a face-to-face meeting, and all are encouraged to bring a working laptop for hands-on training.

Entry Requirements

12. A valid passport (and visa if applicable) is necessary for all persons entering Samoa. This link will provide further details: <http://www.samoa.org.nz/index.php?page=visa>. [Most countries can enter Samoa visa free](#). It is the responsibility of each participant to ensure they have the relevant VISAs to attend the meeting in Apia, Samoa (kindly note this includes any transit VISAs that you may require).

Coordination

13. The Coordinators for the Meetings are:
 - United Nations Disaster Risk Reduction (UNDRR)
 - World Meteorological Organization (WMO)
 - Finnish Meteorological Institute (FMI)

For any queries on the arrangements please contact ttafua@wmo.int or gabrielle.emery@un.org for travel and overall arrangements or Edith.Rodriguez@fmi.fi and ofaf@sprep.org for Fridays Programme.

Banking and Currency

14. Samoan currency is the Samoa Tala (SAT). All major currencies are generally accepted in main banks and foreign exchange counters.
15. Please note the most common form of payment in Samoa is Samoan tala with only selected vendors able to process card payments and provide foreign exchange

services (apart from banks).

16. General banking hours: 9:00 am - 3:00 pm weekdays (Monday – Friday). The current exchange rate is roughly USD 1 H 2.50 Tala, subject to fluctuation. Credit cards are accepted by all major hotels, supermarkets, however rarely accepted at smaller stores or taxis.

Electricity and Plug Type

17. The electrical current in Samoa is 220-240 Volts, and the type of plug normally used is shown below (type Australian AS-3112).



18. Please bring an adaptor if your power plugs are different for your own use during the meeting.

Health and Safety

19. Samoa is generally considered a safe destination, with a low to moderate crime rate, no terrorist activity. However, we still recommend that you apply the same common sense approach to your health and safety as you would at home, by not leaving valuables unattended, and investing in both travel insurance and a basic travel first aid kit.
In the event of an unlikely emergency please call 911.
20. Samoa's Ministry of Health has shared on some cases of Dengue still going around, therefore, come prepared with some mosquito and insect repellent for your protection.
21. Samoa's primary healthcare facility is the Tupua Tamasese Meaole (TTM) Hospital in Motootua, Samoa. They provide 24Hr care, check their website for more details (<https://www.health.gov.ws/>). There are also private clinics around town that you can request the Hotels for details.

Accommodation

22. Appendix A contains a list of recommended hotels and their rates.
23. WMO-funded participants are advised to make their own accommodation bookings. When booking, you may be asked for details of your credit card for guarantee (type and No., name, expiry date). If you require assistance, please email the hotel directly.

General Information

24. Participants are advised to exercise normal safety precautions. When walking along the seawall areas, it is recommended to do so during daylight hours and to avoid walking or running alone at night.
25. Samoa is currently in the wet season. Participants are encouraged to bring an umbrella or raincoat. These items are also available for purchase at local stores if required.
26. If visiting beaches, villages, or scenic sites, please be mindful of local customs and site regulations, and dress modestly and appropriately.

APPENDIX A: Accommodations

Hotel names	Contact details for reservation	Standard Room per night (Samoa Tala)		Deluxe Room per night (Samoa Tala)	Distance from Workshop Venue
		Single	Double	Single	
Vaiala Beach Cottages	Tel: (685) 7503683 Email: Itaf008@gmail.com	\$180 tala/night for two, fan only with cooking facilities, mini fridge and bathroom	\$200 tala/night for two, fan only with cooking facilities, mini fridge and bathroom		5 min drive to Tanoa Hotel
Tanoa Tusitala Hotel	Tel: +685 21122 Email: tusitala@tanoahotels.com	\$385 tala/night	\$400 tala twin shares		Venue is within the compound
White House Hotel	Tel: +685 778 9266 Email: admin@whitehousesamoa.com				3min drive to Tanoa Hotel
Taumeasina Island Resort	Tel: +685 61000 Email: reservations@taumeasinainlandresortsamoa.com				8 minute drive
Lava Hotel	https://www.lavahotel.ws/ Phone: +685 (0) 8445282 Email: reservations@lavahotel.ws				2 min walk

Elisa Hotel	http://www.hotelelisa.ws/en/reservation Email: hotelelisa@samoa.ws Phone : +685 21116 / +685 31202				2min walk
Millenia Hotel	https://www.hotelmillenciasamoa.com/en/ Phone: +685 28284 Email: booking@hotelmillenciasamoa.com				3min walk
Talofa Inn	https://www.holidaysamoa.net/ Phone: 25755 Email : talofainnsamoa@gmail.com Booking link	\$170tala/night. Single bed	\$220 tala/night One double bed	\$290 tala/night for two double beds	3min drive, 10min walk
MKR Serviced Apartments	https://www.facebook.com/profile.php?id=100066952876860# Phone: +685 7522399/26667 Email: mkrapartments@lewell.ws				2min drive, 5min walk
Tauese Seaview Hotel	https://taueseseaviewhotel.com/				
AIRBNB	https://www.airbnb.com/rooms/1429302943288993170?guests=1&adults=1&s=67&unique_share_id=aa7e14d1-dd1a-4bb5-ae2a-ef00b6d90439				

APPENDIX B: Transport

<p>Tour Samoa</p> <p>Email: toursamoa685@gmail.com</p>	<p>Airport Transfers:</p> <p>2 pax - \$150 6 pax - \$220 8 pax - \$300 (per one-way)</p> <p>Full Day Tours: *7-9 stops, includes lunch + all entry fees and charges. 5 - 7 hours \$270 per person</p> <p>Half Day Tours: *4-5 stops, includes lunch + entry fees 4 - 5 hours \$180 per person</p>
<p>AutoBots Transport Samoa</p> <p>autobotstransportsamoa.ws</p> <p>Email: autobotstransport.samoa@gmail.com</p> <p>Phone : +685 7655655</p>	