



Pacific ICT Ministers' Dialogue

Monday, August 28, 2023
APEC Haus - Port Moresby, Papua New Guinea

**“Smart Pacific, One Voice -
Creating a Digital Future Together for the Pacific”**



Host Country: Papua New Guinea



Participating PIF Member Countries and Territories

ADMINISTRATIVE CIRCULAR



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I. Introduction

The Pacific ICT Ministerial Dialogue 2023 (PICTMD 2023) is scheduled to be held from 28 to 29 August 2023 at the APEC Haus in Port Moresby, Papua New Guinea. The Ministerial is hosted by the Ministry of Information and Communications and Technology, Government of Papua New Guinea. Following the Ministerial Dialogue, the Policy and Regulatory Forum for the Pacific will be held from 30 August to 2 September 2023 organized by the Asia- Pacific Telecommunity (APT) and hosted by the National Information and Communications Technology Authority, Papua New Guinea.

II. Purpose

The purpose of the Administration Circular is to provide to the participants of Pacific ICT Ministers Dialogue the information on programs, administration and logistics to assist participants organize travel and participation.

III. Date and Venue

The Pacific ICT Ministerial Dialogue will convene from 28th August 2023 at the APEC Haus in Port Moresby and immediately following the closing of the Ministerial Meeting, a Social Event for those who wish to go for this visit, a chartered flight will be organized and provided by the Host to travel to Kavieng, New Ireland Province. (Details of the Social Event is enclosed)

IV. Host Contact Point

Further inquiries or assistance can be sought from the following:

Interim Secretariat:

Mr Flierl Shongol on:

Email: flierl.shongol@ict.gov.pg

Phone: (675) 76010466

Ms Tessie P Leva

Email: tessie.leva@ict.gov.pg

Phone: (675) 73376411

Registration: Infor Tech Team:

Mr Geno Momo

Email: geno.momo@ict.gov.pg

Phone: (675) 78172034

Ms Michelle Jerewai

Email: michelle.jerewai@ict.gov.pg

Phone: (675) 72577587

V. Program

PACIFIC ICT MINISTERS' DIALOGUE

“Smart Pacific, One Voice – Creating a Digital Future together for the Pacific”

TENTATIVE PROGRAM as 17 August 2023

27th-29th AUGUST 2023

Sunday 27th August 2023

Time	Duration	Activity
1:00 – 6:00pm		Registration Opens – APEC Front Reception
5:00 – 6:00pm	60 mins	Heads of Delegation Meeting (HoD+1) – APEC Haus
6:00 – 8:30pm	80 mins	Official Welcome Dinner (All Delegates) – APEC Haus

Monday 28th August 2023

Time	Duration	Activity
9:00 – 9:45am	45 mins	Session 1: Official Opening The Chair (Papua New Guinea) will call the meeting to order. <ul style="list-style-type: none">• Prayer• Ceremonial acknowledgment of Landowners.• Opening and Welcoming remarks by the Hon. Timothy Masiu MP, Minister for Information and Communication Technology, Papua New Guinea.• Keynote address by the Hon. James Marape MP, Prime Minister of Independent State of Papua New Guinea.
9:45 – 9:50am	5 mins	Group Photo
9:50 – 10:05	15 mins	Coffee Break
10:05 – 12:30 pm	120 mins	Session 2 <ul style="list-style-type: none">• Adoption of Agenda• Country Statements by Pacific Island Countries and Territories• Policy Statement by ITU• Policy Statement of APT• Policy Statements by Observers <p>5 minutes per speaker</p>
12:30 – 1:20pm	50 mins	Lunch Break
1:30 – 1:40pm	10 mins	Session 3: Pacific Telecommunications and ICTs Current Status This agenda item provides a strategic overview focusing on the long-term Blue Pacific vision, the role of the telecommunications and ICT sector in the regional connectivity pathway and existing regional architecture. This agenda item also reports on the current status of and future insight into telecommunications in the Pacific region <ul style="list-style-type: none">• Keynote Presentation by PIF on Blue Pacific Vision on Technology and Connectivity

1:40 – 2:00pm	20 mins	<p>Session 4: Embracing Digital Transformation and Strengthening Regional Telecommunications and ICTs</p> <p>a) <i>Setting the Vision for Telecommunications and ICTs</i> b) <i>Enhancing Existing Regional Arrangements</i></p> <p>This agenda item looks at the telecommunications and ICT success stories and opportunities in the Pacific, with a focus on achieving economic empowerment, sustainable growth and regional resilience through Digital Transformation and embracing Technology advances.</p> <ul style="list-style-type: none"> • ITU--Presentation on Embracing Digital Transformation and Strengthening Regional Telecommunications and ICTs • Case of Member Countries and Territories <ul style="list-style-type: none"> • Papua New Guinea • Fiji
2:00 – 2:15pm	15 mins	<p>Session 5: The Pacific Region in the Multilateral Context</p> <p>a) <i>Strengthening coordination and engagement in multilateral forums</i> b) <i>Growing visibility of the Pacific within relevant forums</i> c) <i>International Telecommunication Union (ITU) regional presence</i></p> <p>This agenda item looks at ways and means of strengthening coordination across the Pacific, to improve collective engagement within relevant multilateral telecommunications forums such as the ITU and Asia Pacific Telecommunity (APT). This item also provides a platform to discuss opportunities to improve visibility and awareness of the Pacific region’s unique telecommunications and ICT needs, within these organisations. Specific discussion on ITU’s presence in the region will also be covered in this item</p> <ul style="list-style-type: none"> • Presentation on ITU Regional presence - ITU (5 minutes) • Presentation by APT (5 Minutes)
2:15 – 2:45pm	30 mins	<p>Session 6: Lagatoi Declaration on Digital Transformation Of The Pacific This session provides the opportunity for Ministers to discuss the Declaration.</p> <ul style="list-style-type: none"> • Presentation of the Declaration • Ministerial Dialogue
2:45 – 3:00pm	15 mins	Coffee Break
3:00 – 3:15pm	15 mins	Signing of the Declaration on Digital Transformation Of The Pacific
3:15 – 3:20pm	5 mins	Host for the Next Ministers’ Dialogue
3:20- 3:30pm	10 mins	Closing of the Pacific ICT Ministers’ Dialogue

4:00 – 4:30pm	30 mins	PREPARATIONS FOR DOMESTIC CHARTERED FLIGHT (CHECK-IN AT APEC TERMINAL) TO KAVIENG, NEW IRELAND PROVINCE (see details on page 3)
4:30 pm	90 mins	CHARTER PLANE DEPARTS FOR KAVIENG
6:00 pm		ARRIVAL IN KAVIENG

PREPARATIONS FOR DOMESTIC CHARTERED FLIGHT TO KAVIENG, NEW IRELAND PROVINCE

This Social Event is optional and participation is not mandatory. For those who wish to go for this visit, a chartered flight will be organized and provided by the Host to travel to Kavieng, New Ireland Province on Monday evening immediately following the closing of the Ministerial Meeting.

Time	Duration	Activity
6:00 – 6:30pm	30 mins	Arrival and welcome.
6:30 – 7:30pm	60 mins	Check in at Niu Lodge and Kavieng Hotel. (Fisheries Wharf to Nusa Island)
8:00 – 9:30pm	90 mins	Dinner by Host – New Ireland Provincial Government. – Nusa Island

DAY 2: TUESDAY 29TH AUGUST 2023 – SOCIAL EVENT PROGRAM

Time	Duration	Activity
4:00 – 6:00am	30 mins	Prepare and travel to Lasigi (Shark calling Site)
6:00 – 9:00am	180 mins	Travel to the Site (Lasigi) for Shark calling
9:00 – 9:30am	30 mins	Entertainment, Breakfast and Shark calling event
11:30 – 12:30pm	60 mins	Lunch: Sponsored by Niu Lodge
12:30 – 1:00pm	30 mins	Depart Lasigi for Laraibina (Eel Farm)
1:30 – 2:00pm	30 mins	Depart Laraibina for Kavieng
2:30 – 3:00pm	30 mins	Refresh and check out from respective Hotels
3:00 – 3:30pm	30 mins	Airport Transfer
3:30 -5:30pm	120 mins	Depart Kavieng and arrive in POM
5:30-6:30 pm	60 mins	Settle in at respective hotels
6:30-8:30 pm	120 mins	Farewell: Cocktail Dinner (Alibi)

Day 3: 30th August – Depart Port Moresby for Delegations not attending the APT- PRFP

VI. Participation and Registration

Each member of the delegation must submit the registration form to the Secretariat through **the Inform Tech Team via email**: Access to the Conference venue will be restricted to registered participants only.

Registration forms include:

1. Registration form (1) for the HoD. In this case it would Ministers of ICT or Vice Ministers or Appointed HoD.
2. Registration form (2) for the Delegation. In this case it would be the next Senior Delegation accompanying the HoD
3. Registration form (3) All other members of the Delegation must fill this form.

Please Note: Filling of these forms is very important to support the Secretariat Team prepare well for the Pacific ICT Meeting.

Documents required for Admin/Logistics

- i. Copy of Passport Bio page for Ministers and Chief Liaison Officer (CLO)
- ii. Travel Itineraries for all Delegates.
- iii. Filled Registration Forms
- iv. The Registration Forms are to be submitted on time no later than **Friday 28th July 2023.**

VII. Information for entry into Papua New Guinea

Visa Requirements

- Visa on Arrival are for countries under Melanesian Spear Head Ground (MSG) (Fiji, Vanuatu, Solomon Island and New Caledonia) will receive visa on arrival.
- Rest of the other countries to apply for visa on-line.
- All delegates are to ensure their passports are valid for more than 6 months before traveling with return tickets to enter Papua New Guinea.
- It is important to check whether a transit visa is required when passing through another country before entering PNG.

VIII. Host: Papua New Guinea support to the Participating Pacific Island Nations

1. Meeting in the International Airport

1.1 For Ministers of participating countries (HoDs)

Ministers who will be arriving will be greeted by both Foreign Affairs, Jackson International Airport Protocol Officers and supported by Staff of the Ministry to proceed with immigration procedures through fast-track lanes for the best possible convenience.

1.2 HoD will be directly escorted to VIP Lounge, while the luggage's will be arranged by our Airport Staff and supported by the Ministry.

2. Accommodation

2.1 For the HoD and Delegation

Accommodation for the duration of stay in Port Moresby for the Meeting and in Kavieng for the Social Event will be catered for by the Government of Papua New Guinea.

1x Executive Suite room for minister-level HoD and 1 standard room for their respective CLO at the Grand Papua Hotel for 3 nights in Port Moresby, and 1 night accommodation in Kavieng for the Optional Site Tour.

2.2 Additional members to the Delegation

Each participating country is required to meet own accommodation costs. However can be assisted with accommodation reservations.





GRAND PAPUA HOTEL



Hotel Information:

The Grand Papua Hotel is located at:
Mary Street, Port Moresby, NCD, PNG.
Contact directly Tel: +675 304 000 or 7999 000
Bookings: 72150856
info@grandpapuahotel.com.pg

For other delegates who need to make arrangements for accommodation, the following list of hotels is provided for consideration. Please contact the hotels directly for any room reservation. Please note that there will be shuttle service between the hotels and the meeting venue.

Hotels located in Town nearby to the APEC Haus.	Contact Details	Estimated Traveling Time by car to APEC Haus
<p>Grand Papua Hotel</p> 	<p>Mary Street, Port Moresby, NCD, PNG. Contact directly Tel: +675 304 000 or 7999 000 Bookings: 72150856 info@grandpapuahotel.com.pg</p>	<p>5 mins</p>
<p>Crown Plaza Hotel</p> 	<p>Cnr Hunter & Douglas Streets, Port Moresby.NCD. P O Box 592, Waterfront, Konedobu, NCD Phone: (+675) 309 3000 / (+675) 7373 0400 General Hotel Enquiries: info@crownhotel.com.pg</p>	<p>5 mins</p>
<p>Ela Beach Hotel</p> 	<p>Ela Beach Road, Port Moresby + 675 79986501 elabeach@coralseahotels.com.pg</p>	<p>5 mins</p>
<p>Hotels located in Waigani</p>		
<p>Hilton Hotel</p> 	<p>Call Us +675 7501 8000 Email: pomsm_hotel@hilton.com Address Wards Road, Hohola Port Moresby, 121,</p>	<p>20 mins</p>

<p>Stanly Hotel</p> 	<p>The Hotel is connected to the shopping complex Vision City Mega Mall Sir John Guise Drive, Port Moresby 121 +675 2077888 www.thestanleypng.com</p>	<p>30 mins</p>
<p>Holiday Inn</p> 	<p>Island Drive Waigani Wards Rd, Port Moresby</p> <p>Email: Reservations.HolidayInnExpress@ihg.com Phone: 67573732500</p>	<p>20 mins</p>

3. Air Travel and accommodation

At the request of a delegation, the Government of Papua New Guinea will provide a return airline ticket for 1 x HoD and 1 x Delegate (CLO) and accommodation during their stay in PNG.

4. Transport and Airport Transfers

1 x vehicle will be assigned to each HoD and the delegation. Other delegates that accompany the Minister will be provided airport transfers and travel to and from the meeting venue and their hotels during their stay.

► Social Event:

All Delegations registered will be chartered into New Ireland Province, Kavieng.

IX. Vital Information for Delegations

1. OPENING CEREMONY OF MINISTERIAL DIALOGUE

The Opening Ceremony of the Pacific ICT Ministerial Dialogue will commence at 09:00 hours on Monday 28 August 2023 at the Conference Room which is located on level 1 of the APEC Haus.

All delegates are advised to arrive 30 minutes before the commencement of the Opening Ceremony.

2. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE

Meeting information and documents will be made available on the Interim Secretariat website at <https://wanpasifik.org>. The host encourages all participants to bring their laptops for paperless and electronic working during the meeting. A delegates' lounge with a limited number of computers and printers will be available for use by the participants during the meeting.

3. INTERNET CONNECTION

Complimentary WiFi connection will be provided at the meeting venue.

4. BILATERAL MEETING ROOMS

Bilateral meeting rooms are available for booking from 26- 27 August 2023. Delegates are advised to email Inform Tech Team for room arrangements @ geno.momo@ict.gov.pg or michelle.jerewai@ict.gov.pg with the meeting date, time, countries involved, setup, and required equipment to book the meeting rooms. Delegates may also book the meeting rooms through their LOs. The meeting rooms are subject to availability.

5. WORKING LANGUAGE

Working language for the Ministerial Dialogue is English.

6. TRANSPORTATION TO AND FROM THE AIRPORT

A private vehicle will be provided for the Minister's airport transfers and for official events from 26 to 30 August 2023 (08:30-22:00 hrs), accompanied by a Liaison Office.

Airport transfers will be provided for all delegates.

7. VISA AND IMMIGRATION INFORMATION

Foreign visitors entering Papua New Guinea may be required to have a valid visa. For more information, please refer <https://ica.gov.pg> or Ms Kessie @ kessie.kapus@immigration.gov.pg

For delegates who require supporting documents for the visa application, please contact Ms Tessie Leva @ tessie.leva@ict.gov.pg or Michelle Jerewai from @ michelle.jerewai@ict.gov.pg.

8. INSURANCE

The host and PNG will not bear any cost of insurance, medical expenses or any other expenses for all participants. Participants are advised to make necessary arrangements for insurance and medical coverage before their travel.

9. DRESS CODE

Formal (Business Suit) dress code is required for the meetings.

10. ABOUT PAPUA NEW GUINEA

Located in South Asia, Papua New Guinea has a land area of about 462,000 square kilometres. At present, PNG's population stands at about 10 million people, with English as the main language of instruction.

Weather: Day temperature averages at 32°C (86°F) and night temperature averages at 24°C (75.2°F).

Time Zone: GMT + 10 hours.

Banks & Currency: Papua New Guinea Kina (PGK) is used. Money changing services can be found at the Port Moresby Jacksons International Airport as well as at most shopping centres and hotels. Automated teller machines (ATMs) are widely available, and accept most of the main credit cards such as Visa, MasterCard and American Express. The exchange rate as at 20 July 2023 is USD1.00 = PGK 2.60

Electricity: The electrical sockets in Papua New Guinea supplies electricity at 220-240 volts and are compatible with type G plug (see pictures below. Universal Adaptors are not provided by the organisers/venue.

For more information on Papua New Guinea, please visit

<https://www.britannica.com/place/Papua-New-Guinea>

X. Vital General Information

1. Banking Facilities

The standard form of currency is the Papua New Guinea Kina (PGK). Foreign Currency exchange facilities are available at Jacksons International Airport and designated hotels.

There are three major banks in Port Moresby and in Kavieng, New Ireland Province; Bank of the South Pacific, Westpac and the Kina Bank.

Standard banking hours are 9:00am-3:00pm from Monday to Friday. There are Automatic Teller Machines (ATM) available in certain locations for ease of access to funds.

Credit Cards are accepted in most major resorts/ hotels and restaurants.

It is advisable for delegates to ensure they have the Papua New Guinea (PGK) before departing for Port Moresby, especially Kavieng, New Ireland Province.

2. Health Requirements

It is important to note that while it is not a requirement to receive a COVID-19 vaccine prior to entering PNG, delegates must be aware of their individual health conditions and should not hesitate to alert a Liaison Officer should medical services are required whilst in Papua New Guinea.

There is no mandatory quarantine, regardless of your history of vaccination, type of visa, etc.

3. Communications

There are three mobile network providers; (i) Telikom Ltd) Vodafone (iii) Digicel (PNG) Limited.

Mobile Network Operators offer high-speed mobile data for accessing Internet. You can browse the internet directly through your 3G/4G data capable mobile phones or buy a 3G data modem/dongle to attach to your laptop or use your smart phones hotspot feature.

► **Mobile Roaming**

International mobile roaming services are available in PNG.

► **Internet**

All mobile/telecommunications service providers offer their wireless internet services. Users can purchase prepaid cards to access these services. Cards are sold at a range from K3, K5, K10, K20, K50 and K100 and can be used to purchase internet bundles.