



FIJI
2019
52nd ADB ANNUAL MEETING
1-5 MAY



ADB Annual Meeting 1 -5 May, 2019

Transport Concept of Operations

TRANSPORT FLEET OPERATIONS: T1, T2 & T3 (Delegate Shuttles)

16/3/2019

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DEFINITIONS OF THE TERMS USED IN THE DOCUMENT

S. No.	Terms	Definition
1	MoCS	Ministry of Civil Service
2	MoE	Ministry of Economy

3	Transport Functional Area (TPT-FA)	Coordination of Transport Function by the Transport Coordinator as part of the Ministry of Civil Service
4	T1 Vehicle	Dedicated chauffeur driven vehicle for the ADB Governors with a police escort
5	T2 Vehicle	On call chauffeur driven vehicle service for ADB Board Members and Vice Presidents without a police escort
6	T3 Vehicle	Shuttle bus for media and delegates
7	Transport Operations Team (TOT)	Team comprising staff from the Ministry of Civil Service, The Ministry of Economy, Fiji Police, Rosie's Tours

1 INTRODUCTION

The ADB Annual Meeting Transport Operation has been planned to ensure a smooth, safe, efficient, environmentally friendly and on-time transport experience for all appropriately accredited ADB delegates during the ADB General Meeting.

The intent of this document is to explain aspects of all operational requirements and procedures to provide a successful ADB General Meeting fleet service.

1.1 OBJECTIVE

The key objectives of the Transport fleet operation plan for THE ADB ANNUAL MEETING are:

- Pre-Event: To plan and set up the operational infrastructure for delivery of an efficient Transport fleet service during The ADB Annual Meeting.
- Event Period: To deliver an efficient Transport fleet service to the relevant customers during the ADB Annual Meeting.

1.2 REQUIRED SERVICE LEVELS

The Transport team, will be required to plan and deliver the following Transport fleet services for THE ADB Annual Meeting:

1.2.1 **T1 Service:** Dedicated chauffeur driven vehicles for each ADB Governor (excluding the Fiji Governor who has his own vehicle)

Dedicated vehicles and drivers will be allocated to ADB Governors and will be available upon their arrival at Nadi Airport. T1 clients have a dedicated vehicle and driver available for their use for 24 hours per day. T1 vehicles will have a Police escort comprising; two police motorcycles leading and a police vehicle trailing.

1.2.2 **T2 Service:** Dedicated chauffeur driven vehicles without Police escort for ADB Board Members and Vice Presidents.

The T2 vehicle service is for travel between Annual Meeting venues and to recognized events within the Nadi region. T2 clients have access to the fleet pool for 14.5 hours per day (7:30am – 10:00pm). Out of Service requests can be placed by T2 clients with the TOC for consideration.

1.2.3 **T3 Service - Delegates Shuttle Service:**

50 seater coaches will be used to transfer delegates and media between the airport and ADB Annual Meeting venues including the Intercontinental Resort.

The following tables give the required service levels for T1, T2 and Shuttle Bus operations:

Table: Service Levels for T1

Service Specification	Details
Service Commencement Date	From arrival at Nadi airport
Service End Date	7/5/2019
Dates (Period Of Operation)	From arrival – 7/5/2019
Service Start Time/Day	24 hours
Service End Time/Day	24 hours
Type Of Vehicle	KIA Sedan
Turn Around Time (Driver)	5 Minutes
Duty Hours Per Day	24 Hours
Service After Duty Hours	On call
Model (Not Older Than)	2 yrs
Service Limits	Fiji wide (Viti Levu)
No Of Drivers	1
Mode Of Communication With Driver	Mobile Phone
Minimum Prior Notice For Pick Up (On Duty)	5 Minutes
Vehicle waiting at Load zone	Maximum 10 Minutes
Arrival Transport	Meet at Nadi Airport by dedicated vehicle
Departure Transport	Deliver to Airport by dedicated vehicle
Meeting Venues Load Zone	Front entrance
Transport Help Desk Operation	Not Applicable
Baggage Handling	By Protocol and LO
Transport Center Operation Hours	24 Hours
Intercontinental Transport	Shuttle Buses (preferred)
Parking Privileges	Vehicle Compound next to Denarau Marina
Beyond Service Limit	Available for use by spouse also.
Restrictions/Obligation	Government vehicles not to be used for access to nightclubs or Massage Parlours.
1. Smoking Inside the Vehicle	Prohibited
2. Wearing Seat Belt	Mandatory

Table: Service Levels for T2

Service Specification	Details
Service Commencement Date	On arrival
Service End Date	7/5/2019
Dates (Period Of Operation)	29/4/2019 – 7/5/2019

Service Start Time/Day	7:30 am
Service End Time/Day	10:00 pm
Type Of Vehicle	KIA Sedan or similar (Optima, RAV 4)
Turn Around Time (Driver)	5 Minutes
Duty Hours Per Day	14.5 Hours
Service After Duty Hours	On exception through request to Transport Operation Centre
Model (Not Older Than)	2 yrs
Service Limits	Nadi Region (unless prior arrangement)
No Of Drivers	1
Mode Of Communication With Driver	Mobile Phone
Minimum Prior Notice For Pick Up (On Duty)	5 Minutes
Vehicle waiting at Load zone	Maximum 10 Minutes
Arrival Transport	Meet at Nadi Airport by pool vehicle
Departure Transport	Deliver to Airport by pool vehicle
Transport Help Desk Locations: All ADB Annual Meeting venues	
Meeting Venues Load Zone	Front entrance
Transport Help Desk Operation	7:30 am To 9:30 pm
Baggage Handling By Driver	If required
Transport Center Operation Hours	24 Hours
Intercontinental Transport	Shuttle Buses
Parking Privileges	Vehicle Compound next to Denarau Marina
Beyond Service Limit	Available for appropriate meetings outside the Nadi area through request to Transport Operation Centre. No Stoppage enroute outside Nadi.
Restrictions/Obligation	Government vehicles not to be used for access to nightclubs or Massage Parlours
1. Smoking Inside the Vehicle	Prohibited
2. Wearing Seat Belt	Mandatory

Table: Service Levels for T3 Shuttle Bus Service

Service Specification	Details
Service Commencement Date	
Arrivals	29/4 – 4/5/2019
Meetings	1 - 5 /5/2019
Departures	3 – 7 /5/2019
Service End Date	7/5/2019
Dates (Period Of Operation)	29/4/2019 to 7/5/2019
Service Start Time/Day	6.30 am

Service End Time/Day	9:15pm last boarding, 10:00pm last drop off (exceptions for later scheduled ADB Meeting events)
Type Of Vehicle	50 seater coaches
Turn Around Time (Driver)	30 Minutes
Duty Hours Per Day	15.5 Hours Two shifts will be employed for all T3 drivers, staff and volunteers. 5:00am – 2:00pm and 1:00pm – 10:00pm
Service After Duty Hours	Only as required and approved by TOC
Make	N/A
Model (Not Older Than)	N/A
Service Limits	Nadi (Outside for Recognized Events Only)
No Of Drivers	One
Mode Of Communication With Driver	Mobile Phone
Minimum Prior Notice For Pick Up (On Duty)	Not applicable.
Waiting at The Load Zone	Maximum 10 Minutes
Baggage Handling	Delegates, volunteers & driver
Transport Operation Centre Hours	24 Hours
Intercontinental Resort Transport	50 seater coaches
Parking Privileges	
Meeting Venues	Front Door
Vehicle Compound	Dedicated Parking Area in Vehicle Compound
Restrictions/Obligation	
1. Smoking Inside the Vehicle	Prohibited
2. Wearing Seat Belt	N/A
The above vehicles will be parked at the Vehicle Compound located adjacent to the Denarau Marina	

1.3 Operating Locations

ADB Annual Meeting Transport will provide transport between all the Nadi Airport to/between all Annual Meeting venues. All, except the Intercontinental Resort, are located on Denarau Island.

At each venue there will be at least one dedicated load zone for delegate boarding and alighting. Where space permits, individual load zones will be provided for each of the transport groups. The complete list of all venues is attached as an annexure in Annexure I.

2 OPERATIONAL REQUIREMENTS

All venues requirements to be planned and space allocated for T1, T2 and T3 service operation. These include predefined load zone locations, waiting locations and exits.

For the efficient development of the infrastructure for delivery of the Transport fleet service during the ADB Annual Meeting, following elements are planned:

2.1 PROCUREMENT OF VEHICLES & DRIVERS

Required number and types of vehicles will be procured for delivery of Transport fleet services during THE ADB ANNUAL MEETING. The MoE will source the vehicles and drivers from the various Fiji Government Ministries. Rosie's Tours will source the shuttle buses and drivers.

Following table gives the detail of the same:

Table: Demand estimation for vehicles

S. No.	Service	Clients	Vehicles required	Type of Vehicle	Drivers	Team Leaders
1	T1	67 x Governors ADB (Note: the Fiji Governor has his own vehicle) & ADB President	68 + 5 reserve	Kia Sorrento	68 + 5 reserve	1
2	T2	12 x ADB Board Members and 6 x Vice Presidents	20	Optima or similar (RAV 4)	20	4
3	Shuttle Bus	All other delegates (up to 3000)	30	37 & 50 seater coaches	48	4

2.2 DRIVERS & TRANSPORT VOLUNTEERS RECRUITMENT

Adequate number of drivers as shown in the above tables is required to be recruited for the operation delivery. If insufficient drivers can be sourced, additional drivers will be provided by the Fiji Police and RFMF.

There will be 126 Transport Volunteers recruited to perform a range of roles including; Load Zone Managers, Transport Information Officers, Baggage Boys and Team Leaders

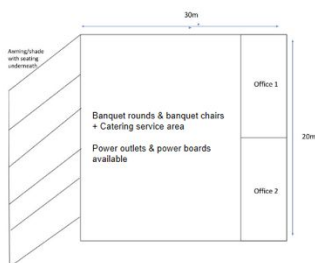
2.3 VEHICLE COMPOUND SPACE AND STRUCTURES

Vehicle operations for THE ADB ANNUAL MEETING will require space for one vehicle compound. This compound will be located on a vacant piece of land, owned by Tappoo, adjacent to the Denarau Marina.



VIP Transport Management Centre - Marquee

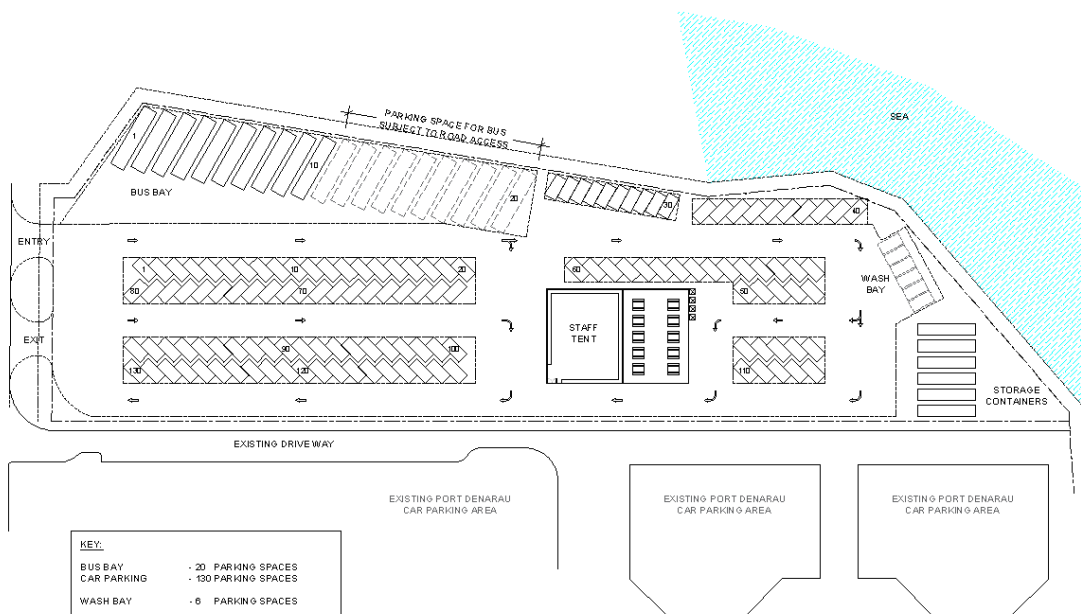
30m x 20m



Requirement

- Partition (Octanorm) to be set up for Office 1 & 2
- Banquet rounds and chairs provided by Formscraft
- Outdoor seating in outside area provided by formscraft
- 4 x trestle tables for catering area

*An additional small marquee of 10 x 10m may be required outside the tent for caterers food prep area. Jess to confirm with caterers.



KEY:	
BUS BAY	- 20 PARKING SPACES
CAR PARKING	- 130 PARKING SPACES
WASH BAY	- 6 PARKING SPACES



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ADB - 52ND ANNUAL MEETING, 2019
ROSIE HOLIDAYS (TRANSPORT MANAGEMENT)
PORT DENARAU / NADI

CAR PARK - LAYOUT PLAN

PROJECT NO: DRAFT DATE: 19/02/19
DRAWING NO: PDI.D SCALE: 1:100 @ A2 1:200 @ A3
DRAWN: PM CHECKED: -

2.4 ARRIVALS & DEPARTURES

T1 Clients (ADB Governors) will be met at the airbridge by Protocol Officers and escorted to a dedicated desk on the walkway where they will meet their LO. The LO will then escort them through the airport arrivals procedure and link with their vehicle and police escort on the airport concourse. Some will decide to exit via the airport lounge, while others may decide to progress through the normal immigration and baggage areas.

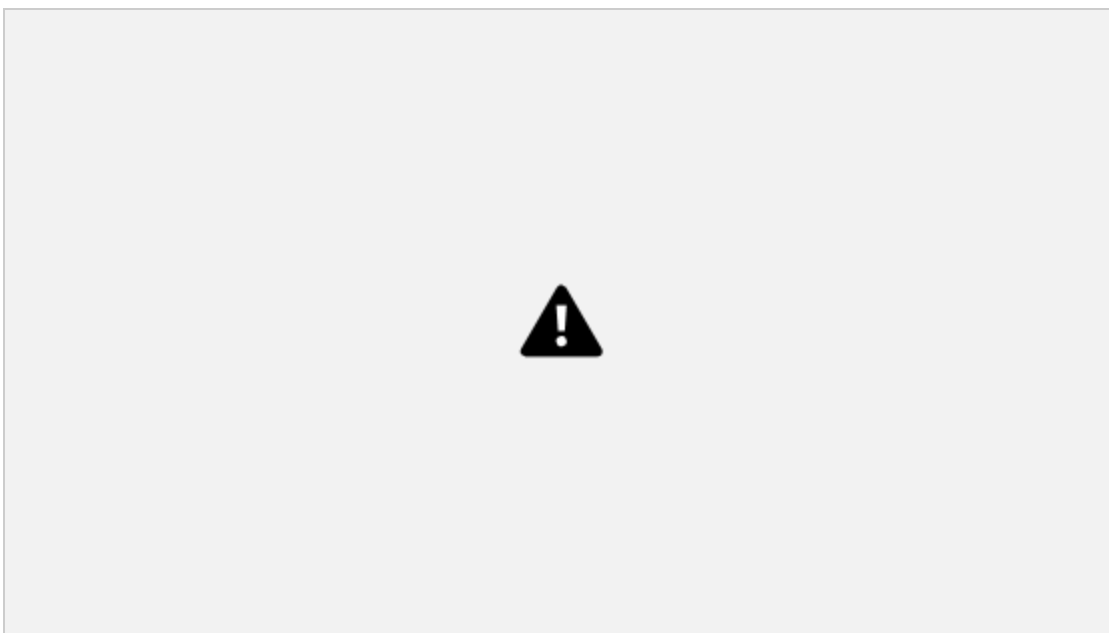
The Protocol Officer will handle the Governor's Passport through Immigration and arranges collection of their luggage for transport to their hotel. All baggage must be screened by Bio Security and Customs officers. In the unlikely event that a suspect item is discovered in the scan and the ADB Governor has left the airport, they will be contacted through their LO and requested to send an authorized member of their delegation to return to the airport and supervise any physical inspection of luggage.

T2 Clients (ADB Directors and Vice Presidents) will have a dedicated Load Zone at the airport where they can meet their vehicle. On exiting the Customs Hall, they will be escorted to the Load Zone by a Transport Volunteer.

T3 Clients (All other ADB Delegates) will exit to the shuttle buses for transport to their hotels. To minimize congestion in the Nadi Airport Arrivals Hall, delegates will be taken directly to their buses where an Information Volunteer will be on each bus. Their role is to take hotel details from each delegate, ensure the driver is informed and arrange for departure to the hotels. Once en-route the Information Volunteer will provide any details that the delegates will need to facilitate their registration and transport for the ADB Annual Meeting. In addition to baggage handling staff at the airport shuttle bus terminal, there will be a dedicated baggage-boy assigned to each shuttle to assist with baggage handling at each end of the journey.

While a small ADB Annual Meeting information desk will be situated in the Arrivals Hall, delegates will be encouraged to move directly to their shuttle buses where any queries can be dealt with.

The reverse process, involving all the same staff and volunteers will be employed from the hotels to the Departure Terminal to facilitate departures.



3 IMPORTANT DATES AND MILESTONES

Table: Important Dates and Milestones, Transport fleet Operation OC

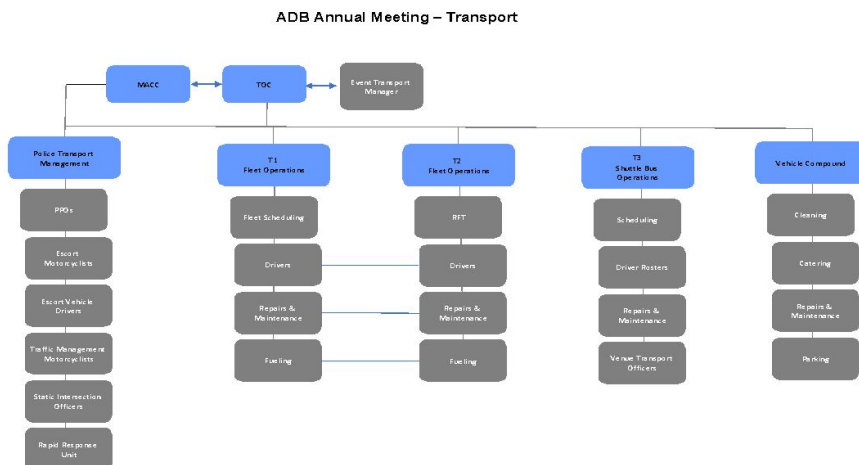
	Milestone	Due Date
1.	Routes Determined	February 2019
2.	All Operational Plans and Procedures written and budget approvals obtained.	March 15, 2015
3.	Vehicles Sourced	March 15, 2019
4.	Drivers Sourced	March 15, 2019

5.	Driver & Transport staff details submitted to police for checking	March 15, 2019
6.	Vehicle Compound Arrangements Finalised	March 15, 2019
7.	Transport Staff Training Completed	March 27, 2019
8.	Desktop Event Readiness Exercise	April 16, 2019
9.	Set-up of Depot(s) completed	April 24, 2019
10.	Final Schedules & Rosters Produced	April 24, 2019
11.	Final dry runs (coincide with ADB Mission & MACC trial)	April 27, 2019
12.	Set-up Event Operation and equipment (All venues)	April 28, 2019
13.	Vehicles & Drivers Deployed (MACC Operational)	April 29, 2019
14.	Post Event Review Completed	May 9, 2019

4 FLEET MANAGEMENT AND OPERATION

4.1 ORGANISATION STRUCTURE

Chart: Organization Structure, Transport fleet Operation THE ADB ANNUAL MEETING



4.2 DRIVER RECRUITMENT AND TRAINING

All drivers are to be ready for operation by 23 April 2019. This includes necessary licensing, police checks, accreditation, training, uniform distribution and route and venue familiarization.

4.3 DRIVER ACCREDITATION

All drivers are required to submit their details for police checking and ADB Annual Meeting registration by 15 March, 2019.

4.4 FLEET VEHICLE COMPOUND

The Vehicle Compound is the place from where all Transport services will start. The compound will include the area for rostering of drivers, taking and processing Request for Transport (RFT), dispatch centre for vehicles, driver check in and checkout area, asset allocation and deallocation area, command and control centre for all vehicles etc.

The detailed area and facility brief can be seen in this document at 2.3

4.4.1 Vehicle Parking Area:

The vehicle parking area to be enough to park almost 2000 vehicles. The peak time to use this area will either be for overnight parking or parking before the commissioning of all vehicles. As the vehicles in the required parking area will be operated by professional drivers, an average of 20 sq. m per vehicle is optimum. This space will be a grassed area suitable to bear the vehicle movement with minimal wear and tear and preventing generation of dirt and dust to maintain the cleanliness of vehicles. The bays will be marked by lines and does not require any kerbspace. This area will be located as close as possible to the driver briefing area and vehicle dispatch office.

4.4.2 Transport fleet Management Office:

This office will be the main hub of all Transport fleet operations for T1, T2 and T3 vehicles. Transport Operations Manager along with his supporting staff will be seated here overlooking games wide vehicle operations. This will include interactions with MACC located in Denarau Yacht Club, all transport supervisors, Transport Desks at venues, the Vehicle Compound.

4.4.3 Depot Manager's Office:

This office will be the place from where all the operations with-in the depot will be managed. The depot manager will interact with other areas in the depot like driver check in, driver briefing, cleaning and maintenance etc.

Dispatch Office:

Dispatch Office headed by Vehicle Dispatch Manager will function as per the everyday schedule of vehicle dispatch to different venues as well as sending vehicles during the day as per the requests from different venue managers. The place to have enough space for driver team leader briefing and waiting.

4.4.4 Call Centre Office for Request for Transport (RFT):

An office will be located close to the driver's lounge where all the RFTs will be processed and then allocated to drivers. It will have space for call operators to sit and the necessary communication system. This office will be located within the Vehicle Compound

4.4.5 Driver's Lounge:

Driver's lounge is a place where the drivers can relax and rest at the time when they haven't been allocated any task. This area will have enough seating capacity, catering provisions for light drinks and snacks. It will be located very close to the dispatch office and parking area.

4.4.6 Workforce Check-in Area:

All workforce will have a The ADB Annual Meeting accreditation and the same will be checked by security. T1 and T2 drivers will check in at the Vehicle Compound. T3 Drivers will check in at their respective company depots and Transport Volunteers will check in at the Nadi Bus Terminal where they will be picked up and dropped off for each shift.

4.4.7 Driver Briefing and Rostering Area:

A briefing area will be designated where all the drivers will report to their team leaders. Team leaders will brief them as per the requirement and distribute the rosters. The drivers will then move to the asset allocation and deallocation area.

4.4.8 Asset Allocation and De-allocation Office:

After rostering, the drivers will move to the asset allocation and de-allocation area. Different counters will be operational to cater to the peak demand. At the counters, drivers will be given the vehicle keys and meal vouchers. The counter in charge will keep the record of all the assets allocated to each driver. After the shift ends, all drivers will get the receipts cleared by returning the vehicle keys.

4.4.9 Workforce Check-out Area:

This is the area from where all workforce will exit after the end of the shift. Asset allocation and deallocation will be done to provision exit. It will have enough space for the workforce to exit conveniently during peak flow. In general terms, workforce will check out at the same location where check in at the start of their shift occurred.

4.4.10 Vehicle Cleaning Area:

An area within the depot, and very near to the parking area, will be planned for regular and necessary vehicle washing. The area will have the adequate cleaning facilities like high pressure water streams, adequate drainage etc.

4.4.11 Toilets:

Toilets at adequate locations will be provided. Additional toilets and shower facilities have been arranged at the Denarau Marina.

4.5 VEHICLE ACCESS AND PARKING PERVELIGES (VAPP)

All vehicles to be used in the The ADB Annual Meeting Transport fleet will require the appropriate VAPP to access the dedicated Load Zones at each venue. The VAPP is an A4 size permit to be pasted on the vehicle windscreen. All VAPP permits will be pasted by TOT well in advance before the Transport fleet operation starts.

It should be noted that there are no vehicle access restrictions in place on Denarau Island during the ADB Annual Meeting. Other delegate vehicles and general public will have access to venues as per normal operations.

4.6 OPERATION FACILITIES AT VENUES

All the venues to be served by the T1, T2 and T3 Transport fleet may or may not have the following, depending on the space characteristics:

4.6.1 Load Zones:

At each venue there will be at least one dedicated vehicle load zone for client boarding and alighting. Where space permits, individual load zones will be provided for each of the client groups. All load zones will be appropriately indicated with signage. Load zone attendants from the TOT will assist the drivers in boarding and de-boarding of clients.

4.6.2 Parking Areas:

Depending on the venue, parking area may or may not be available for different vehicle groups. Shuttle buses will be constantly rotating, while T1 and T2 vehicles will generally return to the Vehicle Compound to await call-up by their VIP.

4.6.3 Staging Areas:

Vehicle staging area, where vehicles can wait or queue, before moving to the load zones will be provided at some venues.

4.7 STAFF BREAKS AND MEALS

All T1 and T2 drivers will be given per diems for meals in keeping with existing government protocols. T3 drivers will be provided with meals as per their company policies. Transport volunteer staff will be provided with either meal vouchers, redeemable from caterers at their venue or will be provided with catered meals depending on the particular venue characteristics.

Meal times will be (subject to peak demand);

Lunch 1100 to 1400 daily

Dinner 1700 to 2000 daily

4.8 STAFF SIGNON / OFF

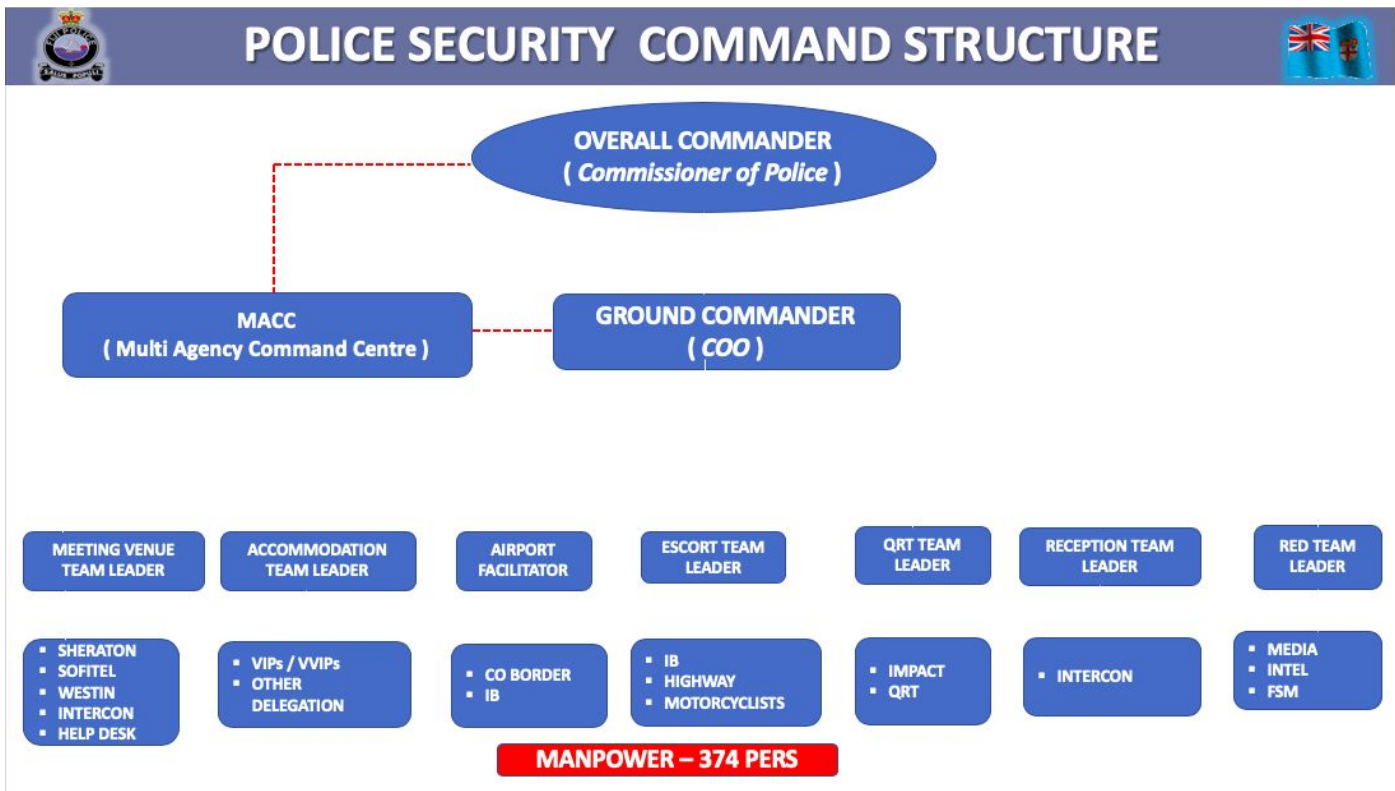
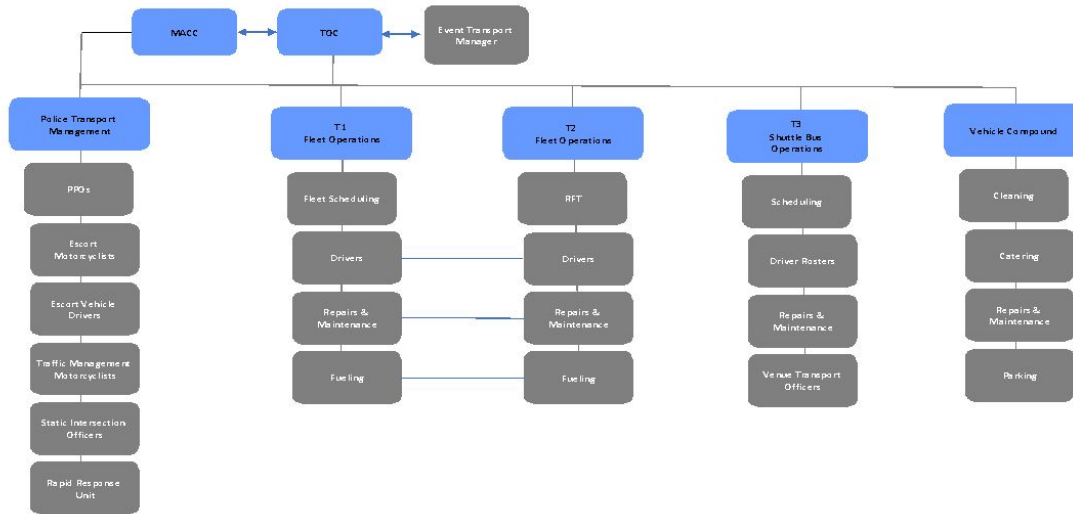
T1 and T2 drivers will begin and finish their shifts at the Vehicle Compound. At the beginning of their shift they will be checked against the roster for the day. They will be given their meal tickets and then sent to the asset allocation area. T3 drivers will begin and finish their shifts at their respective company depots.

At the end of their shift they will return to the depot and sign the vehicle and all other assets back in to the asset deallocation desk. They will then sign themselves off for the day and return to their accommodation to relax.

4.9 COMMAND CONTROL AND COMMUNICATION

4.9.1 Command

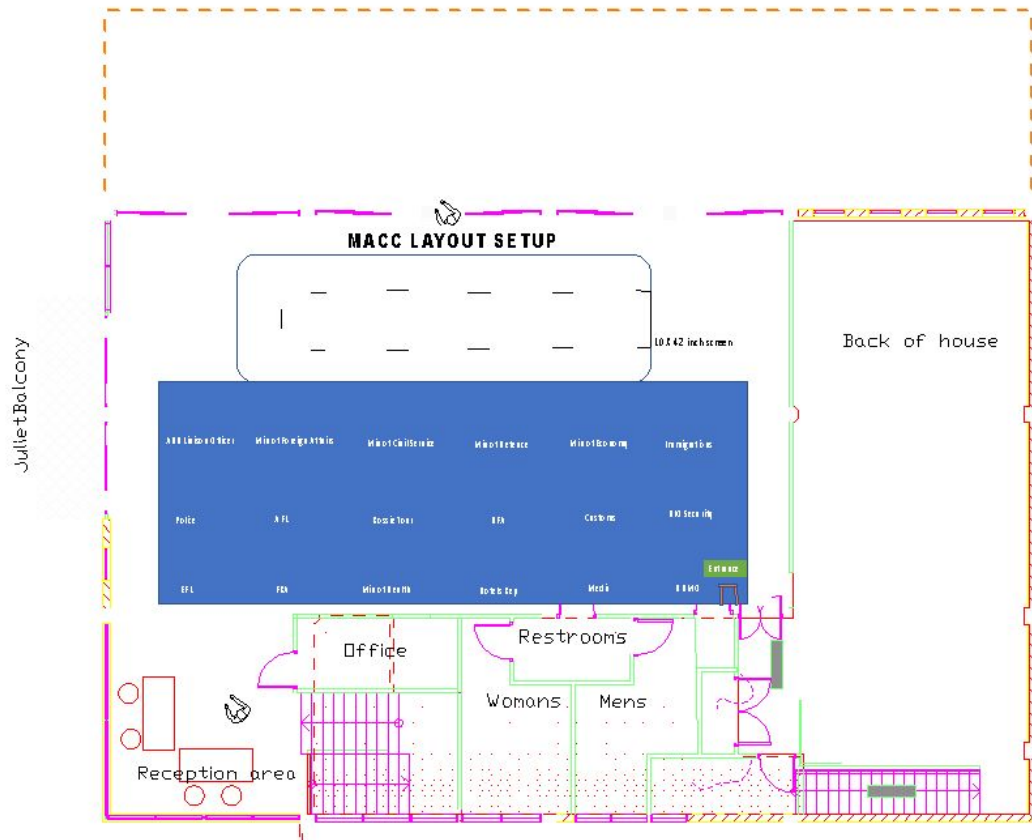
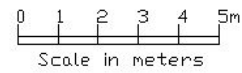
ADB Annual Meeting – Transport



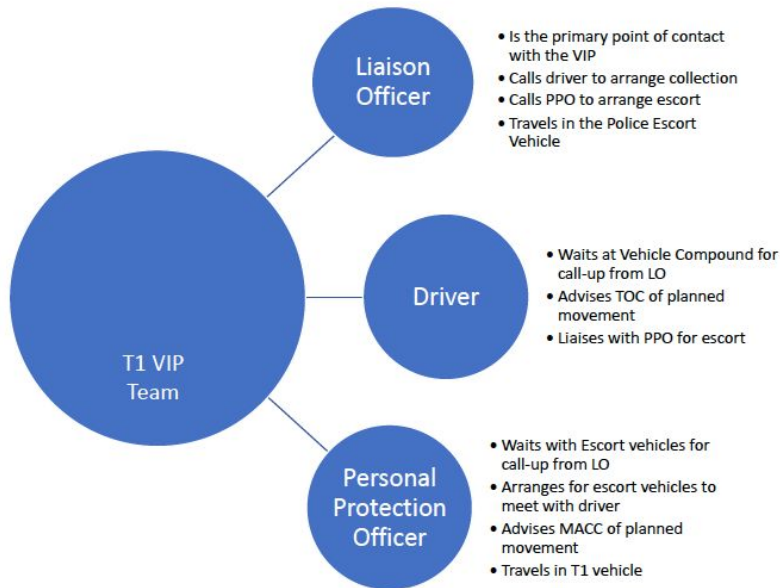
4.9.2 Control

The Transport Operations Centre will be co-located with the MACC. Both Rosie’s and MOE will have two staff located in the MACC on a rotating basis from 6:30am to Midnight or as required.

Mul\$ Agency Control Centre (MACC)



T1 Control Structure



4.10 COMMUNICATION STRUCTURE

Necessary technology (including hardware, software and communication system) is required for operation of the Transport fleet. The following table gives a brief of the required technology and communication for the same:

S. No.	Service
1	Driver mobile phones for communication between driver and TOC (all drivers).
2	Mobile Phone communication between driver and VIP Liaison Officer (T1).
3	Mobile Phone communication between driver and VIP Executive Assistant (T2).
4	Technological set up for Transport fleet control centre. This will be co-located with the MACC.
5	Communication structure between all venues using mobile phones.
6	Driver rostering and vehicle dispatch software.
7	Communication between various offices within vehicle compound and/or with other venues and the MACC

Dispatch Officer (RFT):

The Dispatch Officer will operate from the Vehicle Compound

The dispatch officer will coordinate, maintain and supervise all T2 Fleet Drivers and will be responsible for the effective and efficient operation of the T2 reservation and call-up system. They will also be responsible for the physical dispatch of Drivers. Should sufficient vehicles be sourced to provide all T2 clients with a dedicated vehicle and driver then the RFT function will not be required to operate.

4.10.1 Communication

T1 drivers will use mobile phones. T1 “packages” will be coordinated by the LO who will liaise with their VIP to arrange transport as required. The LO will call both the Driver and the PPO. The PPO will ensure the police escort accompanies the vehicle. The PPO will also notify the MACC regarding the planned movement. This group (LO, Driver and PPO) will act as an autonomous team to ensure that the transport needs of their VIP is met.

All Fleet staff will be in communication by means of mobile telephones. It is most important for all staff members who are on shift to be easily contactable. This will help minimize any potential problems. Viber Talk Groups will be established to ensure easy relaying of information to multiple recipients. These will use the ADB LAN which is being established to ensure reliability and security. Existing commercial Telco (Digicel & Vodafone) providers will be used only as a contingency.

Every Venue will be allocated a Transport Officer (TO). In order to request a T2 vehicle(s) a TO will contact the Vehicle Compound and request the required number of vehicles. The Dispatch Officer will locate and dispatch the vehicles to the venue and notify expected time. In the event that vehicles are not available or will be delayed, the Dispatch Officer will communicate this back to the TO. The Dispatch Officer will also notify the TOC.

T3 shuttle buses will operate between all venues on a scheduled service. Any interruptions should be conveyed to the TOC by the shuttle bus driver and/or venue TO.

4.10.1.1 Communication Between Transport Operation Centre TOC, Vehicle Compound and Multi-Agency Control Centre (MACC)

The mode of communication between all the above groups will be through mobile phones. The TOC will be co-located with the MACC and information should be passed verbally.

5 HOST COUNTRY RECEPTION – INTERCONTINENTAL RESORT

On Friday 3rd May, the Host Country Reception will be held at the Intercontinental Resort at Natadola. Governors will have been transported to the venue earlier in the day for their Plenary Session. Governors will be encouraged to use a dedicated shuttle bus service to the venue to reduce the number of T1 and escort vehicles needing to be on the road. The police escorted convoy of Governors will be accompanied by coaches containing the LOs and PPOs of each Governor.

Other delegates will be transported from the Denarau Island venues in waves of 6 x 50 seater coaches in police escorted convoys. It is anticipated that there will need to be 6 to 8 waves to ensure the delivery of up to 1200 delegates to the Intercontinental Resort. Waves will need to commence at 4:00pm to ensure all waves are completed by the scheduled start time of the Host Country Reception at 6:00pm. Arrangements need to be made to accommodate delegates who arrive at the Intercontinental from 5:00pm onwards.

The return journey to Hotels will commence at 8:00pm and again will likely take up to an hour to load and dispatch all waves. However, the return journey can accommodate slightly larger (8 or 9 coach) waves.

This will be the largest challenge of the Transport Function during the ADB Annual Meeting event.

6 GENERAL POLICIES AND PROCEDURES FOR VEHICLES & DRIVERS

6.1 GENERAL

- Smoking is not permitted in any vehicle at any time.
- All passengers must wear seatbelts at all times.
- Vehicles are not to be used to move any heavy equipment.
- Vehicles are not to be used for personal use.
- Vehicles are not permitted to travel outside the Nadi area, unless otherwise mentioned.
- Vehicles are to be kept clean (inside & out) and fueled.
- All accidents and incidents are to be reported to Fleet management.

6.2 FUELING

MoE staff will coordinate refueling of T1 and T2 vehicles using MoE fuel cards at designated petrol stations daily.

Vehicles are to be re-fueled when:

- The petrol gauge reads half full

Locations of local petrol stations will be given upon start of shift.

Rosie's staff will arrange refueling of T3 Shuttle Bus vehicles at the respective shuttle bus depots.

6.3 WASHING AND CLEANING

It is important that the presentation of all THE ADB ANNUAL MEETING vehicles is kept to a high standard at all times.

Vehicles are to be kept clean inside & out. Drivers will:

- Keep the cabin of the vehicle tidy at all times. Remove any rubbish from inside the vehicle as necessary and deposit it in a waste bin.
- Keep all personal belongings, stored in an appropriate place.
- Tell the vehicle compound staff if the exterior of the vehicle needs washing. They will advise you how to have

the vehicle washed.

6.4 VEHICLE BREAKDOWN

All vehicles will either be new or near new, therefore Transport do not expect vehicles to breakdown, however if a vehicle begins to cause trouble (flat tyre, out of fuel, engine stopped etc) drivers will:

- In the case of a T1 vehicle
 - Transfer the VIP to the trailing Police vehicle and continue the journey to its destination
 - Notify the TOC to arrange vehicle recovery and replacement
- In the case of a T2 vehicle
 - Notify the TOC requesting a pick-up of the VIP by another vehicle
 - Advise VIP of likely wait
 - Wait with the vehicle for recovery and replacement
- In the case of a T3 vehicle
 - Notify the TOC requesting a new shuttle pick up
 - Advise delegates of likely wait
 - Wait with the vehicle for recovery and replacement

6.5 ACCIDENTAL PROCEDURES

In case of an accident, a driver will:

- Notify the TOC immediately
- follow the procedures outlined in the “Transport Policy”, Financial Policy Assurance Unit, Ministry of Finance, June 2013 which will form part of the T1 & T2 driver training

AT NO TIME SHOULD DRIVER ADMIT LIABILITY. Doing so may affect insurance cover.

6.6 LOST PROPERTY

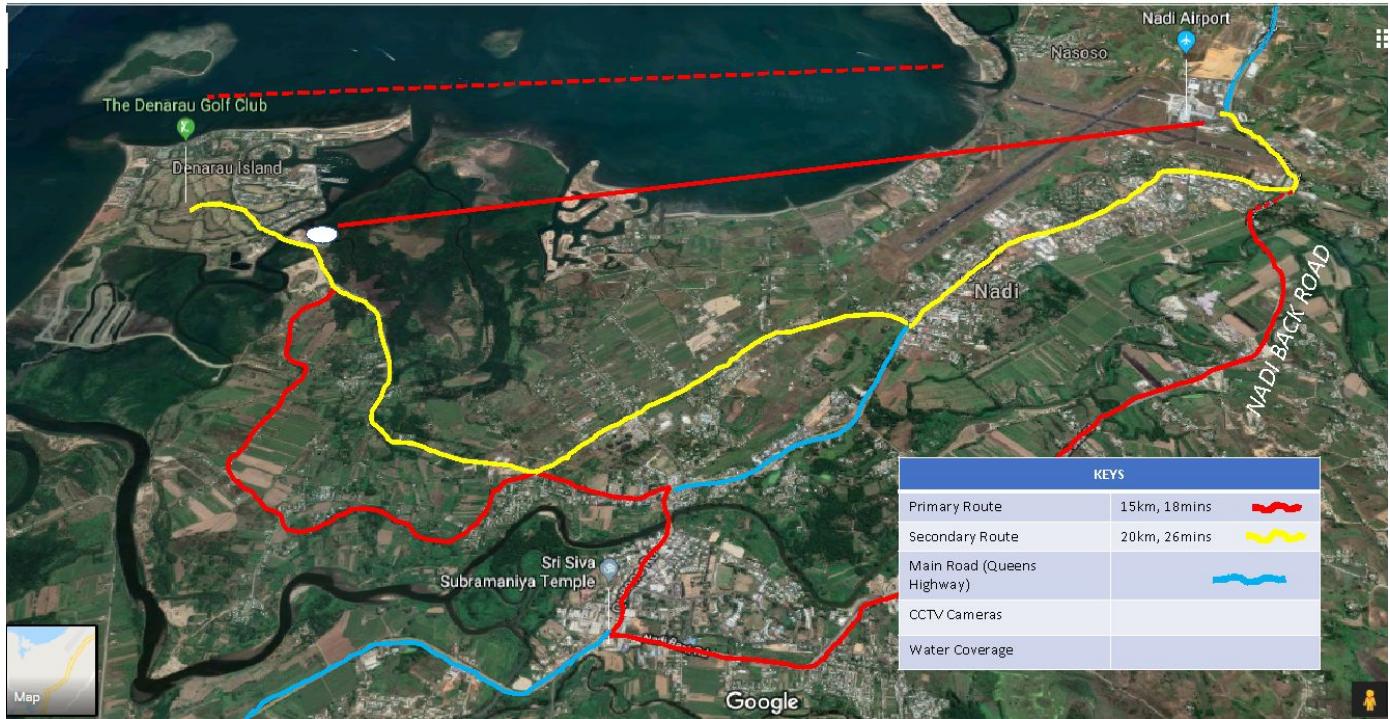
With the large number of clients that will be in and out of the vehicles, it will be unavoidable that some people will leave personal items in the vehicles. During their shift drivers should check the cabin of the vehicle for any items left behind. If any items are found, drivers will:

- Complete a lost property tag, copies of which are located in the vehicle kit.
- If it is an expensive item, advise the TOC by phone that an item has been found.
- As soon as possible, the item will be taken to the Vehicle Compound and hand it in to a Fleet Liaison Officer.
- If any inquiries from clients are raised regarding lost property, they will be directed to Fleet Operations Centre at the Vehicle Compound.

T1 drivers will advise the LO and return any left items to their designated client.

7 ANNEXURES

Annexure I: Transport Routes



Annexure 2: Meeting Venues

ADB Annual Meeting Venues



