



**FIJI**  
2019

52nd ADB ANNUAL MEETING  
1-5 MAY



# **State of Play**

ADB Annual Meeting Fiji 2019

**6 February 2019**

# Overview

<b>Official Dates</b>	<b>1 - 5 May 2019</b>
<b>Registration</b>	<ul style="list-style-type: none"> <li>• Registration for Government Delegations – Live from 15th January</li> <li>• Registration for all participants – Live from 15th January</li> <li>• Host country VIP's/ participants – Yet to be invited</li> <li>• Current Registrations:             <ul style="list-style-type: none"> <li>- Governors – 7</li> <li>- Alternate Governors – 9</li> <li>- Advisors – 86</li> </ul> </li> </ul>
<b>Visas</b>	<ul style="list-style-type: none"> <li>• Visas for non-exempted country nationals will be fast tracked through dedicated email and immigrations has assigned 4 staff to handle these enquiries</li> <li>• A clear process will be provided to ADB and published on their website</li> <li>• Visa fees will remain for non-exempt nationals</li> <li>• Media forms and requirements have been built into the ADB registration process to capture all information</li> </ul>
<b>ADB Assistance</b>	<ul style="list-style-type: none"> <li>• General Manager Operations – Mr Anthony Reed</li> <li>• Media Logistics Coordinator – Currently being recruited</li> <li>• Accommodation Management Co. – Rajah Travel US\$150K saving</li> <li>• Funding of all internet needs for the meeting US\$400K saving</li> <li>• ADB Meeting Transport Coordinator</li> </ul>

## Overview

### Other Assistance

- New Zealand Government requests:
  - US\$1 Million in financial support
  - Technical Assistance – Project Manager
- Australian Government requests:
  - FJ\$4.13 Million in financial support
  - Technical assistance – security and operations coord/liaison, inc MACC layout
- Reserve Bank Fiji – FJ\$1M in financial support
- FNPF – FJ\$1M in financial support ?

### Committees

- Steering Committee - Meeting 6 February
- Security & Transport Sub Committee - 28 February
- Event Coordination Sub Committee – 25 February
- Media & Showcasing Sub Committee – 27 February

### Ministries Roles & Responsibilities

- Concept of Operations presented to all Ministries and roles and responsibilities have been outlined
- Out to market to recruit a consultant to prepare a Command, Coordination & Control (C3) Plan.
- Consultant will commence asap and steering committee members will need to make relevant staff available to complete the C3 plans, as it will be needed for dry runs

# Overview

## ADB Tax Exemptions

- Tax exemptions that ADB is entitled to through the Charter will be reimbursed and arrangements have been made with FRCS

## Governance

- MOU has been reviewed by MCS and SG
- Cabinet paper to be drafted and sent for approval

# Budget

<p><b>Income</b></p>	<ul style="list-style-type: none"> <li>• \$4.13M contribution received from Australia</li> <li>• \$1M contribution received from RBF</li> </ul>
<p><b>Expenses</b></p>	<ul style="list-style-type: none"> <li>• Budget revised and reduced from \$17M to \$10M in total expenditure as per cabinet instruction</li> <li>• Current forecast expenditure is \$15.13M</li> <li>• Current working budget of \$15.13M</li> <li>• Currently going through reforecast process</li> </ul>
<p><b>Other impacts</b></p>	<ul style="list-style-type: none"> <li>• Both in-kind and financial sponsorship is proposed to be sourced to further offset the budget</li> <li>• Additional financial support from New Zealand pending</li> </ul>

## Event Update

### Space Requirements

- All meeting rooms allocated
- Floorplans & CAD designs of all meeting in progress for approval by MCS
- President has viewed all spaces and some of the main floorplans during January visit
- Smaller ad hoc meeting spaces a challenge to allocate due to lack of space available
- Marquees to house registration & media – to be located on the Golf Pro-Shop lawn – Floorplans for these are complete
- Marquees will require – aircon, entrance/egress that support retaining aircon & meeting OHS requirements
- Furniture for marquees being sourced by PCO
- **Airconditioned container van for storage**

### Networking Functions

- Presidents Reception – moved to the Sheraton foyer, catering and theming of the event organised by ADB
- Host Country Reception – draft run sheet, entertainment, catering and theming all underway
- Other ADB networking functions – planning and organisation

## Event Update

### Catering

- A catering schedule for all meeting requirements has been completed and is currently being costed up in negotiation with venues
- Governors lounge & bilateral meeting rooms included in schedule
- All dietary requirements of participants will be catered for
- Cost savings will be sourced to reduce impact on the budget

### Exhibition

- There is 2 exhibition areas:
  - Sheraton DICC & Ballroom foyer area – This will house ADB & Fiji booths
  - Sheraton hotel foyer – ADB photo exhibits
  - Westin Coco Palms – CSO exhibition
- Suppliers have been sourced and suggested plan presented in the brief

## Event Update

### Suppliers & Contractors

- AV – Sheraton & Westin – Microhire appointed
- AV Sofitel & Intercon – Pending waiver brief and tender committee meeting
- Marquees – Pending advice from brief presented to AG
- Exhibition & Furniture – Pending advice from brief presented to AG
- Electrician – Currently being sourced and pending advice from brief presented to AG
- Theming – Proposal to be received 7 February and pending advice from brief presented to AG



## Schedule of Events

### Schedule of Events

- Opening Session Proposed Schedule:
  - Traditional Welcome – 25min
  - Head of State/ Prime Minister speech – 20min
  - ADB President speech – 20min
- 3rd May - Governors Lunch now informal at Sheraton
- Governors Photo now 3.30pm at Intercontinental
- Bula Shirts – To be confirmed for:
  - Governors Photo at Intercon
  - Governors Plenary at Intercon
  - Governors Cocktail at Intercon
  - Host Country Reception at Intercon
- Host Country Seminar – Topic to be confirmed

# Media Centre



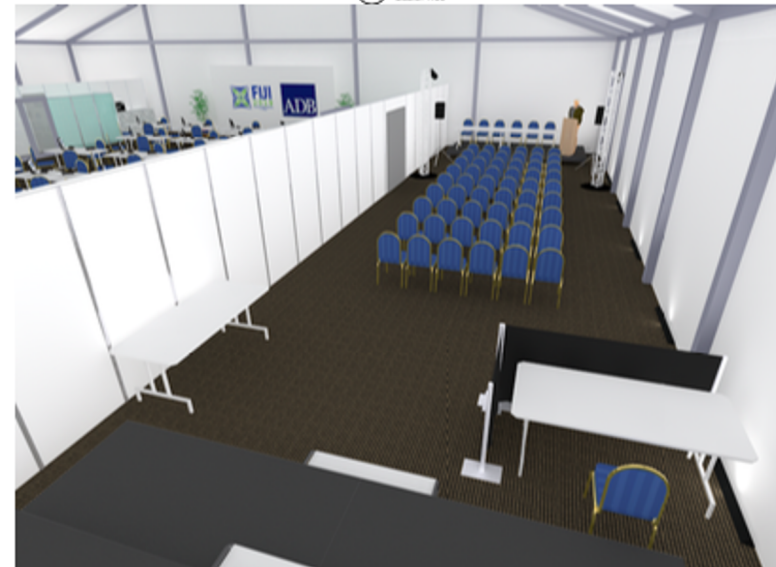
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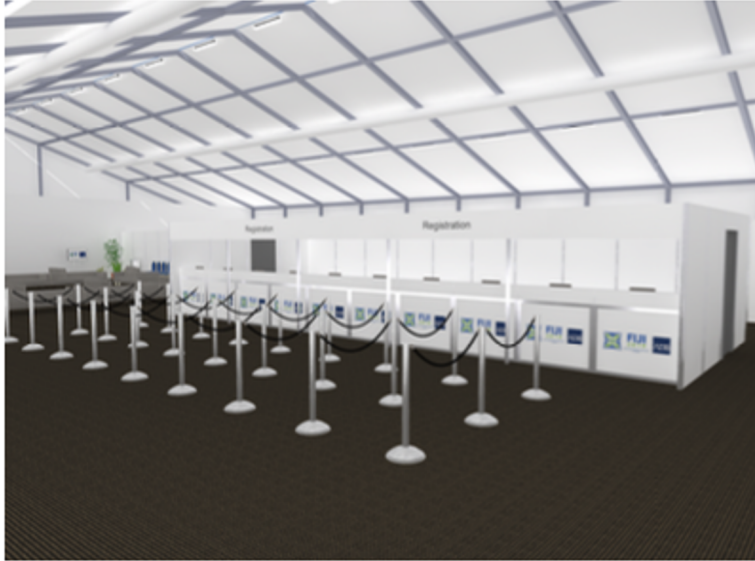


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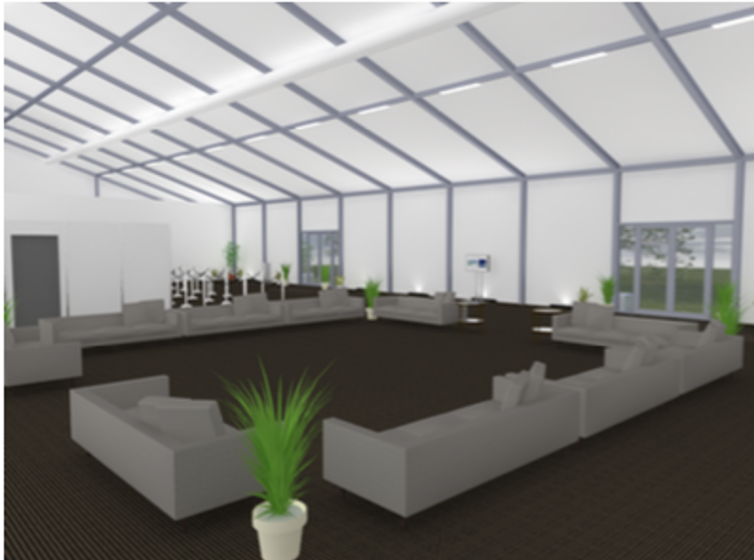
# Registration Centre



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# Opening Session of Board of **Governors** - Concept drawings

Sheraton, DICC



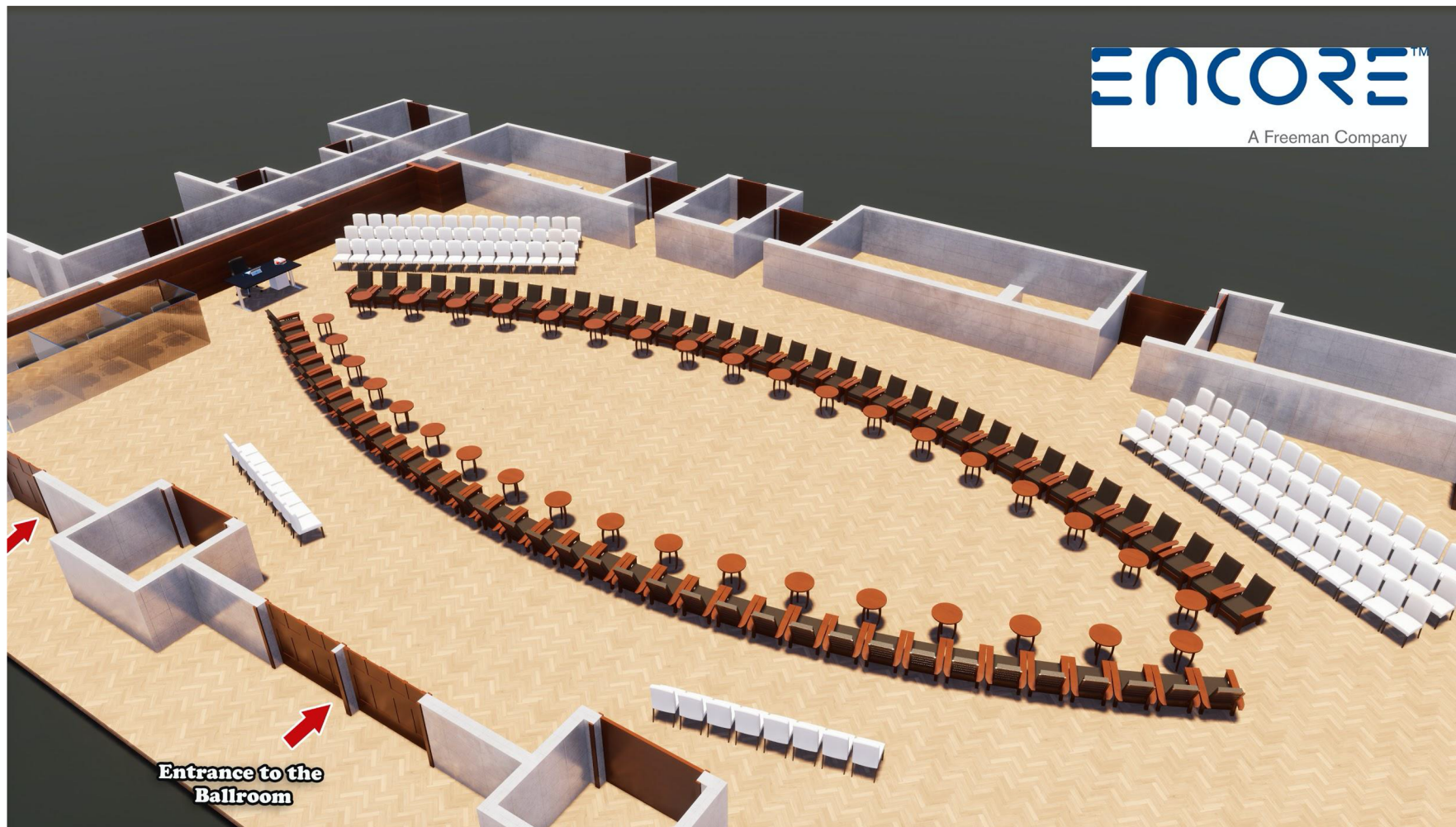
# Business Session - Concept Drawings

Sheraton, DICC



# Governors Plenary - Concept Drawing

Intercontinental



# Media and Showcasing

## Branding and Theming

- All venues have been visited to scope necessary theming requirements and other elements budget permitting
- ADB Fiji 2019 logo & colours incorporating the ADB logo will be used for branding design
- Theming will incorporate Fijian culture & design
- Theming ideas will be sourced from previous ADB Meetings & other major international events
- Theming to be of a world class standard but within budget parameters
- Quotes for management and production currently underway

# Media and Showcasing





# Media and Showcasing



Sheraton



Sheraton

# Promotion & Communication

<p><b>Theme</b> <b>Overarching message</b></p>	<ul style="list-style-type: none"> <li>• Prosperity through Unity</li> <li>• Sustainable Tourism</li> <li>• Sustainable Oceans</li> </ul>
<p><b>Messaging and Communications</b></p>	<ul style="list-style-type: none"> <li>• AGs Comms team &amp; ADB Comms Dept working together on meeting messaging</li> <li>• AGs Comms team will lead the messaging &amp; communications from a host country perspective</li> <li>• ADB Comms team to manage ADB messaging</li> <li>• ADB's general topics of discussion is about Information sharing - no sensitive information discussed</li> </ul>
<p><b>Invitations to ADB Governors</b></p>	<ul style="list-style-type: none"> <li>• An invitation from AG to all 67 ADB Governors will be sent this week</li> </ul>

# Promotion & Communication

## Social Media

- ADB manage their own social media channels and messaging

## Websites

- ADB has a designated section of their website for the meeting
- Fiji to develop separate website with all meeting information but also to promote Fiji

## Travel & Accommodation Update

### Travel

- Visas for participants as stated above
- MCS have met with Fiji Airways to discuss:
  - Additional seats/flights may be required to service all participants - no commitment of extra flights as yet. AG has advised it can be done
  - Fiji airways have provided a promo code offering 10% discount on flights
  - Fiji Airways have provided an online portal to book discounted flights

### Accommodation Room Blocks

- Room Blocks have been confirmed at the following hotels
  - Sheraton – Exclusive
  - Sheraton Villas – Exclusive
  - Westin – Exclusive
  - Sofitel – 105 Rooms
  - Hilton – 50 Rooms
  - The Terraces – 20 Rooms
  - The Palms – 20 Rooms
  - Nelagi – 104 Rooms
  - Pullman – 80 Rooms
  - Novotel – 30 Rooms
  - Mercure – 30 Rooms
  - Hexagon – 53 Rooms

1170 Rooms Total

## Travel & Accommodation Update

<b>Rooms Booked to Date</b>	<ul style="list-style-type: none"><li>• 800 Rooms booked &amp; counting...</li></ul>
<b>Rooms Blocked for Fiji</b>	<ul style="list-style-type: none"><li>• Rooms blocked for:<ul style="list-style-type: none"><li>- Security</li><li>- Medical</li><li>- Prayer Rooms</li><li>- Prime Minister</li><li>- AG Accommodation and staff and offices</li><li>- Converted villas into offices</li><li>- Ministry staff accommodation</li><li>- Ministry of Economy</li><li>- Conference staff</li></ul></li></ul>

## Travel & Accommodation Update

<p><b>Accommodation Contracts</b></p>	<ul style="list-style-type: none"> <li>• Sheraton - Signed</li> <li>• Sheraton Villas – Signed</li> <li>• Westin – Signed</li> <li>• Sofitel – Signed</li> <li>• Novotel – Signed</li>   <li>• Hilton – with SG for review</li> <li>• The Terraces – with SG for review</li> <li>• Nelagi – with SG for review</li> <li>• Pullman – with SG for review</li> <li>• Hexagon – with SG for review</li>   <li>• The Palms – Reviewing changes from SG</li> <li>• Mercure – Waiting for changes to be made by hotel</li> </ul>
<p><b>Staff Accommodation</b></p>	<ul style="list-style-type: none"> <li>• Staff/ Conference Personnel will be accommodated at:</li> <li>- Aquarius Hotel</li> <li>- Bamboo Backpackers</li> <li>- Capricorn Hotel</li> <li>- Nadi Bay Resort</li> <li>- Oasis Hotel</li> <li>- Smugglers Cove Hotel</li> <li>- Wailola Beach Hotel</li> </ul>
<p><b>Tours</b></p>	<ul style="list-style-type: none"> <li>• Tours for any and all participants have been offered and available on the ADB website.</li> </ul>

## Transport Update

<p><b>Governor Transport</b></p>	<ul style="list-style-type: none"> <li>• 67 Kia Sorrento's plus 1 for ADB President; 1 for ADB Secretary have been sourced through MOE</li> <li>• Drivers from Ministries to come with vehicles</li> <li>• Overall plan for transport operations overseen by ADB consultant working in MCS with MOE, Police and Rosie Holidays</li> <li>• Police have provided initial security and VIP transport plan</li> <li>• MOE has written to Ministries requesting vehicles and drivers for dry runs and the meeting – responses requested by 12 February</li> </ul>
<p><b>VIP Transport</b></p>	<ul style="list-style-type: none"> <li>• Additional VIP's include             <ul style="list-style-type: none"> <li>- Speakers that may be former heads of state</li> <li>- Others as advised by ADB/ Fiji Govt</li> </ul> </li> <li>• Vehicles to be provided by MOE or Rosie Holidays depending on the result of a cost benefit analysis</li> <li>• ADB Transport Consultant will oversee pool VIP vehicle operations coordinated by either MOE or Rosie</li> </ul>
<p><b>ADB Board Member (24)</b> <b>Vice President (6) plus 1 Dean, ADBI Transport</b></p>	<ul style="list-style-type: none"> <li>• Cars/ Mini Buses will also be sourced for ADB Senior staff through Rosie (Appointed Transport Company) ADB Board of Directors (there are 12 Offices with 12 Executive Directors and 12 Alternate Directors) – ADB's request is for 12 cars (one per Board office, and they can decide who uses it), not 24</li> <li>• Transport Consultant to work with Rosie or MOE to plan and coordinate operations</li> </ul>
<p><b>ADB Secretariat</b></p>	<ul style="list-style-type: none"> <li>• Transport Consultant to work with Rosie or MOE to plan and coordinate operations</li> </ul>

## Transport Update

### General Participants

- Appointed Transport Company, Rosie's will plan and manage all transport requirements for general participants
- Planning well underway and submissions made to Security & Transport Sub Committee
- Fine tuning of planning taking place in the lead to the event
- Exercises/ Dry Runs will take place in February & April

### Command Centre's

- VIP Transport Command Centre located at the MACC – Yacht Club Port Denarau
- General Participant Transport Command Centre - to be located either in the Sofitel Grass Carpark or the vacant lot near Port Denarau

### Driver Lounges & Catering

- Coach drivers - Marquee to be erected in carpark at entrance of Denarau
- VIP Cars & Police vehicle drivers – Marquee to be erected in either Sofitel carpark or vacant lot near Port Denarau – TBC



## Transport Update

### Airport

- Airport maps have been requested from FAL to map the flow of VIP & general participants through the airport for arrivals and departures
- VIP lounge access approved and immigration facilities set up outside the VIP lounges
- Designated immigration for ADB participants has been confirmed
- ADB Meeting information desk location requested through FAL
- General participants will depart from coach area outside departures
- VIPs will depart from the side exit of the departures area
- Exercises/ Dry Runs will take place in February & April



## Security Update

### Police

- Police Head of Operations has presented initial security plan for the meeting
- Fine tuning of planning needs to be done with other agencies, venues and ADB
- Exercises/ Dry runs scheduled for February & April
- Have provided dedicated focal person for the meeting – Assistant Police Commissioner

### Multi Agency Command Centre

- Will be located at the Yacht Club Port Denarau
- Planning of all power, equipment, software, hardware, IT, Internet and staffing has commenced
- Police will coordinate the MACC

### Emergency plans

- To be sourced from police and emergency services in coordination with all venues being used by the ADB Meeting
- Plans to be presented to the Security & Transport Sub Committee and the Steering Committee

## Security Update

### Medical

- Draft Medical plan has been submitted by the Ministry of Health for consideration
- Medical rooms have been set aside at each property
- An Ambulance will be on standby at Denarau
- Medical information provided to ADB for the meeting website

### Other Agencies

- Other Agencies that have been engaged:
  - FRA
  - NFA
  - AFL
  - FRCS
  - BAF
  - DOI

## Protocol/ Liaison Officers/ Conference Personnel

<p><b>Liaison Officers</b></p>	<ul style="list-style-type: none"> <li>• Recruitment of LOs underway. 20 each from MOE, MOD, RBF and MOFA – nominations due 15 February</li> <li>• Training program &amp; schedule being drafted and to roll out in February</li> <li>• MOFA focal person seconded to MCS</li> </ul>
<p><b>Protocol</b></p>	<ul style="list-style-type: none"> <li>• MOFA secondee has connected with ADB to commence all protocol arrangements</li> <li>• Protocol plan being drafted for approval</li> </ul>
<p><b>Conference Personnel/ Volunteers</b></p>	<ul style="list-style-type: none"> <li>• The PCO is managing the sourcing, recruitment, training &amp; management of all conference personnel needed for the meeting</li> <li>• Proposal has been received. MCS to review</li> </ul>

# Sponsorship & Sustainability

<p><b>Sponsorship List</b></p>	<ul style="list-style-type: none"> <li>List of 70 potential sponsors to be approved by AG</li> </ul>
<p><b>Interest to date</b></p>	<ul style="list-style-type: none"> <li>Sheraton Resort – discounted venue hire</li> <li>Fiji Water – In kind</li> <li>Fiji coffee – In kind</li> <li>Victoria Wines – Cash*</li> <li>ANZ Bank – TBC – 3 options being considered</li> <li>Microhire – discounted AV services</li> <li>Toyota/ Asco Motors – Possible cash or car sponsorship</li> </ul>
<p><b>Sustainability of the meeting</b></p>	<ul style="list-style-type: none"> <li>It is a key focus of ADB to make the meeting as sustainable as possible</li> <li>The PCO has worked with venues &amp; other suppliers to put together a sustainability plan for consideration by MCS</li> </ul>

# ADB Missions

<p><b>February</b></p>	<ul style="list-style-type: none"> <li>• 18 – 22 February</li> <li>• Technical mission to focus on:             <ul style="list-style-type: none"> <li>- Security</li> <li>- AV &amp; IT</li> <li>- Meeting venues &amp; Networking events</li> <li>- Registration</li> <li>- Media</li> <li>- Accommodation</li> <li>- Embassy briefing 22 February (Currently the draft program has the embassy briefing on 21 February-please clarify)</li> <li>- Initial security &amp; transport dry runs proposed post mission</li> </ul> </li> </ul>
<p><b>March</b></p>	<ul style="list-style-type: none"> <li>• Dates TBC – Dependent on AG visit to ADB HQ in Manila</li> <li>• Focus and agenda TBC</li> </ul>
<p><b>April</b></p>	<ul style="list-style-type: none"> <li>• ADB Advance team arrive from 23 April</li> <li>• Security &amp; Transport Dry runs &amp; exercises to take place</li> </ul>