



Guidelines For Hosting Meetings In Samoa

Ministry of Foreign Affairs & Trade

2020

FOREWORD:

The successful hosting by Samoa of the 3rd International SIDs Conference in 2014 has since then, traced a rising trajectory in the number of requests to the Government to host many more international meetings, workshops and seminars. It is in this regard that the Ministry of Foreign Affairs and Trade was issued a ministerial directive to prepare a 'Guide' that would set out the protocols, procedures and the institutional arrangements that must be considered before a recommendation to Cabinet is made to host any meeting that involves international representation and requires Government obligations.

Based on accumulated experiences over the past 5 years, the Guide has been prepared for use across the whole of government.

On 15 January 2020, Cabinet approved the Guide for Hosting meetings.

The feedback from Users will be valuable in the review of this platform.



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1. Introduction

The purpose of the Guidelines is to inform all agencies of the Government on the arrangements required when endorsement is provided by Cabinet for any agency to host meetings, workshops or major sporting events which involve international participation.

Decision to host meetings:

The determination of Samoa as a host country for meetings, workshops and other international participatory events is premised on the following:

1. Through a bidding process that Samoa wins;
2. Through a rotational process by member countries of any organisation that Samoa is a member of; and/or a
3. Call for expression of interest; and
4. An offer made during participation in previous meetings.

Any proposal for Samoa to host a meeting, workshop or sporting event (meeting) must be approved by Cabinet before a formal offer is made to the relevant international organisation.

2. Important Issues to take into consideration:

- **Date(s) of the event:** The dates of the meeting should be established as soon as possible, and ensure that the dates do not clash with other major events happening in Samoa, including key public holidays. The lead ministry is encouraged to liaise with the Ministry of Foreign Affairs and Trade (MFAT) to clarify key international/regional meetings/commitments that are being/will be hosted by Samoa during the time considered;
- When deciding on hosting options, it is useful to ensure that **a tentative budget** is incorporated into the relevant ministry's budget for consideration/approval;
- **Options for meeting venue:** when deliberating potential meeting venues, early consideration should be given to the use of the TATTE Convention Centre and other relevant government meeting facilities, subject to availability as well as the type of meeting to be hosted;
- **Identify benefits and advantages to Samoa:** e.g. what the leadership and visibility obligations/benefits are for Samoa as host;
- **Roles and responsibilities:** the lead ministry shall ensure clarity on what is required of the host country (e.g. host country obligations) – this will inform host budget preparations;
- **Substance preparations:** as the host country, the success of the meeting should not be based on how well logistical arrangements alone were made. Samoa's contribution to the **substantive** discussions and outcomes of the meeting is also key. The lead government ministry shall ensure Samoa's involvement and leadership in:

shaping the agenda and in determining the outcomes; active engagement during the meeting; and successful delivery of the key objectives and expected outcomes of the meeting. The lead government ministry shall liaise with relevant ministries in the preparation of ministerial briefings and talking points on substantive issues to ensure consistency of delivery of national and regional positions on issues.

3. Steps to take:

1. Confirm the nature and scope of the meeting (whether regional or international);
2. Determine number of participants and level of representation, i.e. officials and/or ministerial for according appropriate Protocols and courtesies;
3. Develop and consult on a Host Country Agreement to be signed between host country and Principal Meeting Organiser – this also identifies country obligations as well as commitments of the Organiser;
4. Establish a Task Force of all ministries/agencies that will contribute to the hosting of the meeting. The suggested composition of the Task Force is as follows:

Airport Authority	}
MAF/Quarantine	} for airport courtesies
MCR Customs/Revenue	} and services
MPMC Immigration	}
MoP	} security
MFAT	} Protocol, international meeting standards and foreign policy considerations of substance of international meetings
MoH/SFESA	} medical services & emergencies
MOF	} budget

The Task Force can decide on the necessity or otherwise of subcommittees.

5. Confirm roles and responsibilities of relevant stakeholders through a workplan and set timelines for achieving tasks assigned;
6. Develop a tentative budget for hosting and other costs involved;
7. Ensure budget is integrated into the lead Ministry’s budget for the relevant financial year;
8. Prepare a Cabinet submission inclusive of the proposed budget for approval;
9. Review meeting agenda and make suggestions for improvement;

10. Prepare briefs, statements and/or talking points under agenda items for Samoa's delegation; and
11. Negotiate with organisers to finalise all logistical arrangements as well as the meeting agenda.

4. Key Services to address for hosting meetings

The following matrix outlines the necessary services for hosting meetings, the agencies responsible and the relevant responsibilities. A Task Force for the preparation of any meeting in Samoa must have a composition to address the following services:

SERVICES	Responsible ministry	Responsibilities
1. Protocols and courtesies (for VIPs)	Ministry of Foreign Affairs & Trade (MFAT)	<ol style="list-style-type: none"> 1. Liaise with lead ministry to confirm VIPs to be accorded relevant protocol services which include airport courtesies, assignment of Liaison Officer and a vehicle; 2. Determine composition of delegations by Heads of State/ Government, Ministers, officials, heads of international and regional organisation; 3. Provide advice on seating arrangements where necessary, particularly for Government hosted events/functions; 4. Liaise with lead ministry to confirm arrivals & departure details; 5. Reserve the VIP lounge in consultation with the lead ministry; 6. Where necessary collate list of liaison officers from existing database; 7. Facilitate the allocation of VIP vehicles and confirmation of Police drivers if needed, including use of car pennants; 8. As needed, provide flags for meeting tables, as well

		<p>as indoor and outdoor flags in accordance with MFAT flag lending policies and processes;</p> <p>9. Assist, as required, with the distribution of luggage tags for VIPs;</p> <p>10. As appropriate, arrange bilateral meetings with Head of State and Cabinet ministers for VIPs seeking such meetings;</p> <p>11. Advise gift exchange protocols if necessary.</p>
<p>2. Transportation</p>	<p>Lead Ministry</p> <p>MFAT for VIP transportation requirements</p>	<p>12. Ensure there are enough vehicles and drivers to service the meeting;</p> <p>13. Prepare and assign individual vehicles for VIP guests including drivers;</p> <p>14. Determine transportation needs for the rest of the delegations;</p> <p>15. Liaise with Protocol Services and Police on the plan for motorcade, police escorts and mock runs prior to the arrival of the VIPs if required;</p> <p>16. Arrange a garage or car park spaces for all the vehicles during the meeting period;</p> <p>17. Work with Protocol Services team in consultation with the relevant agencies on transport arrangements at the airport including parking, route and requirements;</p> <p>18. Prepare and distribute shuttle timetable to hotels for facilitate general movement of delegates;</p> <p>19. Provide briefing and training if required for</p>

		<p>drivers and transport liaison officers;</p> <p>20. Ensure that a list of contact details of the Transport team members including drivers and transport liaison officers are maintained;</p> <p>21. Create and disseminate to drivers the <i>Transportation Guide for Drivers</i> containing relevant information about the meeting, venues, their duties, steps to take should they get into an accident during the meeting, and other important transportation requirements;</p> <p>22. Ensure that all drivers and members of the transport team are provided mobile phone credits for the duration of the meeting for official communication purposes.</p>
<p>3. Accommodation</p>	<p>Lead Ministry MFAT to support</p>	<p>23. Compile accommodation information and quotes to send to meeting organisers and organisations arranging meetings for participants' information and decision;</p> <p>24. Negotiate accommodation packages if available;</p> <p>25. Arrange for block bookings if possible and required especially for VIPs to avoid last minute rush;</p> <p>26. Encourage organisers to promote direct contact with different accommodation and ensure clarity of funding arrangements for delegations;</p>

		<p>27. In the case of VIPs/VVIPs, advise MFAT and Police of accommodation arrangements made for them;</p> <p>28. If transport is to be provided for all delegates, a list of delegates and host hotels would be necessary to assist with transportation and other logistical arrangements.</p>
4. Meeting venue	<p>Lead Ministry</p> <p>MFAT to support</p>	<p>29. Identify to organisers range of venues available and costs involved for a decision;</p> <p>30. Determine venue settings based on type of meeting and types of events involved (see Meeting Room Layout at Annex 1);</p> <p>31. Confirm availability of adequate rooms for breakout events and secretariats;</p> <p>32. Identify space and arrange set up for interpretation services if required;</p> <p>33. Confirm availability of internet coverage at venue, PA system, non-plastic environment;</p> <p>34. Provide for secretariat support through meeting equipment, stationery and supplies. Equipment can be sourced from ministries that have them, to be returned on conclusion of event;</p> <p>35. Organise areas for caterers to serve morning and afternoon teas and lunch.</p>
5. Registration	<p>Lead Ministry</p> <p>MFAT to support</p>	<p>36. Determine who will receive registration forms for preparing accreditation badges;</p>

		<p>37. Procure lanyards, cards and plastic pockets or outsource this task;</p> <p>38. Distribute before meeting for identification purposes.</p>
6. Dress code	<p>Lead Ministry</p> <p>MFAT to support</p>	<p>39. Confirm if there is a host obligation to provide a uniform for VIPs/heads of delegations and schedule for wearing;</p> <p>40. Dress code is usually island formal and discourage use of suits and ties.</p>
7. Social events	<p>Lead Ministry and Organisers</p> <p>MFAT to support</p>	<p>41. There is usually a welcome and farewell function to be assigned to host and organisers;</p> <p>42. Prepare invitations and determine venue for social events;</p> <p>43. Organise caterer for social events, morning and afternoon teas and lunch for meeting venues.</p>
8. Official photograph	<p>Lead Ministry</p>	<p>44. Organise photographer for official meeting photo.</p>
9. Security arrangements	<p>Lead Ministry, Ministry of Police & LTA</p> <p>MFAT to support</p>	<p>45. The Government of Samoa is responsible for the protection of Heads of delegations and general security for all delegates for the duration of their visit to Samoa;</p> <p>46. Ensure security arrangements for all meeting venues and social events venues;</p> <p>47. Close protection officers accompanying Heads of State/Governments are not expected to import nor carry firearms in Samoa. Firearms entering Samoa will be confiscated and stored by the Samoa Ministry of Police;</p>

		<p>48. Hotels where Heads of Delegations (State, Government & official) will be accommodated shall have security services provided by Police. Police static Room should be provided for 24 hour surveillance;</p> <p>49. Ensure to have police officers at the various routes to avoid traffic congestions during the meeting times;</p> <p>50. Ensure LTA is informed about routes and movements to clear/halt any ongoing road construction works or provide alternative appropriate routes if necessary.</p>
10. Medical facilities	Lead ministry and MoH/SFESA	<p>51. Organise medical services to be made available at venue including roster of medical personnel;</p> <p>52. Provide wheelchair and special vehicle for disabled delegates if required;</p> <p>53. Provide standby ambulance at venue.</p>
11. Other Events	Lead ministry, MFAT	<p>54. These include Spouses program, Side Events program, Official Opening program and Bilateral meetings;</p> <p>55. Identify venues for above programs ideally within meeting venue compound;</p> <p>56. Prepare schedules for each of these events and provide promotional information.</p>
12. Media	Press Secretariat MFAT to support	<p>57. As required, determine need for a media office and relevant equipment to cater for international</p>

		<p>media representatives' needs;</p> <p>58. Organise media accreditation arrangements;</p> <p>59. Reaffirm that communication costs will be the responsibility of media representatives except for internet costs at the meeting venues, which will be borne by the Government (or organiser) depending on the Host Country Agreement;</p> <p>60. Arrange venues for press conferences;</p> <p>61. Press briefings will take place at the designated Media Centre.</p>
<p>13. Information Handbook</p>	<p>Lead Ministry MFAT to support</p>	<p>62. A Logistical Note with hotel details and all other information participants would need to be prepared and provided in advance to the relevant organisers to inform their meeting preparations;</p> <p>63. Such Note also include information on Samoa, hotels, registration and funding arrangements, if any;</p> <p>64. A Meeting Handbook can also be prepared to include all of the above information, as well as General Information on Samoa; a template for the Handbook is attached at Annex 2 for easy reference;</p> <p>65. Ideally, the Meeting Handbook is to be distributed to all confirmed delegates before their arrival to Samoa.</p>

<p>14. Budget</p>	<p>Lead Ministry MoF to support</p>	<p>66. Prepare an appropriate budget on the costs of the various activities/expenses that the Government of Samoa is supposed to provide for the meeting for Cabinet's approval if required. This is determined from the Host Country Agreement.</p> <p>67. See sample budget template at Annex 3.</p>
<p>15. Meeting Agenda and High Level Speakers</p>	<p>MFAT to support to ensure consistency of delivery of national/regional positions on issues being discussed</p>	<p>68. Where Ministerial level engagement and participation is required of the host country, ensure representatives and confirm in advance the availability of the relevant minister (or alternate) to attend;</p> <p>69. Where a Minister or CEO is expected to chair meetings, ensure that they are briefed accordingly on the procedures and processes of the meeting, and expectations of the meeting Chair; ensure also the provision of talking point and briefing notes 3-5 days in advance of the meeting;</p> <p>70. Prepare relevant statements and national brief for the Minister and CEO and provide 2-3 days in advance of the meeting;</p>
<p>16. Samoa's delegation composition</p>	<p>Lead Ministry MFAT to support</p>	<p>71. Samoa's delegation composition should will be informed based on the level and areas covered in the agenda ;</p> <p>72. Consult and coordinate with the relevant Ministers and Ministries</p>

		<p>relating to their participation;</p> <p>73. Finalise the list of the Samoa’s delegation and submit to the organiser for information and arrangements (i.e. for registration, badging etc.).</p>
<p>17. Interpretation services</p>	<p>Lead Ministry MFAT to support</p>	<p>74. Determine from the Host Country Agreement if Government is responsible to provide this service for the meeting;</p> <p>75. If so, identify the international language(s) that are required and provide quotes on the costs associated with bringing interpreters to Samoa for the meeting for consideration;</p> <p>76. Provide budget estimates on the costs such as return airfares, per diem inclusive of accommodation per interpreter plus interpretation service charges if necessary;</p> <p>77. Ensure that the required equipment by the interpreters are available;</p> <p>78. Test the interpretation system a couple of days before the meeting to make sure that the services are up to standard and will service the meeting well.</p>

ANNEX 1

Meeting Room Layout

The layout of the meeting rooms will depend on the type of meeting to be held, and the number of people expected to attend. Different layout can be considered:

- classroom-style (seats at table);
- theatre style (no tables); or
- a mix.

Tables can be arranged in a U or square shape, with chairs for heads of delegation around it and, behind these, one or two rows of chairs for alternate delegates, generally under a 1-plus-2 member arrangement. Delegation tables should have country name plates, table flags and microphones, as required.

A head table is also set up with 3 - 6 places for the Chair and the secretariat (and others as required). The host country flag and the organisation flag should be placed on either side of the head table. Behind the head table, the flags of the Organisation's member states should be placed in alphabetical order, with the host country flag and the organisation flag in the centre. MFAT can assist with this arrangement.

Tables and chairs should also be organised for invited observers and organisation, as well as invited guests. Tables for meeting documents should also be arranged based on discussions between the lead ministry and relevant organisation.

Examples of meeting room and venue layouts:





ANNEX 2

CONTENTS of the INFORMATION HANDBOOK

Official Meetings are distinguished from parallel or side events

Other Events

Arrival and Departures

VIP Fale

Baggage

Transportation

Liaison Services

Accommodation

Meeting Venues

Plenary

Breakout rooms

Bilateral Meetings

Registration

Heads of Delegation Dress

Government of Samoa receptions

Official Photograph

Spouses Programme

Side Events

Security Arrangements

Media Arrangements

Telecommunication

Medical Facilities

Information on Samoa










Important Numbers and Contact Information

Annexures

1. Opening / Closing ceremony programmes
2. Spouses' Programme
3. Events Programmes
4. Liaison Officers list
5. Venue Floor Plan
6. Specific cultural program at time of meeting

ANNEX 3

SAMPLE BUDGET TEMPLATE

ESTIMATED BUDGET FORMEETING				
A		INCOME/FUNDS FOR THE MEETINGS		TOTAL
1.		FUNDS APPROVED IN CURRENT BUDGET		
2.		CONTRIBUTIONS FROM DONOR/AGENCIES (if any):		
		TOTAL FUNDS/CONTRIBUTIONS FOR THE MEETING		\$0.00
B		EXPENSES		
		Description of expense(s)	Cost per item or daily rate incl VAGST	Total cost per activity
1	Venue	 Venue hire including rooms for bilateral meetings, group discussions, side events etc.		
		Hire of furniture if required		
		Translation booths if required		
		Hire of IT technician if required		
		Hire of tents/aircons for side events if required		
		Decorations of the meeting venue		
2	Refreshments	 Daily package incl. morning and afternoon teas plus lunch during meeting - usually a Host Government obligation	cost per head inclusive of GST	
		Hire of water coolers/refill plus water bottles for tables daily at meeting venue	cost per refill bottle	
3	VIP requirements	 i) Hire of VIP Fale ii) Gifts for VIPs (optional) iii) Uniform for the VIPs and Heads of delegation if required as part of Host Government obligation	These are for VIPs only	
4	Gifts for general delegates	Cost of gift bag per person (optional)		
5	Accommodation (for VIPS, delegates and/or staff of meeting organiser(s))	This depends on Government's obligations under the Host Country Agreement. Cost per person		
6	Perdiem (for VIPs, delegates and/or staff of meeting organiser(s))	This depends on Government's obligations under the Host Country Agreement. Cost per person		
7	Interpretation	 This depends on Government's obligations under the Host Country Agreement. Cost to include return airfares and per diem inclusive of accommodation and interpretation service fee charges per day per interpreter.		
8	Reception	 Opening reception/Closing reception	Venue hire; cost per head for Food + drinks(incl. alcohol/wine); entertainment; band; decorations; garlands if required etc.	
9	Internet/IT equipment	 Wifi/Sound system Hire. Hire of IT equipment, supply of toners for copiers etc		
10	Transport	 1. Hire of VIP vehicles 2. Hire of vans/drivers 3. Fuel for all vehicles @\$100 each 4. Cleaning of vehicles 5. Vehicles supplies. eg. oil, mats, air freshners etc. when required	1. Cost per vehicle per day 2. Hire inclusive of fuel/driver per day 3. Fuel for all Government vehicles 4. Cost of cleaning per vehicle	
11	Stationery/Printing	 Printing and supply of: i) Banners/signage for venue and airport ii) decals and stickers for vehicles & invitation cards iii) Handbook for the meeting etc.	cost per activity	
		Supply of stationery including writing pads/pens/copy papers etc		
12	Social programs including Spouses program, and Site visit	This will only take place if required under the Host Country Agreement.	Cost per person per program	
13	Expenses Meeting Staff	 Number of staff incl. liaison officers/police/drivers/Ministry staff. Expenses include mobile phone credits and meals if not provided by organisers	Cost per staff	
14	Miscellaneous	 This allocation is to cover unforeseen expenses and expenses that need to be upfront in cash such as the gift to the church minister conducting the brief service and garlands etc.		
		TOTAL EXPENSES		\$0.00
C		TOTAL BUDGET REQUIRED (TOTAL A - B)		\$0.00



Setting and Decorations at TATTE Conference Centre