



Pacific Islands Standards Week

5 – 9 August 2024



Welcome pack and orientation information

Kia ora, haere mai, welcome

Kia orana, ni sa bula, ko na mauri, ekamowir omo, fakaalofa lahi atu, gude, falofa lava, fakafeiloaki, malo e lelei, talofa, bonjour, halo.

‘Working together for a prosperous and resilient Pacific through trusted standards’

The team at Standards New Zealand look forward to hosting you during your time here where we gather to share knowledge, problem solve, learn and network.

You play a vital role in shaping your nation’s standards, conformity and quality infrastructure, which is core for prosperity and protection.

In this pack you’ll find some local and helpful information. If this is your first time to Wellington, we hope this helps you orientate and to make the most of your time here.

For further information not contained in this pack please visit the event page on the Standards New Zealand website – simply search for **Pacific Islands Standards Week 2024** in the search bar at the top of the page.

Mā tōu rourou, mā taku rourou, ka ora, ai te iwi.

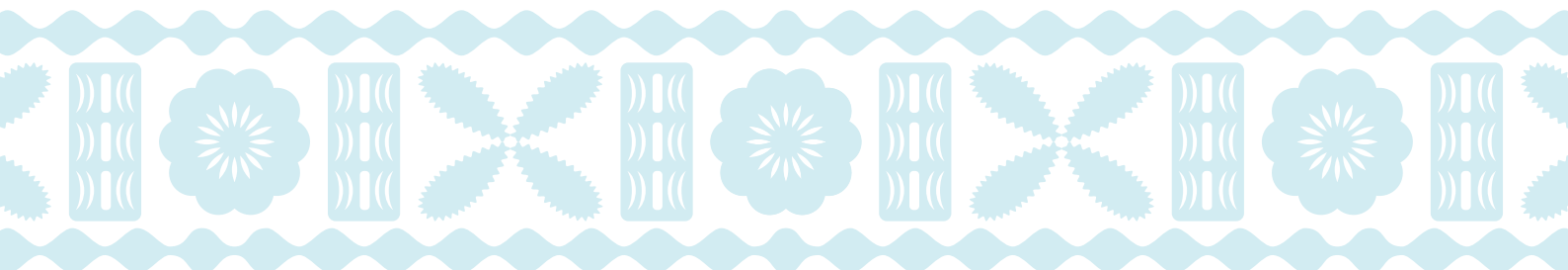
With your food basket and my food basket, the people will thrive.

This whakataukī – a Māori proverb – talks to the power and importance of coming together and sharing for the betterment of all and reflects the value of the Pacific Islands Standards Week.

Wellington is a beautiful city nestled between green hills and a sparkling harbour. We look forward to meeting you all and spending time to learn and connect.

Ngā mihi maioha, warm thanks.

The Standards New Zealand Team



Your hosts

The event is led by the below key staff at Standards New Zealand.



Malcolm MacMillan, National Manager – leads the whole team at Standards New Zealand.



Danielle Aberdeen, Commercial & Sectors Manager – leads the team responsible for increasing the prominence, relevance, visibility, and protection of standards.



Vashna Sahay, Access Solutions Manager – leads developments that help people find the best access to standards.



Laksmidewi Putu, Team Administrator – assists with operations.



Nick Cottrell, Senior Advisor Marketing & Communications – helps to connect Standards New Zealand's work with wider audiences.



Camilla Ojansivu, Senior Advisor International Engagement – leads initiatives to increase international engagement and places NZ experts onto ISO and IEC international committees.

Event webpage

<https://www.standards.govt.nz/about/working-with-international-partners/pisc-forum-2024>



Getting to your accommodation

There are a few options for travel from the airport to your accommodation. www.wellingtonairport.co.nz/transport/

Wellington Airport is 8 kilometres away from the Central Business District (CBD). The average journey is 20–30 minutes depending on traffic flow and time of day.

Taxi

Taxi ranks can be found directly outside the baggage claim area on the Ground Floor of the main terminal.

While costs may vary between service providers, a taxi to/from Wellington CBD can cost between \$30–\$50 NZD. You can pay this fare with cash, credit or EFTPOS.

There are six taxi companies authorised to pick up non-booked fares from Wellington International Airport:

- Wellington Combined Taxis www.taxis.co.nz | Call (04) 384 4444
- Kiwi Cabs www.kiwicabsltd.co.nz | Call (04) 389 9999
- Hutt & City Taxis www.huttcitytaxis.co.nz | Call (04) 570 0057
- Ekocabs www.ekocabs.co.nz | Call 0800 361 163
- Urban Link Wellington www.urbanlink.co.nz | Call (04) 473 5000
- Capital Taxis www.capitaltaxis.co.nz | Call (04) 384 5678
- Corporate Cabs (pre-bookings only) www.corporatecabs.co.nz | Call 0800 789 789



App based pick up – Uber

There is also an App Based Pick Up zone for Uber which is one lane over from the taxi rank on the ground level of the terminal.

Shared shuttle

For budget-friendly shared service that you book in advance try Super Shuttle. Fares start from around \$18. www.supershuttle.co.nz | Call 0800 SHUTTLE (0800 748885)

Note – you may need to dial +64 and drop the 0 if using a non-New Zealand phone number or calling from overseas.

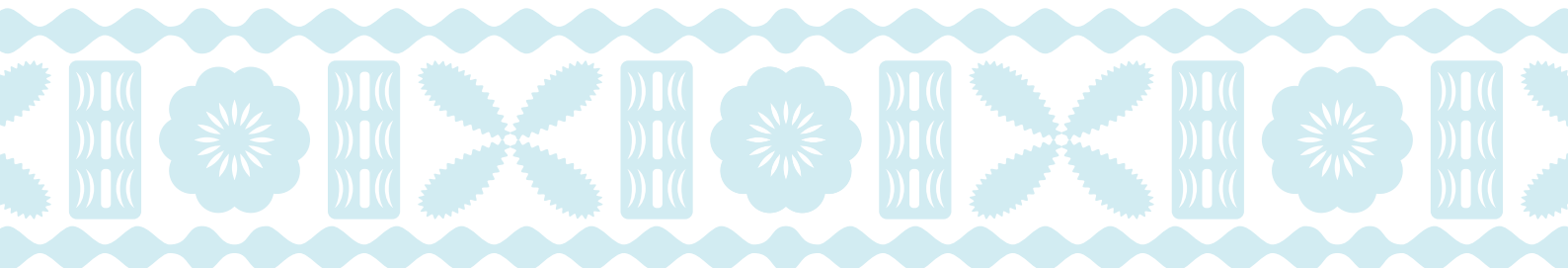


Public bus

An Airport Express bus service runs between Wellington Airport and the Wellington Railway Station seven days a week, with a high frequency of approximately 10–20 minutes depending on the time of day. Payment is accepted with a Snapper card, cash, or contactless debit or credit card. If you'd like to catch this bus, exit the airport terminal from the ground floor out of Door E and follow the signs to the Airport Express.

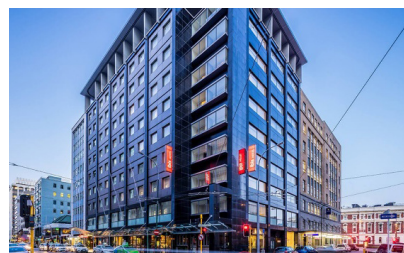


The Airport Express bus stops through Wellington's CBD on Lambton Quay which is within 5 minutes' walk to the Ibis Wellington and most of the central city's hotels, offices and attractions.



Your accommodation

All funded delegates will have their accommodation booked at Ibis Wellington which includes daily buffet breakfast and complimentary Wi-Fi. Ibis Wellington check in is 2pm and check out is 11am. They do provide luggage storage facility for guests. Please note, all guests are required to present a credit card on arrival to have on file for any incidentals.



Self-funded delegates are asked to book directly with the preferred hotel **Ibis Wellington** if not advised otherwise.

Alternatively, here are some other options within very short walking distance to the event venue:

- **Rydges**
- **Park Hotel**
- **Quest Lambton Quay**

Each of these hotels sits within a five-minute walk of Ministry of Business, Innovation and Employment Stout St event venue.

Please note, check in and check out times may vary with each hotel – please make your own baggage handling arrangements for arrival and departure with your hotel as necessary. We are sorry but baggage storage facilities are not available at the event venue.

Maps and orientation

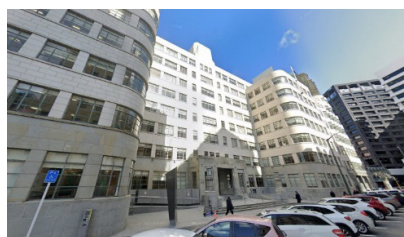
A map of central Wellington can be found below – you can find a copy to download here:

<https://www.sbc.school.nz/wp-content/uploads/2017/08/Downtown-map-quick-guide-to-Wellington.pdf>

The main sessions throughout the day will be held at the Stout St office of the **Ministry of Business, Innovation and Employment (or MBIE) at 15 Stout St, Central Wellington** – this is found between Lambton Quay and Ballance St.

Please note that the Ministry for Business, Innovation & Employment building at 15 Stout St is an **active Government workplace** for hundreds of New Zealand public servants. Built in 1940 the Art Deco-styled building is listed by Heritage New Zealand Pouhere Taonga as a Category 2 Historic Place.

Entering the Ministry's Stout Street Offices – You will find security posted at all entrances. Please proceed through the main entrance located at 15 Stout St and through the glass doors then turn right and head to reception. Please speak to reception and a member of staff will let you into the event space. You will be provided with a temporary pass for the day. Please note, the building will not be accessible after working hours.



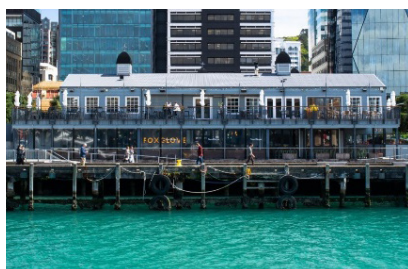
Addresses for social events (see map in this guide):

Monday night Welcome Function:

Foxglove Bar & Kitchen

33 Queens Wharf, Wellington Central,
Wellington 6011

www.stargroup.nz/venues/foxglove



Tuesday night PISW Dinner:

St Johns Bar and Restaurant

Cable Street, Te Aro,
Wellington 6011

www.stjohnsbar.co.nz



Thursday Networking dinner:

Whitby's Restaurant and Bar, James Cook Hotel Grand Chancellor

147 The Terrace, Wellington Central,
Wellington 6011

grandchancellorhotels.com





WELCOME TO Wellington

Attractions

- | | |
|---|--|
| A Nairn Street Cottage | V Shed 6 |
| B The Great War Exhibition | W TSB Bank Arena |
| C Pukeahu National War Memorial Park & Carillon | X Capital E |
| D New Zealand Cricket Museum | Y Wellington Museum |
| E Mount Victoria Lookout | Z Wellington Cable Car Museum |
| F Embassy Theatre | A1 Wellington Cable Car |
| G Ngā Taonga Sound & Vision | A2 The New Zealand Portrait Gallery, Shed 11 |
| H St James Theatre | A3 Space Place at Carter Observatory |
| I Hannah Playhouse | A4 Wellington Botanic Garden |
| J BATS Theatre | A5 Old Government Buildings |
| K St Gerard's Monastery | A6 Reserve Bank Museum |
| L Freyberg Swimming Pool | A7 Beehive and Parliament Buildings |
| M Museum of New Zealand Te Papa Tongarewa | A8 Archives New Zealand |
| N Circa Theatre | A9 Wellington Cathedral of St Paul |
| O The Opera House | B1 Alexander Turnbull Library |
| P Department of Conservation Visitor Centre | B2 Wellington Town Hall |
| Q Wellington Town Hall | B3 National Library |
| R Michael Fowler Centre | B4 Old St Paul's |
| S Te Wharewaka o Pōneke | B5 Westpac Stadium |
| T City Gallery Wellington | B6 Katherine Mansfield Birthplace |
| U Old Bank Shopping Arcade | |

Accommodation

- | | |
|---|--|
| 1 Brentwood Hotel (Kilbirnie) | 14 Trek Global Backpackers |
| 2 Mercure Wellington | 15 Travelodge Wellington |
| 3 CQ Quality Hotel Wellington | 16 CityLife Wellington |
| 4 CQ Comfort Hotel Wellington | 17 James Cook Hotel Grand Chancellor |
| 5 Cambridge Hotel | 18 Inter-Continental Wellington |
| 6 Base Backpackers Wellington | 19 bis Wellington |
| 7 YHA Wellington City | 20 Novotel Wellington |
| 8 Bay Plaza Hotel | 21 Quest on Johnston |
| 9 Copthorne Hotel Wellington Oriental Bay | 22 Rydges Wellington |
| 10 Museum Art Hotel | 23 Wellington Waterfront Motorhome Park |
| 11 Nomads Capital Backpackers | 24 Hotel Waterloo and Backpackers |
| 12 West Plaza Hotel | 25 The Thorndon Hotel Wellington by Rydges |
| 13 Mercure Wellington Abel Tasman Hotel | |

Transport and amenities

- | | |
|-----------------------|-------------------|
| State highway | Wellington i-SITE |
| One way streets | Public toilets |
| Main bus route | Public showers |
| Accessible route | Car parking |
| Walkways | Swimming pool |
| Inter-island ferries | Playground |
| Railway station | Theatre |
| Local bus terminal | Market |
| National bus terminal | Lookout |

WellingtonNZ.com
Absolutely Positively

Event information

Agenda and activities

The week offers a series of workshops, presentations, group and panel discussions. Below is a brief schedule to know when you have free time and when you are expected to be at the event. Sponsored delegates are expected to attend all events.

You can find more information at the dedicated event web page on Standards New Zealand's website.

<https://www.standards.govt.nz/about/working-with-international-partners/pisc-forum-2024>

- The **full agenda** is available on the event web page.
- You can also find further information on each of our **speakers and presenters**.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Breakfast at hotel				
ARRIVAL	Register by 8.30am	Arrival 8.30am – tea and coffee provided			
MORNING	Stout St – Official Welcome and PISC Meeting	Stout St – Workshops	Stout St – Workshops	Stout St – Workshops	Stout St – Workshops
LUNCH	Catering provided				
AFTERNOON	Stout St – PISC Meeting	Off-site visit – BRANZ	Stout St – Workshops	Stout St – Workshops	Optional activity – Parliament Tour
EVENING	Welcome function (light refreshments only)	Dinner – St Johns Restaurant & Bar	Free evening	Informal networking dinner – Whitby's Restaurant	No activity

Dress code

Did you know Wellington is the southern-most capital in the world. That means we are (relatively) close to the Antarctic. It's also going to be the middle of our winter, and while we do get some beautiful bright days in winter – you are likely to find it very very cold! It can also get very windy.

Please bring clothing suitable for the cold winter climate. You may find multiple layers (thin underlayers) help and a good rain jacket. Umbrellas tend to get easily broken by Wellington winds.

The events will require:

- Smart clothing for evening functions – this doesn't need to be formal wear (in other words you don't need a tuxedo).
- Enclosed shoes for the trip to BRANZ

Mihi whakatau

A mihi whakatau is a traditional and informal Māori welcome. This may include hongī (pressing together of foreheads and noses to 'share breath') but is not expected if you are not comfortable. We will also use opening and closing karakia (blessings). A mihi whakatau consists of two key values:

- Manaakitanga – the process of showing respect, generosity, and care for others.
- Whakawhanaungatanga – the process of establishing relationships.

We will guide you through protocols (tikanga).

Financial and administrative arrangements

The event organisers will NOT assume responsibility for any other expenditures, including the following:

- (i) All expenses in the home country incidental to travel abroad, including expenditures for visa, medical examination, inoculations and other such miscellaneous items.
- (ii) Salary and related allowances for the participants during the period of the meeting;
- (iii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalisation fees in connection with attending the Standards Week;
- (iv) Compensation in the event of death or disability of delegates in connection with attending the Standards Week;
- (v) Any loss or damage to personal property of delegates while attending the Standards Week or losses or damages claimed by third parties as a result of any negligence on the part of delegates;
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the Standards Week.

Information for funded delegates only

E-tickets, transits and per diems

E-tickets

Your e-tickets will be emailed to you directly by PIFS on 1st July 2024. For any enquiries, please contact Jone Tikoicolo on jonet@forumsec.org.

Transits

Delegates who will be transiting for more than 4 hours at an airport terminal for connecting flights are entitled to accommodation outside the airport terminal. PIFS, through Jone Tikoicolo, will reach out to delegates who qualify for this accommodation.

Daily Subsistence Allowance (DSA)

PIFS will remit daily subsistence allowance to your nominated bank account two weeks prior to the event. PIFS rate shall be used for this event.

Meals

Breakfast at the hotel restaurant is included with your accommodation, morning, afternoon tea and lunch will be provided from 05–09 August 2024 at the event venue. There is also a networking dinner hosted by SNZ on Tuesday 6th August and informal dinner hosted by PIFS on Thursday 8th of August.

Participants are responsible for their own evening meal on Monday night August 5th after social nibbles and drink in the early evening, and dinner Wednesday night.

Other useful information

Banks and cash machines

Banking hours in Wellington are generally weekdays 9am–4:30pm, with some open Saturdays. Foreign exchange bureaux can be found at most banks and 24-hour ATMs are located around the city, including Courtenay Place, Lambton Quay, Willis Street and Cuba Street.

Central Wellington free Wi-Fi

Wellington City Council offers free Wi-Fi at all of their facilities and libraries around the city – look for the network ‘WellyWifi’.

Within the Ministry of Business, Innovation & Employment’s Stout Street venue you will find free guest Wi-Fi available and no password is required.

Embassies

A full list of international embassies based in New Zealand can be found at www.mfat.govt.nz.

Emergencies

For fire, police and ambulance dial 111 in emergencies. If you need to speak to Police but it is *not* an emergency (for example to report a minor crime that has already happened) please call 105.

Feeling unwell

If you feel unwell during your time here, we encourage you to rest in your hotel room and check in via phone so we know you are OK. You may visit a doctor or pharmacy and Covid 19 tests are available from all pharmacies, and Standards NZ. Please text us on 021 833 765.

We have live streaming available for a number of the agenda items so if you fall unwell we encourage you to remote into event from your hotel room to avoid the risk of infection to others, until such time as you feel better. To arrange to remote into an agenda item, please contact Vashna Sahay on +64 (0)21 833 765 or email Vashna.sahay@mbie.govt.nz.

Medical insurance

As part of the preparations for attending the Pacific Islands Standards Week (PISW) in Wellington, it is mandatory for all delegates to obtain travel health insurance prior to departure. This requirement ensures that you are covered for any medical emergencies or health issues that may arise during your travel and stay.

Pharmacy and medical

The nearest medical centre should you need to visit a doctor during your visit is Central Wellington Medical Centre:

- Level 8, 111 Customhouse Quay, Wellington Central
- Open 8am–5pm.
- Phone (04) 912 2642 (you may need to dial +64 and drop the 0 if using an international number)

There are several pharmacies along Lambton Quay within a 2-minute walk from the venue that are open during office hours including:

- Chemist Warehouse – level 1, 262 Lambton Quay, Wellington Central
- Unichem Wellington Central – 204 Lambton Quay, Wellington Central

Postal services

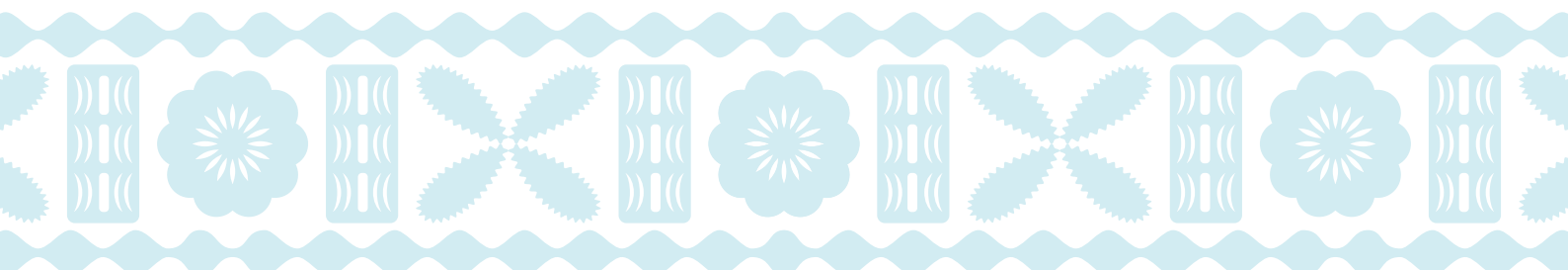
Check out nzpost.co.nz for information on where to buy postage. Your nearest post office to the MBIE Stout St venue is on Lambton Quay (down Masons Lane) – a short 2-minute walk away.

Tourism information for your free evening / things to do in Wellington

While your visit to Wellington will be just a short stay with a full agenda, we hope to see you back again. Wellington offers a safe and vibrant culture with seasonal events – you can find more information through the city council's visitor guide:

<https://wellingtonnz.bynder.com/m/34acac9924cd3357/original/Wellington-Visitor-Guide-2022.pdf>

[Wellington – City Video Guide \(youtube.com\)](https://www.youtube.com/watch?v=...)





Checklist

- Arrange **Visa** (if required – see [Visitor Visa information – Immigration New Zealand website](#)).
- **Passport** is up to date (with six months remaining).
- **Complete dietary requirements and attendance to social events (Wufoo website)**
- Spending money (NZ\$) or credit/debit cards.
- **Travel insurance** has been purchased
- Clothing appropriate for **cold winter** in Wellington (rain jacket/wind breaker, layers, and enclosed shoes for offsite visit).
- Hotel booking information.
- Arranged your transfers from airport.
- Phone ready for use in New Zealand (travel SIM card or other necessary arrangements).

For any further assistance regarding the event,
please contact Vashna Sahay on +64 (0)21 833 765 or email vashna.sahay@mbie.govt.nz.

If you need any support or help during your stay please speak to
your hotel reception outside of event hours or an SNZ staff member during the event.

We hope you have an enjoyable and rewarding time here in Wellington.

Thank you to all supporters of Pacific Islands Standards Week 2024



In collaboration with...

