

## **ITSU TRAINING PROGRAMME 2006 – LOGISTICS**

### **Participants:**

Dr.	Jane Cunneen	Technical Staff	ICG/IOTWS Secretariat	Australia
Ms.	Evelyn T. Stevens	Deputy Director and State Hazard Mitigation Officer	Office of the Governor Territorial Emergency Management Coordinating Office (TEMCO)	American Samoa
	Genesis Sunia	Mitigation Specialist	TEMCO	American Samoa
Ms.	Cristina Rosales	Research Assistant	Observatorio Sismologico Del Sur Occidente (OSSO)	Colombia
TNFG-SU	Willington Jesus Renteria Agurto	Lieutenant	Oceanographic Institute of the Navy (INOCAR)	Ecuador
Mr.	Robert Alfred Tony Hill	Chief Fire Officer	Samoa Fire and Emergency Services Authority	Samoa
Mr.	Malaefatu Leavasa	Geophysics Officer	Samoa Meteorological Division	Samoa
Mr.	Maliu M. Takai	Deputy Director of Works and Officer in Charge of NEMO	National Emergency Management Office, Ministry of Works	Tonga
Mr.	Ofa Fa'anunu	Director	Tonga Meteorological Service, Ministry of Transport	Tonga

### **Hotel:**

The ITIC has made reservations for you at the following hotel:

Ohana Malia Sky Court

2058 Kuhio Ave.

Honolulu, Hawai'i 96815

Ph: 1-808-947-2828      Fax: 1-808-943-0504

Non-smoking - queen bed, standard kitchenette:

Rate: \$99/night (tax included)

[http://ohanahotels.com/hotels\\_detail.aspx?hotel=14](http://ohanahotels.com/hotels_detail.aspx?hotel=14)

You will need to pay for your hotel room and other miscellaneous programme expenses yourself. It is very helpful if you bring a credit card to use when you register at the hotel; otherwise, they may want you to pay in advance if you have cash. There will be a 2-day, 1 night trip to Hawaii island (Big Island) for which you will have to check out for; upon return, you will be staying at the same hotel so you may leave a bag in Honolulu at the hotel during the Big Island trip. For the Big Island trip, you are responsible for paying your hotel bill.

**Meals:**

ITIC will provide reimburse you for meals at a flat per diem rate of about \$40/day. Actual receipts for meals are not required, and you are free to spend as little, or as much, as you would like each day for meals; in other words, if you spend more, ITIC will not pay for the extra amount over the flat per diem rate. Breakfast and dinners during the week, and all meals on the weekends will be on your own; we will lunch together during the week, but you should each pay for your meal yourself.

**Reimbursement of Expenses:**

At the end, you will need to file a travel voucher that lists all of your expenses, including lodging, transportation costs to/from your home-airport and airport-hotel, Honolulu bus pass, and other justified miscellaneous expenses, and the airfare. Based on this accounting, you will then be reimbursed for all programme expenses. Please keep all receipts that you want reimbursement for. The reimbursement will in general consist of \$140/day (\$100/day for hotel, or lower if the rate is less; \$40/day for meals and miscellaneous expenses) plus transportation and bus pass costs. Reimbursement for lodging requires a receipt for the entire length of stay. The reimbursement process may take 1-2 months once your travel voucher is filed. For participants from the southwest Pacific, ITIC (Alicia Estell, [Alicia.estell@noaa.gov](mailto:Alicia.estell@noaa.gov)) will handle your reimbursement. For participants from Central and South America, IOC Paris (Sima Taheri, [s.taheri@unesco.org](mailto:s.taheri@unesco.org)) will handle of your reimbursement.

**Transportation:**

You are responsible for your own transportation:

1. To and from Honolulu Airport to your hotel. An Airport-to-Waikiki Hotels shuttle bus is available outside of baggage claim at a cost of about \$8. Alternatively, you may take a taxi (about \$20-30 one way).
2. To and from your hotel and ITIC every day except for October 16 (Day 1, see below). For this, we suggest that you purchase a Honolulu Bus System Pass (\$40) that will allow you unlimited use of the bus system on the island of O'ahu. You will be reimbursed for the bus pass, but we will not reimburse you for local taxi fares for this. You may purchase a bus pass from 7-Eleven Stores, or perhaps from ABC Stores; we will also stop on Day 1 in case anyone needs to buy one. A Map Guide Book will be included in your packet given to you when you arrive.

**Training Location and hours:**

Each day, we will meet at the ITIC office at 9:00 am and finish by 4:30 pm each day.

On Day 1 (October 16, 2006), ITIC will pick you up at 9 am at the hotel, and show you the route the city bus will take to our office. On subsequent days, you will be responsible for taking the bus, or other transportation to and from ITIC each morning. The route is very easy, however, and should take less than 30 minutes. A map is included.

Simple directions are: Take the Number 19 or 20 bus. It will run along Ala Moana Blvd towards the Aloha Tower/Honolulu Airport. The bus will pass the US Federal Building (300 Ala Moana Blvd) and you should get off the bus immediately after it turns right onto Alakea St. ITIC is located in the Pacific Guardian Center, Mauka tower (mountain-side) on the 22<sup>nd</sup> floor - the building consists of two the mirrored-glass towers (30 stories high) across the

street in front of you when you get off the bus. Bus stops to return to Waikiki are most conveniently caught on Punchbowl Street about two blocks from the ITIC office.

**Attire:**

The dress code is casual (e.g. coat and tie are not needed). The climate is tropical, usually sunny, and the temperature ranges from 22 during the night to 29 deg Celsius in the day (mid-70s to mid-80s deg F); humidity is usually low compared to that found in southeast Asia and central America.

**Hawai'i Island Field Trip:**

There will be one 1-night field trip to Hawai'i island (Big Island) October 24-25, 2006. You will need to check out of the Ohana Maile Sky Court (you may leave your bag at the hotel if you want) for the Big Island trip, and then check back in the next day. ITIC will arrange ground and air transportation, and Big Island hotel accommodations, but you will have to pay for the hotel. We will visit tsunami sites around Hilo, and the Hawaii Country Civil Defense Agency. More detailed information will be given later.

**Emergency Expenses:**

If there are miscellaneous, or other emergency expenses, ITIC has a small budget for these, and you may be able to claim these as long as they were directly necessary for your use during the ITSU Training Programme. Please ask Laura if you are unsure.

**Telecommunications and Computers:**

Computers and Internet access, and printers will be available at the ITIC office for checking email. Please let Laura or Alicia know if you need anything specific. Telephone and FAX services will also be available for your use at the office; emergency calls back to your country for official business are permitted on a limited basis. If you are bringing a computer, it should be possible to connect your computer to our Internet system through a wireless or wired connection.

**ITIC Contact Information:**

Laura Kong, Director

Emilio Lorca, Associate Director (Chile)

Brian Yanagi, Disaster Management Specialist

Linda Sjogren, Technical Information Specialist

Tammy Kaitoku, ITIC Webmaster

Alicia Estell, Administrative Assistant

**ITIC Office Address:**

Pacific Guardian Center, Mauka Tower

737 Bishop St., Ste 2200

Honolulu, Hawai'i 96813

Phone numbers:

Laura Kong: Office: 1-808-532-6423

Cell: 1-808-392-4415

Home: 1-808-737-3994

Brian Yanagi: Office: 1-808-532-6424

Cell: 1-808-398-2807

Alicia Estell: Office: 1-808-532-6422

ITIC FAX number: 1-808-532-5576

Email: [l.kong@unesco.org](mailto:l.kong@unesco.org), [brian.yanagi@noaa.gov](mailto:brian.yanagi@noaa.gov)

General Email: [itic.tsunami@noaa.gov](mailto:itic.tsunami@noaa.gov)

URL: <http://www.tsunamiwave.info>, <http://ioc3.unesco.org/ptws>

**ITIC Associate Director:**

Emilio Lorca: Office:

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***IF THERE IS ANYTHING ELSE, OR IF YOU HAVE ANY QUESTIONS, PLEASE ASK!***