

Form B – Request for conference or workshop

This form must be completed by the Departmental Head, agency head, Provincial Administrator or CEO statutory authority and submitted **4 weeks** before the proposed conference or workshop.

The form must be submitted to -

Chief Secretary

Level 7, Melanesian Haus

Email: chiefsecoffice@pmnec.gov.pg | janet_langanei@pmnec.gov.pg | freda_komolong@pmnec.gov.pg

1. Name of Department/agency, administration or statutory authority:

2. Where will the workshop or conference be held? If the conference is off site (i.e. not in a building owned by the Department, agency, administration or statutory authority or held outside Port Moresby) why has this venue or destination been selected?

3. Is this the most cost effective venue? Provide details

4. If the workshop or venue is off site which hotel will the participants be staying at?

5. Provide an outline of the proposed conference or workshop (if possible include a proposed agenda or timetable)

6. How many officers are expected to attend the workshop or conference?

7. Which officers are expected to attend (include some indication of their position and title)

8. What is the estimated cost of the workshop or conference (including air fares, accommodation, per diems, dinner or lunch if provided, venue hire, and hire vehicles to be shown separately). If the cost is funded partly or wholly by donors this must also be included.

9. Are sufficient funds held by the Department to meet these costs?

10. Was this conference or workshop budgeted for?

11. Provide full reasons for the proposed workshop or conference (including advantages that will accrue to the Government, specific problems or developments that will be assisted by the conference or workshop, what alternatives have been considered, what will be the outcome of the conference or workshop)

12. Any consequences of not approving the workshop or conference

Signature:

(Minister/Governor)

Signature:

(Departmental head, agency head, Provincial administrator, CEO Statutory authority)

Date:

Contact officer for Department of Prime Minister and NEC

Name: **Freda / Joyce / Janet**

Phone: **3019123 / 3019007/ 3019238**

FORM B – Request for conference or workshop version 3, 24 September, 2025