

## CONTENTS

|      |   |    |
|------|---|----|
| 1    | BACKGROUND.....   | 3  |
| 2    | PUPOSE.....   | 3  |
| 3    | REPRESENTATION.....   | 4  |
| 4    | SECTION 1: AUDITION & SELECTION .....                             | 4  |
| 4.2  | Auditions.....  | 4  |
| 4.3  | Performing Arts .....   | 5  |
| 4.4  | Other Key Principal (Subject to the selection Criteria): .....    | 5  |
| 4.5  | Performance in a Duo/Trio or Dance Group – General Criteria ..... | 6  |
| 4.6  | Traditional Group Representing Vanua .....                        | 6  |
| 4.7  | Rotuma Group.....   | 6  |
| 4.8  | Visual Arts .....   | 6  |
| 4.9  | Crafts People.....  | 7  |
| 4.10 | Literary Arts (Culinary Arts, Floral Arts).....                   | 7  |
| 4.11 | Band .....  | 7  |
| 4.12 | Fashion.....  | 7  |
| 4.13 | Other Guidelines of Assessments .....                             | 8  |
| 5    | SECTION 2: PREPARATION .....                                      | 8  |
| 5.1  | Preparation of Dance Groups for Overseas Engagement.....          | 8  |
| 5.2  | Group leaders .....   | 9  |
| 5.3  | Communication Channel for Group Leaders. ....                     | 9  |
| 5.4  | Group Monitoring and Rehearsals .....                             | 10 |
| 5.5  | Travel Logistics. ....  | 10 |
| 6    | SECTION 3: UNIFORMS .....   | 10 |
| 6.1  | Dress and Grooming Standards: .....                               | 10 |
| 7    | SECTION 4: COSTUMES AND MATERIALS .....                           | 11 |
| 7.1  | Costumes.....   | 11 |
| 7.2  | Merchandize.....  | 12 |
| 7.3  | Merchandize guide.....  | 12 |
| 8    | SECTION 5: TRANSPORTATION .....                                   | 12 |
| 8.1  | Transportation during Festival.....                               | 12 |
| 8.2  | Transport Guide During the Festival. ....                         | 12 |
| 8.3  | Check ins.....  | 12 |

|      |  |    |
|------|--|----|
| 8.4  | Traveling Luggage .....  | 13 |
| 9    | SECTION 6: ALLOWENCE.....                                      | 13 |
| 9.1  | Allowance Rate .....   | 13 |
| 10   | SECTION 7: ACCOMODATION.....                                   | 13 |
| 10.1 | Accommodation Guide. ....                                      | 13 |
| 11   | SECTION 8: PERFORMING (Participation during the Festival)..... | 14 |
| 11.1 | Performing/Participating Time .....                            | 14 |
| 11.2 | Interpretation, integrity and authenticity.....                | 14 |
|      | (Interpretation Development of a dramatic work) .....          | 14 |
| 11.3 | Authenticity.....  | 14 |
| 11.4 | Integrity.....   | 15 |
| 12   | SECTION 9: COUNTRY GIFT .....                                  | 15 |
| 12.1 | Country Gift. ....   | 15 |
| 13   | SECTION 10: DEPARTURE FROM THE FESTIVAL COUNTRY .....          | 15 |
| 13.1 | Departure Guide.....   | 15 |
| 14   | SECTION 11: ARRIVAL AND VAKACIRISALUSALU. ....                 | 16 |
| 14.1 | Guide for Arrival.....   | 16 |
| 14.2 | Vakacirisalusalu. [Traditional ritual of thanksgiving] .....   | 16 |
| 14.  | SECTION 12: REPORTING. ....                                    | 17 |
| 15.  | SECTION 13: SYMPOSIUM AND MEETINGS .....                       | 17 |
| 16.  | SECTION 14: STAKEHOLDERS .....                                 | 18 |
| 17.  | SECTIONS 15: CODE OF CONDUCT .....                             | 18 |
| 15   | Reference .....  | 19 |

## **1 BACKGROUND.**

Fijian arts and cultural expressions are rooted in the thousands of years of practices by our ancestors and its uniqueness has been recognized regionally and internationally. In practice both indigenous Fijians and other ethnic groups are spellbound by the immense power of the large collections of unique Fijian art works, including performing arts, visual arts, crafts specialty, Contemporary arts such as literary arts culinary arts, florist, band and fashion. All these art forms and cultural expression are in some cases labeled as a special landmark commissions on the ceilings and façade in the various provinces in Fiji. Fiji does not yet have a law that prevents alteration, distortion or misuse of traditional Arts and Cultural expressions such as symbols, songs, dances, performances or rituals that may be part of the heritage of a particular group. In most cases, Fijians perform and practice our unique arts and culture in the form of entertainment and respect for our culture and in some cases it generate income for our daily lives.

Our unique culture and arts are believed to have a connection to our people, our land and also to our natural resource. As we are closely connected to our environment and natural resource through our culture and arts, there is a need for a guide line to be developed to maintain the uniqueness of our arts and culture when it is presented or showcased during regional or to any international cultural festival.

This Guideline is being developed to suite and spell out clearly how the Fiji delegation to the two main regional festivals [the Melanesian Arts and Cultural Festival and the Festival of Pacific Arts (FESTPAC)] should follow to maintain high level presentations during participation.

This guideline is developed to demarcate clearly the procedures that any Fiji Delegation should follow to uphold the uniqueness of our art and cultures wherever and whenever it is showcased during regional or to any international cultural festivals.

## **2 PUPOSE**

This Guideline is designed to assist the National Organizing Committee and the Fiji Arts Council to manage and monitor Delegation representing Fiji to the Melanesian Festival and Festival of Pacific Arts. It provides information's and directions on how cultural groups and individuals are selected to represent the Government of the Republic of Fiji Islands in the two festivals.

The guideline is also intended to assist the NOC and the Fiji Arts Council as the main organizer and Secretariat in the preparation and monitoring of the Fiji delegation in the pre, during and post festival periods. It will also intended to be a guide for a fair and transparent selection system of the delegation and also used as a control for organizers to deliver a well-planned and safe event.

This guide line is divided into thirteen [13] sections. Each section articulates stages and procedures that are to be undertaken by the National Organizing Committee and the Fiji Arts Council effective from the selection of Fiji delegation to their arrival back into the country from the festival. Approval and further decision upon over writing what is being stated in this

guideline is vested with the National Organizing Committee which is to be appointed by the Board of the Fiji Arts Council.

The guideline also contains suggestions for the safe running of the preparation stage and also provides guidelines for the NOC to approach agencies that would actually be involved in enforcing the principle of fairness, transparency and accountability in the utilization of festival funds.

### 3 REPRESENTATION

- ✚ Selected Performers and Practitioners should be a Citizen of Fiji or has Fiji Permanent Residence Status.
- ✚ All selected Groups should be registered with the Fiji Arts Council Data Base.
- ✚ Performing Arts Dance and Band Groups may consist of 5 or 10 or more up to a maximum of 30 collectively.

### 4 SECTION 1: AUDITION & SELECTION

This section focuses on the audition of those groups and individuals who wish to represent Fiji to the Melanesian Arts and the Festival of Pacific Arts.

#### 3.1 Heads of Delegation and VIP.

The Permanent Secretary of the Ministry of iTaukei Affairs will be the head of delegation to the Melanesian Arts and Cultural Festival and the Permanent Secretary for Education Heritage and Arts or his/her representatives would be the Head of Delegation to the Festival of Pacific Arts. Both festivals should have a representative from the Vanua of chiefly status as *Turaga ni Vanua* and he or she is to be nominated from the Ministry of iTaukei Affairs with the final endorsement of the National Organizing Committee. The reason for their attendance is to provide them with an opportunity to appreciate the value of culture when presented at an international stage and secondly to ensure that they continue to be a strong advocate of cultural revival activities in their own respective vanua's.

The Minister responsible or his/her representatives shall always be the head of the Fiji Contingent and the VIP to the festival.

#### 4.2 Auditions

- ✚ An Expressions of Interests shall be put out to the media by the Secretariat for approximately 2 months prior to the audition dates.
- ✚ All Dance groups shall apply to the Fiji Arts Council through the prescribed format for the Audition accompanied by supporting documents.
- ✚ All performers must wear **black tights** underneath their costumes. No other colored short with branding is allowed. Female performers may wear natural color body suits where were appropriate.

- ✚ All traditional dance groups to be auditioned should use full traditional costume/ attires that are most appropriate for such performance and should ensure that costumed warned are properly intact.
- ✚ All Dance Groups must perform at least 3 varieties of items for at least 10 minutes and not exceeding 25 minutes in total.
- ✚ During the Audition days, All Groups must arrive 30 - 45 minutes prior to their audition scheduled time.
- ✚ Only in exceptional circumstances a performing group may be allowed by the NOC to reschedule their audition date and time. However, groups are encouraged to stick to the original scheduled auditioning date and time.
- ✚ All performers are required to remove all jewelries, accessories, chains, wristbands, wrist watches during performance at the audition. Wedding rings are the only exception. Traditional performing group should observe traditional Fijian protocol in all respect.
- ✚ It is highly recommended the Dance Group Leader surveys the performance area prior to the audition to ensure safety and adequate dancing spaces for each performer and chanters.

Candidates will demonstrate their physical competence and effectiveness as performers and their knowledge of safe working practice.

### **4.3 Performing Arts**

Expression of interest for all performing arts groups or individuals who wishes to represent Fiji to the Festival should be made 2 months prior to the audition dates. The audition should be done 4 months prior to the Festival date. This is to give ample time to performers to prepare themselves towards audition and sufficient time to those selected as part of the delegation to prepare themselves before travel.

Audition will only involve traditional groups in urban areas and contemporary groups who wish to be part of the Fiji delegation. Groups and individual selected following audition are *to be* notified within one week after the audition. Within this notification, Fiji Arts Council should clearly state the composition of the group and the required number from the group to travel as agreed to by the National Organizing Committee.

### **4.4 Other Key Principal (Subject to the selection Criteria):**

- ✚ The physical, technical and mental skills necessary for effective performance.
- ✚ The expressive skills necessary for effective performance.
- ✚ Understanding how to achieve high quality performance
- ✚ Knowledge and understanding of the dance/traditional *Meke* in the following criteria.
- ✚ choreographic style
  - Dance style
  - Subject matter

Accompaniment

Recognizable action content or motifs

Characterization

Similar costume, props, staging or setting.

#### **4.5 Performance in a Duo/Trio or Dance Group – General Criteria**

- ✚ Performer/Performers should be a Citizen of Fiji or has Permanent Residence Status.
- ✚ All Performing Group should be registered with the Fiji Arts Council Performing Group Data Base.
- ✚ Performance Dance Group may consist of 2, 3 or more dancers up to a maximum of 30 dancers/singers/chanters collectively.

#### **4.6 Traditional Group Representing Vanua**

Traditional performing arts group representing a vanua to be part of the delegation, the Ministry of iTaukei Affairs will be responsible for the selection of these groups and to be endorsed by the National Organizing Committee. In considering nomination from the Ministry of iTaukei Affairs their nomination has to be in line with the following criteria:

- ✚ Both men and women are represented in the group
- ✚ Nominated group may involve youth for the purpose of transferring of ICH knowledge.
- ✚ The Group should be able to present a variety of performances such as wesi, meke iwau, meke iri. Vakamalolo etc.
- ✚ The selected traditional group should be well versed with the traditional I Taukei protocol and understand the code of conduct upholding respect and integrity.
- ✚ Those that are 50 years and above are to undergo medical examination by a registered medical practitioner with satisfactory results before they depart to attend the festival.

Traditional performing group representing the vanua should comprise the biggest group to be representing Fiji to the festival and the number to be decided by the National Organizing Committee depending on the budget.

#### **4.7 Rotuma Group**

The National Organizing Committee and the Fiji Arts Council is to write to the Fiji Rotuma Association 12 months before the festival for their nominee of the Rotuman Group to represent the seven districts in Rotuma to the Festival. The group nominated by the FRA should also follow the criteria platform of the traditional itaukei group.

#### **4.8 Visual Arts**

Winners of National Art Exhibitions in the preceding three (3) years will automatically be part of the Fiji delegation to the festival. Prior to National Art Exhibition the Fiji Arts Council is to indicate in the expression of interest for National Arts Exhibition that the exhibitions would be the platform for the selection of artists towards the MAF and FESTPAC. The Final list will be decided by the National Festival Organizing Committee depending on the funding available. The

NOC should ensure that one or two emerging artist should also be included in the delegation as part of their exposure.

#### **4.9 Crafts People**

National Craft Exhibitions for the preceding three (3) years is the platform for selecting the Crafts people to be part of the Fiji delegation to the MAF and FESTPAC. Crafts people and contemporary artists for Fiji delegation will be decided by the National Organizing Committee depending on the funding available for the festival.

The artist shall retain all intellectual property rights in his or her work including the rights to display, sell, assign or transfer ownership of any of the artist's works created for the auditions in consultation with the FAC.




It is very important for all delegation representing Fiji to the Festival to understand that the purpose for them representing the country is to showcase the arts in Fiji in all its forms. Therefore, it is vital that the delegation travel with high expectation of showcasing the arts and not market their arts. Opportunity for selling their arts work will only be allowed as and when required by the NOC.

#### **4.10 Literary Arts (Culinary Arts, Floral Arts)**

Expression of interest for all Literary Arts who wants to represent Fiji to the Festival to be made 2 month prior to the audition dates. The audition should be done 4 months prior to the Festival date. This is to give ample time to practitioners to prepare themselves toward audition and sufficient time to those who are being selected to prepare themselves before travel.

#### **4.11 Band**

For a band to be part of the delegation, it would be advisable if the selected band has the following additional skills with them.

-  Can play live music
-  Have its own sets of musical instrument.
-  Can perform variety of entertainment (sing, meke, vucu, string band/sigidrigi)

#### **4.12 Fashion**

The National Organizing Committee to write to Fiji Fashion Week for their nominee of designers to be part of the Fiji delegation to the Festival of Pacific Arts.

For the selection of fashion designer to be part of the Fiji delegation to the Melanesian Arts Festival, the National Organizing Committee should consult the Ministry of iTaukei Affairs for their nominee.

It is vital that designers selected to participate in both festivals, that taking part in the Festival is of paramount importance. However, designers may be allowed to sell their garments should the opportunity arise subject to the approval of the Festival Director

### 4.13 Other Guidelines of Assessments

- ✚ **Technical ability:** posture, alignment, co-ordination, balance, strength, flexibility, mobility and control, accuracy of action, dynamic and spatial content within the context of the group.
- ✚ **Communication of choreographic intent:** empathy with the mood or meaning of the dance and ability to interpret and communicate this.
- ✚ **Sensitivity to other dancers in a range of dance relationships:** in time and space and in group formations and dance relationships
- ✚ **Safe practice as a performer within a group context:** execution of movements, clothing, jewelry, hair, footwear, appropriateness of choice of same overall sense of performance within a group context: focus, projection, musicality, sensitivity, communication, energy and commitment.

## 5 SECTION 2: PREPARATION

Planning and Preparation of the Fiji delegation to the Festivals is the most essential stage and it needs a lot of concentration. Good planning and preparation will lead to better result. Therefore if we fail to plan then we will be planning to fail. This is the stage that the Fiji Arts council and the National Organizing Committee should consider very closely as it will lead to the success or failure of participation at the festival.

### 5.1 Preparation of Dance Groups for Overseas Engagement.

- ✚ All Dance Groups assigned to travel overseas as representatives of Fiji, may require the guiding assistance and technical support of the Fiji Arts Council Dance Specialists in enhancing the performances and ensuring that International Standards and Criteria are met.
- ✚ Dance Groups may seek financial assistance from the Department of Heritage and Arts Cultural Grants Program through the Fiji Arts Council or make direct approach to the Department. However these funds are limited and we encourage all groups to seek other fundraising drive to support them.
- ✚ All Dance Groups assigned to travel overseas are responsible for the processing of their own passports and other necessary related documents.
- ✚ All Artisans must produce copies of their birth Certificates and Marriage certificates (if married), 4 passport size photos and other required documents upon request from the Secretariat and the Host Country.
- ✚ All Groups must identify a designated Group Leader. This may be the Village Headman, the Choreographer, the Chairman or even the Director of the Group.
- ✚ All Groups must produce a performance repertoire and a brief of the Group and an explanation of all their dances within a week of selection to facilitate program briefs for hosting Country.
- ✚ For *Itaukei Meke* Groups, Young women or ladies are encouraged to maintain a *buiniga* hairstyle.



- ✚ First opportunities are given to Dance Group that is placed first in the National Audition. In cases where the winning Group is not able to represent Fiji at the up coming Festival due to various circumstances, they must notify the Department of Heritage & Arts and the Fiji Arts Council of their unavailability and the opportunity is reserved for the Dance Group that placed 2<sup>nd</sup> in the Audition.
- ✚ Other Groups from Fiji may also participate upon direct invitation form the host country. However, they must ensure that the Fiji Arts Council or the Department of Heritage and Arts are informed of their status.
- ✚ All Groups upon returning from overseas festivals sanctioned by government must submit a report within one (1) month upon their return. A lack thereof may hinder other overseas engagements and governmental grants assistance.

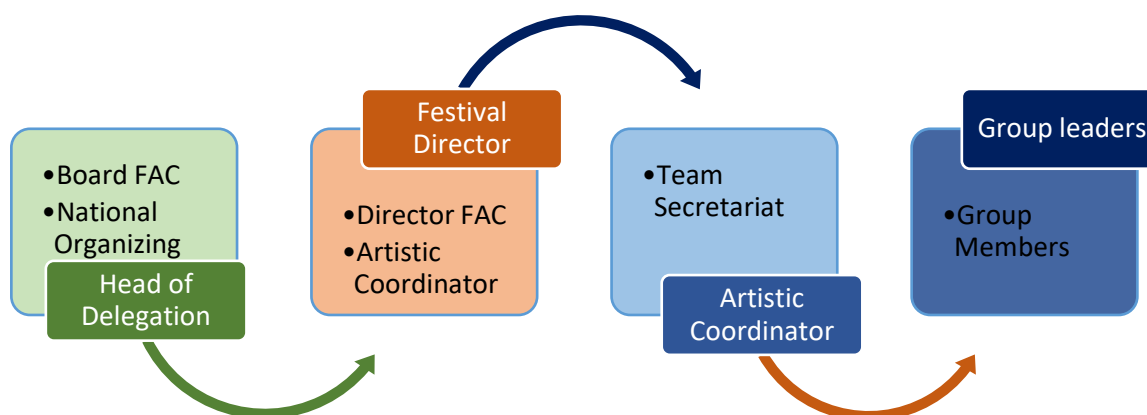
## 5.2 Group leaders

Festival Secretariat needs to work closely with the selected group during the preparation stage. Therefore all group leaders of each group selected have to work closely with the Artistic Coordinator at the Fiji Arts Council. A group leader may be chosen by the group members under the following criteria.

- ✚ Able to speak English
- ✚ Respected by members of the group
- ✚ Able to discuss matters when problem arises.
- ✚ Good listener
- ✚ Able to share thoughts, knowledge and experience.

Group leaders should be informed in any discussion regarding anything concerning their participation to maintain transparency of information within the Fiji delegation. All information documents from the secretariat should be given to the group leader for them to inform their group members.

## 5.3 Communication Channel for Group Leaders.



## **5.4 Group Monitoring and Rehearsals**

The Artistic Coordinator to work with the group leaders in monitoring the group while performing on stage. The Secretariat should also allocate time to visit the group during rehearsals to ensure excellence is maintained all along. It is always appropriate that a team of performing arts experts be always present during rehearsals to provide technical and professional support wherever necessary.

For the traditional group who will be representing the vanua, the Ministry of iTaukei Affairs will be monitoring the group and will also represent the group in all NOC meetings.

## **5.5 Travel Logistics.**

Within a week after the selection of groups to be part of the Fiji delegation, each group leader should bring the list of their members who will be traveling to the festival including a list of their members who are without travel documents. It is the responsibility of the group leader to ensure that passports are submitted to the secretariat at the required time. This is to ensure that all passports are in good conditions and are valid prior to the travel date.

## **6 SECTION 3: UNIFORMS**

The Fiji delegation should have a uniform for the opening and the closing ceremony of the festival. The National Organizing committee should select the color and the appropriate design to be used depending on the availability of fund. Each delegate will be required to purchase their own uniform from the approved supplier at their own cost and followed the pattern approved by the NOC.

However, each group are encouraged to provide for their own groups uniform or kalavata which they could use at their own volition during the festival provided they are of similar pattern to the one approved by the NOC.

### **6.1 Dress and Grooming Standards:**

- ✚ All Groups representing the Country overseas are required to have at least 3 and more pairs of uniform [kalavata] depending on the duration of their stay.
- ✚ Women are required to wear appropriate Long Jamba and Sulu which identifies us as Fijian irrespective of the ethnicity they belong. Men may wear long pants while traveling by air however it is highly recommended to wear pocket sulus at every official engagements/performances/sightseeing or official travels.
- ✚ Uniform for the Fiji Delegation should in as far as possible be of blue color to reflect Fiji's national flag.
- ✚ All jamba are to be shown below the knee level as well as the Suluvakataga for the men.

- ✚ Men are required to maintain a clean shave with an appropriate hairstyle. No extreme hairstyles and ponytails for men allowed while on travel overseas.
- ✚ Women are asked to wear suluvakatoga (sarongs) during their walkabouts in the hotel areas and other public places but must be in official attires and uniforms for every other public occasion.

Generally it is highly discouraged for shorts to be worn except for the men during meke rehearsals. Should the ladies wish to wear shorts, it is recommended that they wear their *suluvakatoga* over it at the discretion of their team lead.

## **7 SECTION 4: COSTUMES AND MATERIALS**

Performing arts groups are responsible for their own costumes and they are to make sure that these costumes are compatible with current regulation on the repatriation of local materials. Once costumes are prepared and finalized it should be submitted to the secretariat for fumigation process within two weeks before departure and likewise after the last performance during the festival for transferring back to Fiji.

All fumigation cost will be borne by the National Organizing Committee therefore responsible officers should liaise closely with the Secretariat on the following:

- ✚ Record the number and the list of the costume.
- ✚ List it according to the pattern given by the performer

As soon as the delegation settle in the accommodation at hosting country, these costumes is to be issued back to the groups. When issuing costume the Secretariat will sign an agreement with group leaders who will ensure that they have received all their costume in good order. Any loss or damage shall be discussed and settled amicably with the Secretariat. Everything that is issued by the delegation secretariat to any member of the delegation or groups during the festival has to have an agreement with both parties signing on the document.

### **7.1 Costumes**

- ✚ All performers are required to remove all jewelries, accessories, chains, wristbands, wrist watches during the audition/performance. Wedding rings are the only exception.
- ✚ It is highly recommended the Dance Group Leader surveys the performance area prior to the audition or performances to ensure safety and adequate dancing spaces for each performer and chanters.
- ✚ Candidates will demonstrate their physical competence and effectiveness as performers and their knowledge of safe working practice.

## **7.2 Merchandize**

All merchandize by the Fiji Arts Council are to be ready within two weeks before departure. The items and design are to be endorsed by the NOC and a record of the items is to be documented including particulars of sales. The Finance Officer at the festival are to cross check all income on the sale of merchandising on a daily basis and prepare a report for the NOC at the end of the festival.

## **7.3 Merchandize guide**

- ✚ Fiji made.
- ✚ Design by a Fijian Artist.
- ✚ Design to be related to the Festival
- ✚ Authentic.

## **8 SECTION 5: TRANSPORTATION**

All transportation cost from Suva to the Airport and back shall be borne by the National Organizing Committee. Delegations will be informed of all the transportation detail within two days before departure. Similar briefing will also be made two days prior to departure from the host country.

Before departure secretariat should work closely with group leaders to make sure all departing delegates are present at the pickup point at the scheduled time to avoid unnecessary delays.

### **8.1 Transportation during Festival.**

All transportation arrangement during the festival is the responsibility of the host country. Therefore, it is important for the secretariat to keep records of all transport allocated for Fiji delegation. In this regard, it is also vital for the NOC to nominate someone to be in-charge of all transport needs of the delegation and to work closely with the host country transport team.

### **8.2 Transport Guide During the Festival.**

- ✚ All transport booking to be made three hours before.
- ✚ All bookings to be made to the delegation transport officer.
- ✚ Transport officer to take all records of the movement of the transport.
- ✚ Each vehicle should have a list and record of delegation traveling and also drop off sites.
- ✚ Transport must be washed every afternoon of the festival.
- ✚ If one of the delegations is the driver then he/she should be in festival uniform every day.
- ✚ Vehicle key must be returned to the transport officer every afternoon of the festival.

### **8.3 Check ins.**

The NOC is responsible for all delegations logistics to the Festivals. Senior Officials and older members of the delegation should always be given the first chance during check in and out at all International Airports.

## **8.4 Traveling Luggage**

- ✚ Each Performer is entitled to one bag of up to 23kg and 1 carry on of a specified size and a weight of up to 7kg.
- ✚ In cases where Groups have lots of costumes, The Group Leader may recommend to the Group to share packing (2 performers to 1 suitcase) so that access luggage is avoided. Access luggage can be quite expensive and cost may differ or vary from country to country. This is another reason why several uniforms are recommended to avoid unnecessary extra clothing.

## **9 SECTION 6: ALLOWENCE**

It is always customary that all Fiji delegation will be paid travel allowance from the available funds. Once there is fund available then the traveling allowance will be paid to individual member of the delegation one day before travel date. In issuing the allowances, secretariats should have the list and a record of all individual delegation who had received theirs and the amount they received. They should also sign a document with the secretariat as confirmation for receiving the amount.

All Civil Servants traveling with the delegation as officials or members of other cultural groups in the delegation should request for their allowance from their respective Ministry as they will not entitle to the allowance that will be paid to other members of the delegation. Therefore, civil servants will be issued with the necessary support documents to facilitate the processing of their allowance from their respective ministries. Ministries will have to confirm with the secretariat in writing that they had provided allowances for their respective employees to avoid double dipping.

### **9.1 Allowance Rate**

Allowance will be divided INTO the following categories.

- ✚ Festival Officials
- ✚ Secretariats
- ✚ Delegation

## **10 SECTION 7: ACCOMODATION.**

Accommodation for all Fiji delegation will be provided by the host country. The accommodation is to be shared amongst each groups and spaces allocated for men and women separately. Each room is to have a room leader who will be responsible for housekeeping matters including church services every morning.

### **10.1 Accommodation Guide.**

- ✚ Each delegation will be provided accommodation by the host country.
- ✚ If space is not enough then the group leader should inform the secretariat for their advice to the host country.

- ✚ Accommodation should be neat and tidy every morning before delegation leave to the festival village.
- ✚ Voices are to be maintained while in the accommodation area except during rehearsals.
- ✚ Appropriate dresses should always be worn at the accommodation areas.

## **11 SECTION 8: PERFORMING (Participation during the Festival)**

It is compulsory that all Fiji delegation is to take part in the opening and the closing ceremony of the festival. It is therefore vital that everybody should learn and know the song that they are going to sing during the official opening ceremony. The Artistic Director of the Festival should propose songs and cultural items including names of delegations member or groups that will take part in these important ceremonies.

The National Organizing Committee should approve the Opening and closing ceremony programs prior to departure from Fiji. The program should include the selection of the songs, flag bearer and Gift presenter with the necessary traditional attire.

### **11.1 Performing/Participating Time**

- ✚ It is vital that secretariat should have the program for every next day of the festival in every evening of the festival.
- ✚ Secretariat must work closely with the liaison officers from the hosting country on the program proper.
- ✚ Performing group should dress and to be in full performing costumes with in thirty minutes prior to their performing time.
- ✚ Performing group should make sure that they make a good warm up before their performing time to allow for muscles flexibility and avoid muscle's cramp.

### **11.2 Interpretation, integrity and authenticity**

(Interpretation Development of a dramatic work)

During festivals it is important to appropriately recognize, remunerate and acknowledge the participation of those who contribute to the cultural authenticity, interpretation and integrity of an art form or cultural expression. The National Organizing Committee should appoint someone within the Cultural fraternity who is familiar with the epistemology of culture to provide background explanation of a particular type of items before they are showcased during festivals.

### **11.3 Authenticity**

Giving proper consideration to authenticity and integrity means respecting any customary law or cultural obligations associated with the art. These include gender, correct language, sensitivity to the context of the work's performance, and respecting cultural norms in promotional material

(such as posters). Proper regard of these factors will help protect the Indigenous cultural property from misuse or exploitation. Respect for authenticity and integrity would require acknowledgement of the cultural form during performances. Similarly, the use of the other regional countries traditional headdress would require pre informed consent and proper consultation and respect for authentic use in any performances.

#### **11.4 Integrity**

Integrity is an important aspect of the arts and cultural expression and how Fiji delegation treats other regional countries original literary, traditional performances, musical and artistic works. It is also important for Fiji to respect and value other countries arts and cultural performances. Integrity of performance is also very important for regional communities where the performance includes traditional dance, story, song or art which is of special cultural significance to the community where it originates from.

### **12 SECTION 9: COUNTRY GIFT**

Within three weeks to the festival the Secretariat have to make submission to the National Organizing Committee on details of the country gift that Fiji will be presenting to the host nation. The gift has to be made ready three day before departure. Whoever will present the gift will have to be nominated by the National Organizing Committee before departure. Personal nominated by the NOC to be informed on time, venue and procedures of how gift are presented during the festival. This will also applies to those who will be receiving gift on behalf of the Fiji Delegation from the host country.

#### **12.1 Country Gift.**

- ✚ Has to be Fijian made Fijian Crafted.
- ✚ Design by local Artist.
- ✚ Authentic Fijian Art and Craft
- ✚ Gift that represent Fijian Identity
- ✚ Gift that has significant link to the theme of the Festival.

### **13 SECTION 10: DEPARTURE FROM THE FESTIVAL COUNTRY**

This is an important part of the festival where the Secretariat needs to work on it very properly. It will be appropriate that they should work with the group leader and some of the group members nominated by their leader. It is vital that group who had completed their performance to liaise with the secretariat for the packing of their costumes and other cultural material ready for fumigation. Listing and recording of each group costumes is very important and it has to be done by the secretariat.

#### **13.1 Departure Guide**

- ✚ Packing to be done after each group final performance.

- ✚ Other left over items from selling during the festival to be packed after the closing ceremony.
- ✚ While packing, secretariat must take due responsibility in recording names under the right delegation group.
- ✚ For craftspeople, unsold craft to be packed in cotton and name of owners must be listed in their package in the cotton.
- ✚ There should be no excess luggage in the return trip from the festival.
- ✚ Secretariat to make sure that each delegation luggage is within the traveling weight. Those who exceed their weight limit should be prepared to pay for their own access baggage.

## **14 SECTION 11: ARRIVAL AND VAKACIRISALUSALU.**

The Fiji Arts Council is responsible for transport arrangement upon arrival and also for the *vakacirisalusalu*. This also includes the transportation during the *vakacirisalusalu*. The National Organizing Committee [NOC] could also co-opt other relevant government Ministries such as the Ministry of iTaukei Affairs to organized the *vakacirisalusalu* ceremony for the Fiji delegation to the festival.

### **14.1 Guide for Arrival**

- ✚ Transportation from the Airport to Suva
- ✚ Those who live along the Queens High way should be allowed to get off on the way.
- ✚ Delegation around Suva and Nausori corridors to be dropped off at the secluded point and the secretariat to arrange for their transport to the respective homes.
- ✚ Traditional group who are representative of the vanua should follow the Traditional iTaukei protocol through the presentation of a Tabua and Yaqona and thanking the Vanua for their support. It is only appropriate that the Ministry of iTaukei Affairs be responsible for such presentation.
- ✚ All costumes and materials to be dropped off at the Fiji Arts Council Office and to be unpacked by the secretariat.
- ✚ Delegation to be informed of dates when they will have to pick their costumes and materials from the Fiji Arts Council.
- ✚ Secretariat issuing this costumes to make sure that a document of dispatched is signed by the person who picked their package.

### **14.2 Vakacirisalusalu. [Traditional ritual of thanksgiving]**

- ✚ The *vakacirisalusalu* to be organized by the Fiji Arts Council for the whole delegation
- ✚ To be done within two weeks after the festival
- ✚ Traditional groups and some performing arts group could be asked to perform during the *vakacirisalusalu*.
- ✚ Transportation to and from the *vakacirisalusalu* to be funded by the Fiji Arts Council.



- ✚ If it is possible that after the vakacirisalusalu group to return with their costumes and materials from the festival.
- ✚ Traditional ceremony to be organized by the Fiji Arts Council and to be presented to the delegation during the vakacirisalusalu.
- ✚ The vakacirisalusalu to be a ceremony of joy signifying the return of the delegation from showcasing Fiji's unique culture and art successfully to other countries in the region.

## **14. SECTION 12: REPORTING.**

Reporting is an important part of any festival organized or hosted by Fiji Arts Council especially when the government funding is involved. For these two regional festivals it would be appropriate for the NOC to select a team of four persons to be responsible for the writing of the festival report within three months before departure. The three persons should consist of a writer, 2 Photographer and a statistic specialist.

- ✚ The three specialists are to travel with the Fiji delegation to the festival hosting country.
- ✚ They should have their special report writing gears such as lap top, video camera and still camera. This is to ensure that they provide a good articulated report with high photo resolutions and update statistics.
- ✚ They should provide a reporting template which should include the list of meetings, policy decisions by NOC, Amount of money received and dates of which approval of money was made.
- ✚ The report writing team to sign an agreement with the Fiji Arts Council once they are selected. The contract agreement should state that they are to submit the festival report to the NOC three month after the festival.
- ✚ It is vital that FAC to provide an incentive for the report writing team and it shall be paid in phases until the final submission of the report.
- ✚ The report team to work under the leadership of the Festival Director.

## **15. SECTION 13: SYMPOSIUM AND MEETINGS**

Fiji Arts Council to make recommendation to the NOC on names to represent Fiji to symposiums and meeting during the duration of the festival. Fiji representatives should be reminded that they are to give their feedback of meeting and symposium to the NOC and the reporting team after every meeting attended.

## **16. SECTION 14: STAKEHOLDERS**

1. Department of Heritage & Arts
2. Ministry of iTaukei Affairs
3. Fijian Trust Fund
4. iTaukei Affairs Board
5. Ministry of Information
6. Ministry of Health
7. Office of the Prime Minister.

## **17. SECTIONS 15: CODE OF CONDUCT**

**It is compulsory for every member of the delegation to sign a Code of Conduct before leaving for the festival. The Code of Conduct requires that delegations must:**

- i. Know you are an ambassador of the Republic of Fiji and will behave and dress in an acceptable manner at all times;
- ii. Behave honestly and with integrity at all times;
- iii. Show respect to Festival Officials and to the Artistic Group Heads at all times. Officials and Group leaders will ensure that members within their groups comply with all the CODES;
- iv. Treat everyone with respect and courtesy, and without harassment of any kind be it verbal, physical, sexual, or any other kind;
- v. Be considerate of everyone by not shouting nor talking in a loud manner at all times particularly in the evenings;
- vi. Act with care and diligence throughout the Festival;
- vii. Comply with festival programs and any reasonable direction given by Festival officials and/or respective group leaders which have been delegated authority to look after their respective groups;
- viii. Be punctual at all designated venues for your artistic programs;
- ix. If feeling sick or ill inform your Group Leader straight away then see an official or the Contingent's Medical Doctor;
- x. Do not touch, take or meddle with anything that does not belong to you;
- xi. Never exhibit any drunk and disorderly behavior throughout the Festival, nor drink or smoke inside billeting or accommodation rooms. These are only to be done at designated venues and on appropriate times only. We ask group heads to ensure that all members are sober when they are to appear on stage. If at any time any member is incoherent the Artistic Director and other officials have the power to prevent them from performing or appearing in public.
- xii. Participants not adhering to the above may have to be sent back to Fiji on the next available flight.

## 15 Reference

Australia Council for the Arts, Protocols for producing Indigenous Australian performing arts Performing arts, Surry Hills NSW 2010.

Department of National Heritage, Culture & Arts, Cultural Grant Program Guideline, 2011.

Event Management. 2002. Rotorua District Council, New Zealand.

Event Registration and Checklist. 2002. Tauranga City, Tauranga District Council, New Zealand.

Event Underwriting Application and Checklists Booklet. 1999. Nelson City Council, New Zealand.

Karen Stevenson, The Festival of Pacific Arts Celebrating 40 Years, Secretariat of the Pacific Community (SPC) Suva, Fiji, 2012

Michelle Rush, From Seed to Success, A Guide for Community Conservation Projects, Prepared for the Department of Conservation, June 200.

REGIONAL CULTURAL STRATEGY Investing in Pacific Cultures 2010–2020

Stevenson, Karen. 2000. Pacific Arts Festival. In: Brij V. Lal and Kate Fortune (eds). The Pacific Islands: an encyclopedia. Honolulu: University of Hawaii Press.

Stevenson, Karen. 2002. The Festival of Pacific Arts: its past, its future. Pacific Arts 25:31–40.

Stevenson, Karen (ed.) 2002.

T Janke, M Frankel & Company, Our culture: our future – Report on Australian Indigenous cultural and intellectual property rights, Australian Institute of Aboriginal and Torres Strait Islander Studies and the Aboriginal and Torres Strait Islander Commission, Sydney, 1998