



Quick Guide to Visas & Work Permits Koniambo Project

Visa and Permit Coordination Center (VCC)
September 2010

319000-00000-PR-S169-10001



The Visa Coordination Centre (VCC)

The Koniambo Project has established a **Visa Coordination Center** (VCC) as the **single gate** to manage the processing of paper work required by French and New-Caledonian authorities to enable **non French-nationals to enter the Vavouto Site** and work on the Project.

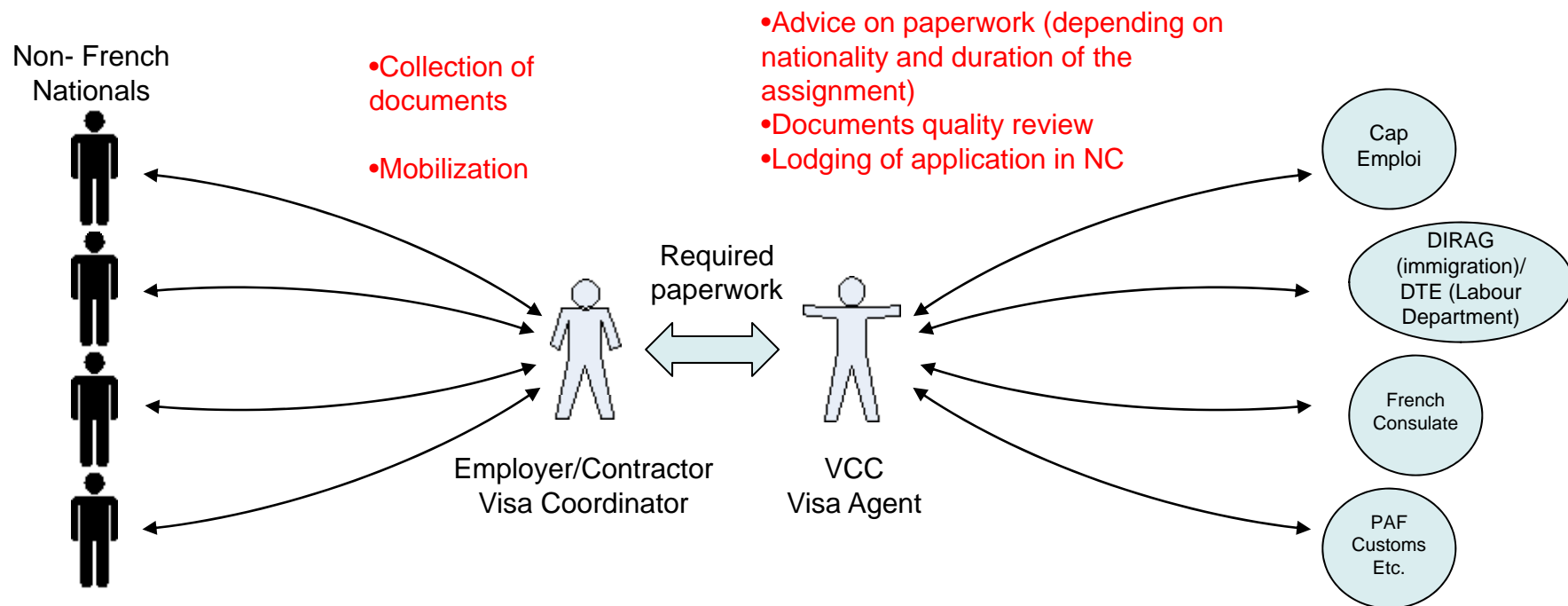
The **VCC supports the entire Project** including Hatch, Technip, KNS /Xstrata, all **contractors and consultants**.

The VCC also:

- tracks the mobilization and demobilization of all non-French nationals working on the project, from the time they arrive in New Caledonia and enter the Vavouto site, to their departure.*
- is responsible for filing derogations to enable 60 hours of work per week and night shifts.*

Interfacing with VCC

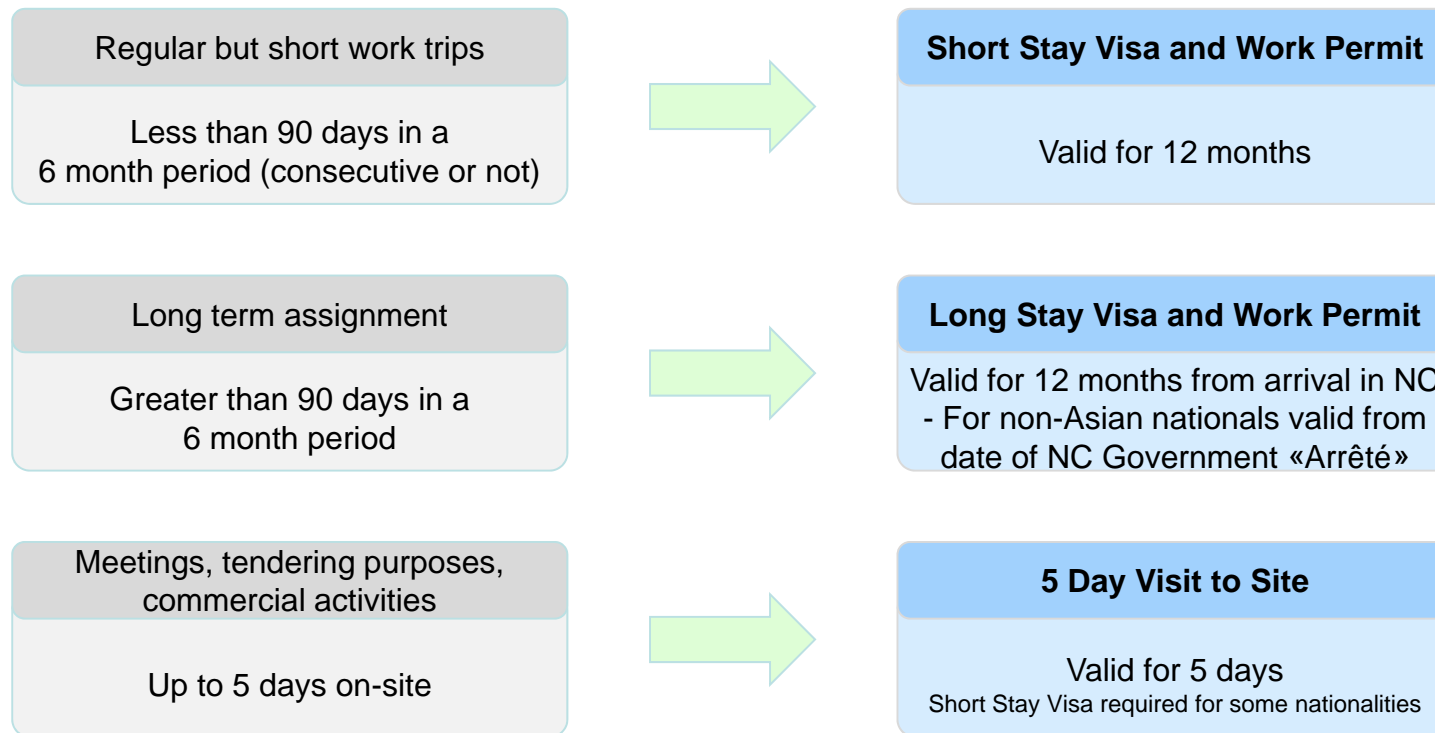
Contractors and Employers are required to assign a **Visa Coordinator** to manage the completion of paper work for their workers for submission to **government** authorities in conjunction with a VCC assigned **Visa Agent**.



Which Authorization is Required on site?

The work permit /visa required to come to New Caledonia will differ depending on the:

- **nationality** of the applicant (as defined in the passport),
- **purpose of the trip** to New Caledonia,
- **duration of the assignment** on the Koniambo Project.





Paperwork to provide (Some variations depending on nationality / FC Requirements)

Visa /WP	Validity	Renewal	Main Documents
<u>Long Stay Visa &WP</u> for: <ul style="list-style-type: none"> ▪ Technicians ▪ Supervision ▪ Management 	12 months	3 x 12 months	Visa application form Passport Police clearance Medical certificate CV / JD Work contract Insurance Coverage
<u>Long Stay Visa & WP</u> for Workers	12 months	+ 6 months	As above
<u>Short Stay Visa & WP</u>	12 months	Upon request	Assignment Letter Passport CV Insurance Coverage First travel Itinerary Request a multiple entry business visa
5 Day Visit to Site	5 days	Twice in a 12 months period	Copy of passport ID page Temp. badge request filled

Important Notes

Work permits are granted for **one position** under **one company** (employer).

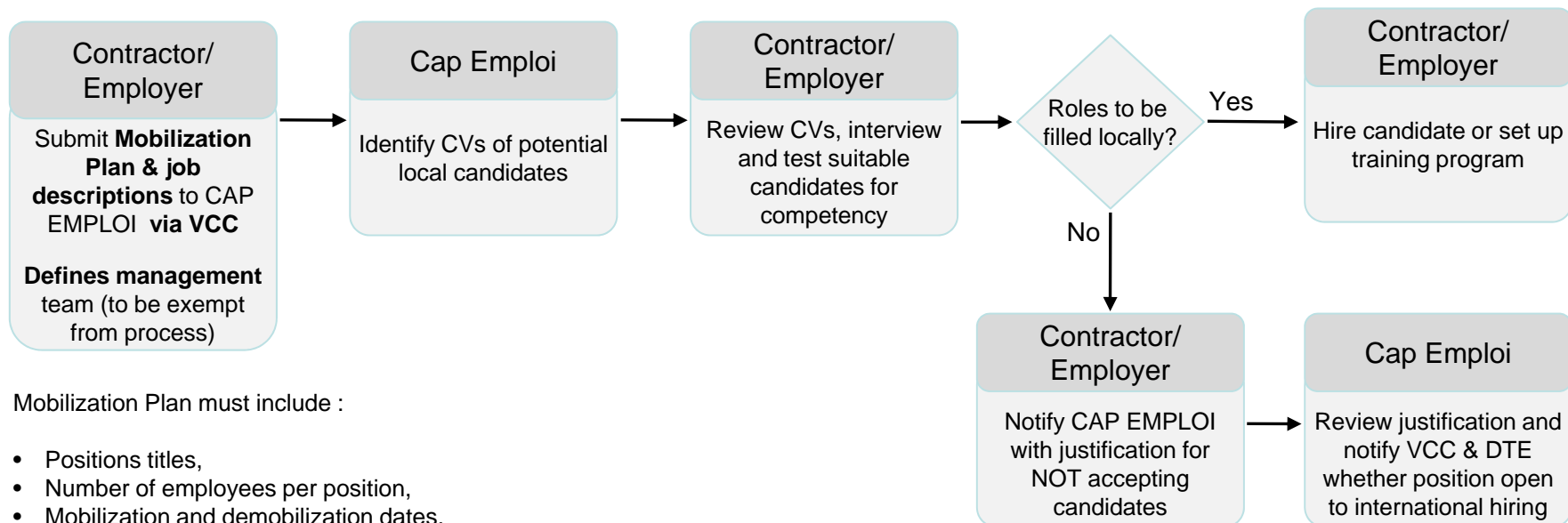
Any change in the employer or the type of position will affect the work permit and will cause the need to re-apply.

NB; 2 main reasons (Cap Emploi rulling, and health coverage in place).

Long Stay Visas (LSV) and Work Permits WP)

The use of **international workers** can only occur where there is **no available local workforce** to fill the roles required to perform work for the project.

Prior to any long term mobilization onto the project of non-French nationals, Cap Emploi will assess if the roles are able to be filled locally.



Mobilization Plan must include :

- Positions titles,
- Number of employees per position,
- Mobilization and demobilization dates,
- If applicable, name of your **Contract Administrator**.

Application Processing for LSV and WP

The following high level steps describe the process required to obtain approval to work in New Caledonia.

Prepare Documents

1. VCC sends out pack detailing documents to be collected and applications requiring completion.
2. Visa Coordinator manages the gathering of required documents from Applicant
3. VCC Agent verifies documents are correct and sends out the site invitation letter to applicant inviting them to lodge application at FC (if applicable)

Launch Application

4. Visa Coordinator and Applicant lodge application with the French Consulate in country of residence.
5. VCC lodges application with New Caledonian Authorities

Assess and Approve Application

6. NC Authorities assess and approve the Work Permit – the notification is sent to the FC (Arrêté)
7. French Consulate issues temporary Visa in passport

Visa Issued

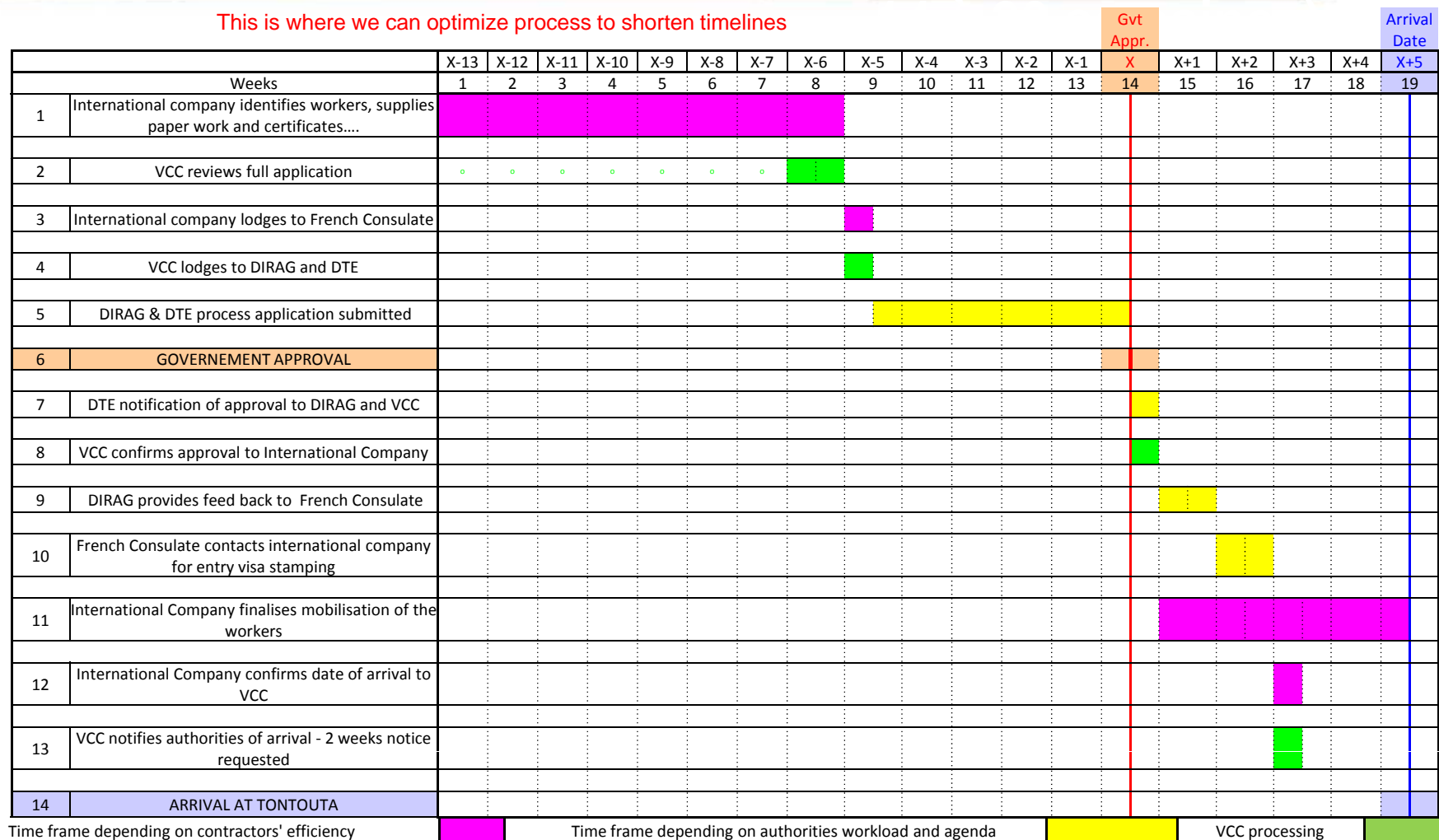
8. Visa Coordinator and Applicant obtain **temporary visa (3 months validity)** to enable travel (where the application was lodged)

Travel to site

9. Applicant notifies VCC of arrival date & once on site, contacts VCC to obtain **permanent residency card**.⁸

Visa & Work Permit Processing – Timeline & Workflow

This is where we can optimize process to shorten timelines



Keys for a successful filing

- **Forward planning and monitoring of workforce requirements** to enable mobilization as planned.
 - Allow sufficient lead time to lodge applications and gain approvals.
- **Ensure CVs clearly communicate the worker has the qualifications required to complete the work (ie match the job description).**
 - This demonstrates to government authorities that the skills this worker has are not readily available in New Caledonia.
- Ensure **appointments are scheduled with the French Consulate** within the validity period for supporting documents, and anticipated.
 - eg. Medical reports.
- Be aware of when **temporary visas expire.**
 - Ensure mobilization occurs during the validity period.

Where there is an **emergency** requirement to complete work on the project **for less than 30 consecutive days** a **Work Permit Derogation** can be applied for.

- The derogation **cannot** be renewed
- Need to apply for a visa anyway

Paperwork; Request letter and adequate justification, Passport, CV, travel itinerary, Travel Insurance – PRF approved

Contacting the VCC

Send an email to vcc@koniambonickel.nc identifying :

- The name of your company,
- The name and contact details of the person nominated to be the **Visa Coordinator**,

A **Visa Agent** will be assigned to assist you to gather information and liaise with authorities.

VCC organisational chart



VCC Contact Details

VCC Manager	Sonia Magrou (74.33.61)
VCC Mailbox	vcc@koniambonickel.nc
VCC Phone Numbers	
General Enquiries: Nouméa Office	(+687) 47 46 04
Renewal Questions: Vavouto Site Office	(+687) 47 46 30