



FOURTH REGULAR SESSION

Tumon, Guam, USA

3-7 December 2007

NOTICE OF MEETING

WCPFC4-2007/01

3 September 2007

Members, Cooperating Non-Members and Participating Territories (CCMs) are invited to attend the Fourth Regular Session of the Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean (WCPFC4).

With logistical and administrative support from the Government of Guam, the WCPFC4 meeting will take place at Tumon, Guam, USA from Monday 3rd December to Friday 7th December 2007, with Sunday 2nd December reserved for an initial meeting of the Standing Finance and Administration Committee (SFAC). The meeting venue will be the Hyatt Regency Hotel (please see details below regarding accommodation arrangements).

Preliminary Meeting Documents

In accordance with Rules of Procedure, the following documents have been prepared.

- a. Meeting Notice (WCPFC4-2007/01);
- b. Provisional Agenda (WCPFC4-2007/02);
- c. Provisional Annotated Agenda (WCPFC4-2007/03);
- d. Indicative Schedule (WCPFC4-2007/04);
- e. Provisional Agenda for the Standing Finance and Administration Committee (WCPFC4-SFAC-2007/01); and
- f. Provisional agenda for the 2nd WCPFC-IATTC Consultative Meeting (WCPFC/IATTC-2007-CONS-2/01).

The inclusion of any supplementary items in the agenda, accompanied by a written explanation, may be requested at least thirty days before the meeting, this is by Friday 2nd November 2007.

WCPFC4 Meeting Documents

Every effort will be made to post all remaining meeting documents on the WCPFC website by 3 November 2007. All participants will be individually responsible for downloading their meeting papers and printing them out, as required. Please advise Ms Lucille Martinez (wcpfc@mail.fm) when registering, of any anticipated difficulties with downloading meeting papers.

Delegations and participants

In accordance with Rule 6 and 36 of the Rules of Procedure for the Commission Members, Co-operating Non Members, Observers and others desiring to participate in WCPFC4 are respectfully requested to advise the Secretariat of contact details for official contacts, designated representatives, alternate representatives and advisers at the earliest opportunity.

All enquiries about the WCPFC4 meeting should be addressed to the Secretariat's Finance and Administration Officer, Mr. Ken Smithson, (kens@mail.fm).

Registration

All participants are requested to register electronically on the WCPFC website. If that is not possible please return the completed registration form (WCPFC4/2007/02) to Herolyn Movick, preferably by email (herolynn@mail.fm) or fax (+691 320 1108) as soon as possible. For those delegations with more than one participant it would be preferred if registrations could be submitted in one batch by a key contact for that delegation.

Tumon, Guam

Background information about Guam, including city maps and weather details is available at www.visitguam.org/main/



Meeting Venue

The meeting venue will be at the Hyatt Hotel, 1155 Pale San Vitores Road, Tumon, Guam 96913, Telephone: +1 671-647-1234 ; Fax: +1 671-647-1235.

<http://guam.regency.hyatt.com/hyatt/hotels/index.jsp>

Accommodation

Participants are asked to make their own accommodation arrangements. Accommodation options within approximately 2km of the meeting venue include:

Hotel Name, Address and Room Style	Room set-up	Contact details	Indicative Cost (room rate USD excluding 11% tax)
Hyatt Regency Guam	Standard Ocean View	http://guam.regency.hyatt.com/hyatt/hotels/index.jsp	135+ (G'ment) 155+ (Non-G'met)
Hilton Guam Resort & Spa	Standard	http://www1.hilton.com/en_US/hi/hotel/GUMHITW-Hilton-Guam-Resort-Spa/index.do	120+ (single)
Hotel Nikko	Standard Twin	http://www.nikkoguam.com/english/	250+
Marriott Resort and Spa	Standard Ocean View	Email: mhrs.gumrt.eventmgr2@marriott.com Web: www.marriott.com/hotels/travel/gumrt-guam-marriott-resort-and-spa/	98+ (single) 113+ (double)
The Westin Resort	Standard	http://www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1057	210+ (twin)

Additional accommodation information is available at: <http://www.guam-online.com/hotels/hotels.htm>

Meeting Rooms

Meeting rooms available at the Hyatt are:

- The Santa Rosa (capacity of 30) and Santa Rita (capacity of 30) or combined 60.
- The Magellan (capacity 30) and Vitores (capacity 30) or combined 60.

Apart from chairs and tables these rooms do not have any additional meeting support facilities. Delegations will need to make separate arrangements should they require additional meeting support in these rooms. A booking system for the use of these rooms during the period 3-7 December will be managed by the Secretariat which will operate from the San Vicente Room.

Airport Transfers

Transport from the Guam International Airport to the Hyatt Regency Hotel is available by:

- Shuttle bus: (pre-arrangement with the hotel required - approximate fare USD11-15.00)
- Taxi (approximate fare USD15.00)

Communications

The Hotel provides free wireless connection in the hotel foyer. Calling cards for internet in the conference room will be available for purchase. A limited number of computers, connected to the internet and a printer, will be provided for general access.

Additional meeting rooms

Additional meeting facilities that would be suitable for delegation meeting rooms are available at the Marriott Resort and Spa Hotel – a 10 minute walk from the Hyatt. Inquiries and bookings can be made through:

Ms Renee Unson-Acosta
Event Manager
Guam Marriott Resort & Spa
627 B Pale San Vitores Road
Tumon, Guam 96913
Hotel: (671) 649 7827
Direct Line: (671) 648 1618
Mobile: (671) 688 9347
Facsimile: (671) 648 1656
Email: mhrs.gumrt.eventmgr2@marriotthotels.com or
renee.acosta@marriotthotels.com

Meeting Space	Sq. Feet	Capacity		Full Day Rate
		Rounds of 10	U-Shape	
Ballroom A	1857	15	50	\$ 700.00
Ballroom B	1475	10	46	\$ 700.00
Ballroom C	2184	20	60	\$1,000.00
Guahan Room	1196	8	45	\$ 400.00
Latte Room	1104	8	45	\$ 400.00
Heritage Room	389	2	15	\$ 200.00
Coral Room	389	2	15	\$ 200.00
The View	1900	9	40	\$1,000.00

Exchange Rates

Indicative exchange rates are available at xe.com [The Universal Currency Converter](#).

Submission of proposals

As agreed at WCPFC2, and despite Rule 20 of the Rules of Procedure that requires 24 hours notice, Members are reminded of the commitment to attempt to submit draft proposals 30 days prior to the Annual Session of the Commission.

Standing Committee on Finance and Administration

The Standing Committee will meet at 9am 2nd December 2007 at the Hyatt Regency Hotel in the Santa Rita/Santa Rosa rooms. A Provisional Agenda for that meeting is available for consideration by CCMs (WCPFC4-2007/05).

Heads of Delegation meeting

It is proposed that Heads of Delegation meet for a short meeting at 5pm 2nd December 2007 in the Santa Rita/Santa Rosa Rooms to review arrangements for the meeting and exchange views on making the best use of the time available for WCPFC4.

2nd Consultation between the Secretariat's of IATTC and WCPFC

It is proposed that the 2nd Consultation between the Secretariat's of IATTC and WCPFC take place at 7pm 3rd December 2007 in the Santa Rita/Santa Rosa Rooms.

Funding for Developing Countries and Participating Territories

The Commission will fund the participation (a daily allowance and most direct, economy-class airfare) of one representative from each developing country and participating territory that is a member of the Commission. Formal nominations for participants to receive this support should be submitted to the WCPFC Secretariat under the signature of the WCPFC Official Contact for qualifying developing country and participating territory Members by 1 November 2007.

Yours sincerely,

Andrew Wright
Executive Director