



**TO ALL COMMISSION MEMBERS, COOPERATING NON-MEMBERS,
PARTICIPATING TERRITORIES AND OBSERVERS**

Circular No.: 2022/69

Date: 3 October 2022

No. pages: 04

Meeting Arrangements for WCPFC19 and Associated Meetings

Dear All,

1. Further to circular 2022/58 of 11 August 2022, I am pleased to advise of information relating to the Nineteenth Regular Session of the Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean (WCPFC19) and associated meetings in Da Nang, Vietnam.

Meeting Dates

2. The meeting dates for WCPFC19 and associated meeting are as follow:
 - the Finance and Administration Committee and the Heads of Delegation meeting on Sunday 27 November; and
 - the WCPFC19 to be held from Monday 28 November to Saturday 3 December with Wednesday 30 November reserved for Vietnam, as requested, to host delegates for a field trip.

Meeting Venue

3. The meeting venue will be at the Royal Lotus Hotel in Da Nang, Vietnam. The website for the venue is royallotushoteldanang.vn.

Heads of Delegation Meeting

4. The Heads of Delegation will meet at 4:00 pm on Sunday, 27 November, at the Royal Lotus Hotel to review arrangements for the meeting and exchange views on making the best use of the time available for WCPFC19. The agenda for the HOD will be posted in due course.

The Sixteenth Finance and Administration Committee Meeting (FAC16)

5. The Finance and Administration Committee will start its meeting at 10:00 am on Sunday 27 November. The provisional agenda and the meeting room for FAC16 will be advised in due course.

WCPFC19 Meeting Documents

6. All meeting documents will be made available on the website at <https://meetings.wcpfc.int/meetings/wcpfc19>.
7. The Provisional Agenda for WCPFC19 will be distributed shortly.

Submission of Proposals

8. CCMs should submit to the Secretariat (Feleti.Teo@wcpfc.int) draft proposals for the consideration of the Commission 30 days in advance of the regular session, or by **Friday 28 October**.

Hybrid Meeting

9. WCPFC19 will be a physical meeting as well as letting participants attend virtually through Zoom. Those attending virtually will only be able to view the plenary meeting as well as HODs meetings, breakout sessions and FAC that takes place in the main meeting room during WCPFC. Interventions done virtually from CCMs will only be permitted if an HOD or an alternative is not able to attend the meeting physically. If a CCM is unable to physically attend the meeting please contact the Secretariat's Finance and Administration Manager, Aaron Nighswander (Aaron.Nighswander@wcpfc.int) so technical arrangements can be made.

Registration

10. All participants are requested to register electronically through the WCPFC website at <https://meetings.wcpfc.int/meetings/wcpfc19>.
11. In accordance with Rules 6 and 36 of the Commission's Rules of Procedure, Members, Cooperating Non-Members, Participating Territories, Observers and other participants at WCPFC19 are respectfully requested to advise the Secretariat (Lucille.Martinez@wcpfc.int) of contact details for official contacts, designated representatives, alternate representatives and advisers by **Monday 7 November 2022**.
12. As decided at WCPFC13, a fee would be charged for non-governmental organizations (NGOs) participation at Commission meetings, unless otherwise decided by the Commission. For WCPFC19 the fee for the first two observers is set at US\$500 for the first two observers and US\$350 for each subsequent observer who will be attending the meeting physically. For those observers only attending virtually, a US\$250 fee for the first two observers and US\$150 for each subsequent observer. Payments should be made via bank wire and must be received by **November 18th at the latest**.

13. Payment via bank wire should be made by bank wire to the following account:

Account name : Western and Central Pacific Commission
Account number : 209-292927
Bank Details : Bank of Guam
Branch : Kolonia, Pohnpei Federated States of Micronesia
SWIFT Code: GMBKGUGU
ABA : 1214-05115

Questions regarding NGOs registration fees should be sent to the Secretariat's Finance and Administration Manager, Aaron Nighswander (Aaron.Nighswander@wcpfc.int).

Delegation Rooms and Breakout Rooms

14. Delegations who require their own delegation breakout rooms should make their own arrangements. A limited number of breakout rooms may be reserved for delegations during the meeting when not in use by the Commission. Scheduling the use of breakout rooms should be made through the Secretariat (Lucille.Martinez@wcpfc.int).

COVID Protocols

15. All participants are encouraged to wear masks, socially distance, and follow the hosts requirements for social gatherings during WCPFC19.

Currency in Vietnam

16. The currency in the Vietnam is the Dong and indicative exchange rates can be found at www.oanda.com.

Visas

17. For information on visa requirements for entering the Vietnam, please visit <https://vietnamvisa.govt.vn/>

18. The Vietnamese Government no longer requires a negative COVID-19 test or proof of vaccination prior to entry into Vietnam. Prior to travel into Vietnam it is recommend that travelers check with airlines to confirm airline-specific policies on testing for flying or for transit through other countries.

Accommodation

19. Participants are asked to make their own accommodation arrangements. The Royal Lotus Hotel Danang has over 190 rooms and there are a range of hotels at a reasonable cost within a short walk to the venue. The email for reservation at the hotel is resa@royallotushoteldanang.vn with the code WCPFC. The special rates for the rooms are:

Room Type	Vietnamese Dong	USD
Classic	1,000,000	\$41.82
Premium	1,300,000	\$54.37
Deluxe	1,500,000	\$62.74
Suite	1,900,000	\$79.47

Contacts in Vietnam

20. For questions on visa please contact Nguyen Thi Bich Ngoc at ngocntb281@gmail.com or +84 966856281. For questions on accommodations please contact Thi Thanh Huong at thanhhuong383@gmail.com or +84 948618699. For emergencies, either person may be contacted.

Funding for Developing Countries and Participating Territories

21. As usual, the Commission will provide support to assist the participation of one formally nominated representative from each developing country and participating territory that is a member of the Commission in the form of a daily subsistence allowance (DSA) and economy airfare utilizing the most direct economical route available. Such developing country and participating territory should submit nominations to the Secretariat's Finance and Administration Manager, Aaron Nighswander (Aaron.Nighswander@wcpfc.int) **strictly by 26 October**. Late changes to booking are unlikely to be accommodated as they add significantly to the cost of bookings.

22. Enquiries about the WCPFC19 meeting can be addressed to the Secretariat's Finance and Administration Manager, Aaron Nighswander (Aaron.Nighswander@wcpfc.int).

Yours sincerely,



Feleti Penitala Teo, OBE
EXECUTIVE DIRECTOR