



MEETING ARRANGEMENTS

WCPFC2-2005/04
12th September 2005

The Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean will hold its second regular session in Pohnpei, Federated States of Micronesia on 12-16 December 2005. The meeting will be hosted by the Secretariat of the Western and Central Pacific Fisheries Commission (WCPFC) and the Government of the Federated States of Micronesia.

Pohnpei, Federated States of Micronesia

For first-time visitors, Pohnpei is a lush tropical island with a population of around 30,000 people. The weather in December is relatively dry, with average monthly rainfall of around 380 mm. The average temperature for December is around 30°C, with relative humidity of about 85%. Pohnpei offers magnificent fishing and SCUBA diving opportunities and is also home to the world famous historical stone city of Nan Mandol. Further information on Pohnpei can be found at <http://www.visit-fsm.org/pohnpei/>

Meeting Webpage

The meeting webpage will be maintained at <http://www.wcpfc.org/>. The page will be progressively updated as the meeting approaches.

Meeting Venue

The venue for the meeting will be the Federated States of Micronesia – China Friendship Centre Gymnasium at the College of Micronesia Campus, Palikir, Pohnpei State. See <http://www.comfsm.fm/>.

Head of Delegation Credentials

To ensure the validity of any vote that may be undertaken at the second regular Session of the WCPFC each Government is requested to verify the credentials of their Head of Delegation. A letter of certification should be forwarded to the Chair of the Commission, Mr Glenn Hurry, and a copy provided to the Executive Director, Mr Andrew Wright. The letter would preferably be

signed by the responsible Minister or alternatively on his /her behalf by the head of the respective Authority. The suggested format for the Head of Delegation credentials is provided at Annex I.

Dress Code

Formal attire, a suit and tie, will be required for the opening of the second session. Thereafter neat tropical attire (shirt and trousers) will apply for all sessions. For both official functions participants are encouraged to dress neatly and comfortably.

Accommodation

There is limited motel and hotel accommodation in Pohnpei, and the Secretariat has done all it can to secure available rooms. Arrangements have also been put in place with motel and hotel providers to secure apartment style accommodation for delegates, and to arrange for the daily servicing of these apartments. Accommodation will be allocated to delegates in the order that registration forms are received. It is understood that some delegations have already booked accommodation for this year's session. It would be appreciated if all delegations could advise the Secretariat of accommodation arrangements by **14 November**. In some cases it may be necessary for delegates to share rooms. If you are prepared to share a room or apartment with another delegate please indicate this on the attached registration form.

Booking Accommodation

To secure accommodation participants should complete the attached registration form.

Registration

Participants are asked to return the completed registration form (attached) to Herolyn Movick (wcpfc@mail.fm) by email (preferred) or fax (691 320 1108) as soon as possible. We would prefer registrations to be submitted in batches by a key contact for each Member/Observer delegation if at all possible. We are presently seeking to also set up an electronic registration form on the WCPFC website.

Charter Flights

The Secretariat is presently investigating the option of using charter flights as a more efficient and effective means for delegates travelling to Pohnpei. The two options under consideration are a direct flight from Brisbane, Australia direct to Pohnpei and a flight from Fiji via Kiribati/Nauru to Pohnpei or Majuro with Continental pickup from Majuro. The use of charter flights will be of course dependent on the interest of delegates. If your delegation is interested in this option could you please advise Herolyn Movick by email at your earliest possible convenience.

Airport Transfers

Pohnpei International Airport is located in close proximity to all accommodation. The Secretariat will arrange airport transfers for all participants who provide flight arrival and departure details on their registration forms. In the event that your arrival or departure details are changed please advise Herolyn Movick (wcpfc@mail.fm).

Transportation to Venues

The meeting venue is located about 8km from Kolonia where most of the accommodation is located. Transportation will be provided daily to transport delegates to and from the meeting

venue. Buses and taxis will be on standby at the venue each day for those who need to travel back into Kolonia. Transportation will also be provided to delegates to and from official functions.

Meeting Support

During the meeting a limited number of computers, printers, fax machines and photocopiers will be available at the venue for the use of delegates. Internet access will also be provided via a fixed line and broadband (wireless).

Breakout Rooms

A small number of breakout rooms will be made available for delegations at the venue and also at the Secretariat's interim headquarters. These rooms will be set up for delegates according to their requirements and will be provided on a cost recovery basis. Bookings for breakout rooms should be directed to Herolyn Movick (wcpfc@mail.fm) as early as possible.

Rental Cars

As rental cars are limited participants are requested to advise of their car rental requirements as early as possible. Participants will be responsible for all car rental charges. If a rental car is required please nominate your requirements on the registration form and return as early as possible.

Official Functions

There will be two official functions held in conjunction with the second session of the Commission. The first will be the Chair's welcome cocktail party which will be held on the evening of 11 December, and the second will be an official closing function to be held on 16 December. Further details for both functions will be provided closer to the event. To assist with planning it would be appreciated if delegates could nominate on the registration form if they will be attending one or both of these functions.

Polo Shirts

Polo shirts commemorating the second session of the WCPFC will be printed and made available to participants at cost. It is likely that polo shirts will cost around US\$10 per person. To assist with the production of these shirts could you please nominate on the registration form if you intend to purchase a shirt and also indicate your size requirements.

Visa for Federated States of Micronesia

A visa is not required to enter the Federated States of Micronesia if the intended stay is less than 30 days and a valid departure ticket is held. However, participants traveling to Pohnpei via a United States port (i.e. Guam or Honolulu), even if only in transit should contact their nearest United States Embassy or Consulate to determine if a US visa is required. Participants will be responsible for making their own visa arrangements.

Banking

Both the Bank of the Federated States of Micronesia and the Bank of Guam are open for business from 9:00 am to 3:00 pm Monday to Thursday and from 9:00 am to 5 pm on Fridays.

As of 31 August 2005 only the Bank of Guam had an operational automatic teller machine (ATM).

Currency

The currency for the Federated States of Micronesia is the US dollar. It should be noted that the exchange of foreign currency is presently limited to the Japanese yen, Chinese yuan, Philippine peso and the Australian dollar. Foreign exchange is currently not available for the Euro, however, following discussions with both banks it is hoped that this service will be available come December. An update on this matter will be provided closer to the event. If there are any concerns of queries concerning currency exchange they should be directed to Herolyn Movick (wcpfc@mail.fm).

Airport Departure Tax

A departure tax of US\$10 per person is payable on departure from Pohnpei International Airport.

Funding for Developing Countries and Territories

All eligible developing States and participating Territories will be provided with assistance to attend the second session of the WCPFC. The assistance as prescribed in regulation 5 of the Financial Regulations enables the WCPFC to finance the travel and subsistence costs for one representative from each eligible developing State and Participating Territory. To assist in organising travel it would be appreciated if the name and contact details for the nominated delegate could be provided to Herolyn Movick (wcpfc@mail.fm) as soon as possible.

Provisional Agenda and Timetable for WCPFC2

The provisional agenda and timetable has been sent electronically to members, participants and observers. Both items will shortly be available at <http://www.wcpfc.org/>.

**SECOND SESSION OF THE COMMISSION FOR THE CONSERVATION AND
MANAGEMENT OF HIGHLY MIGRATORY FISH STOCKS IN THE WESTERN AND
CENTRAL PACIFIC OCEAN**

**Pohnpei, Federated States of Micronesia
12-16 December 2005**

REGISTRATION FORM

Name:

Organisation:

Email address:

Phone number:

Delegate Status: Head of delegation Delegation Member Observer
 Secretariat Other (please specify)

Accommodation Required: Yes / No

Credit Card Details: Card Type
Card Number

Name on Card
Expiry Date:

If sharing or prepared to share a room with another participant, please specify name of other person:

I will be attending the opening cocktail party: Yes / No

I will be attending the official closing function: Yes / No

I would like to purchase an official polo shirt: Yes / No

My size is: Small / Medium / Large / Extra Large

I will require a rental car from () till ()

Vehicle Preference (i.e. automatic, 4 door sedan), specify requirements:

Annex I – Suggested Wording for Head of Delegation Credentials

Mr Glenn Hurry
Chair
Western and Central Pacific Fisheries Commission
Fisheries and Forestry Division
GPO Box 858
CANBERRA ACT 2601
AUSTRALIA

[Upon instructions of the Minister of] I wish to inform you that [name of WCPFC Member] will participate in the Second regular Session of the Western and Central Pacific Fisheries Commission and will be represented by the following delegation:

- M.....(title) Head of delegation
- M.....(title) Alternate
- M.....(title) Expert
- M.....(title) Advisor

M....., Head of Delegation or, in his/her absence, the alternate or any other member of the Delegation designated by him/her, is authorised to fully take part in the proceedings of the Session and take, on behalf of the Government (of name of relevant Authority) of (name of WCPFC Member), any action or any decision required in relations with this Session.

Signature
(Minister or Head of responsible Authority)

cc Mr Andrew Wright, Executive Director, Western and Central Pacific Fisheries Commission,
PO Box 2356, Kolonia, Pohnpei 96941 Federated States of Micronesia