



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

**Circular No.: 2023/69
Date: 1 September 2023
No. pages: 06**

Subject: Arrangements for WCPFC20 and associated meetings

Dear All,

I am pleased to confirm meeting arrangements for the Twentieth Regular Session of the Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean (WCPFC20), to take place in Rarotonga, Cook Islands. WCPFC20 will convene from 4th-8th December 2023, with associated meetings to convene on 3rd December 2023. All meetings will be held at the Cook Islands National Auditorium (see attached Meeting Information for venue details).

Seventeenth Finance and Administration Committee Meeting (FAC17)

The Finance and Administration Committee will start its 17th Regular Session at 10:00 am on **Sunday, 3 December 2023**. The FAC17 provisional agenda will be circulated in due course.

WCPFC20 Heads of Delegation Meeting

The Heads of Delegation meeting will take place at 4:00 pm on **Sunday, 3 December 2023**, to review arrangements for WCPFC20 and exchange views on making the best use of the time available for WCPFC20. The agenda for the HOD will be posted in due course.

WCPFC20 Meeting Documents

All meeting documents will be made available on the WCPFC website at the following link: <https://meetings.wcpfc.int/meetings/wcpfc20>.

The Provisional Agenda for WCPFC20 will be distributed shortly.

Submission of Proposals

CCMs should submit draft proposals for the Commission's consideration at least 30 days in advance of the regular session, or by **Saturday, 4 November 2023**. Please send submissions to the WCPFC Executive Director: Rhea.Moss-Christian@wcpfc.int.

Hybrid Meeting

WCPFC20 will be an in-person and virtual meeting, with virtual participation through Zoom. Virtual participants will have access to WCPFC20 plenary sessions, as well as HODs meetings, breakout out 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

All participants are requested to register electronically through the WCPFC website at <https://meetings.wcpfc.int/meetings/wcpfc20>. Participants are required to register by **Monday, 27 November 2023**. Late registrations may result in delays in entering the meeting venue or up to a 24-hour delay if joining the meeting via Zoom.

In accordance with Rules 6 and 36 of the Commission's Rules of Procedure, Members, Cooperating Non-Members, Participating Territories, Observers and other participants planning to attend WCPFC20 are requested to submit contact details for official contacts, designated representatives, alternate representatives and advisers to WCPFC Administrative Officer, Lucille Martinez (Lucille.Martinez@wcpfc.int) by **Monday, 13 November 2023**.

As decided at WCPFC13, a fee will be charged to non-governmental organizations (NGOs) for their participation at Commission meetings, unless otherwise decided by the Commission. For WCPFC20, the fee for the first two delegates per NGO is US\$500, and US\$350 for each subsequent NGO delegate who will be attending the meeting physically. For those NGO delegates attending virtually, the fee is US\$250 for the first two delegates and US\$150 for each subsequent delegate. Payments should be made via bank wire to the WCPFC Secretariat and must be received no later than **Monday, 13 November 2023**.

Bank wire details are as follows:

<u>Account Name:</u>	Western and Central Pacific Commission
<u>Account Number:</u>	209-292927
<u>Bank Name:</u>	Bank of Guam
<u>Branch:</u>	Kolonia, Pohnpei, Federated States of Micronesia
<u>SWIFT Code:</u>	GMBKGUGU
<u>ABA:</u>	1214-05115

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

Delegation Rooms and Breakout Rooms

Delegations are requested to make their own arrangements for any separate meeting facilities that may be required. A limited number of breakout rooms may be reserved for delegations

during the meeting when not in use by the Commission. To schedule the use of breakout rooms, please contact the Secretariat's Administrative Officer: Lucille.Martinez@wcpfc.int.

COVID Protocols

All participants are encouraged to wear masks, practice social distancing, and follow all host guidance and requirements for social gatherings during WCPFC20.

Currency in the Cook Islands

The currency in the Cook Islands is the New Zealand Dollar.

Visas

Entry requirements can be found on the Cook Islands Ministry of Foreign Affairs and Immigration website <https://mfai.gov.ck/immigration>.

International visitor requirements can be found at [https://mfai.gov.ck/visa-and-permit-criteria#international visitor visa and permit](https://mfai.gov.ck/visa-and-permit-criteria#international_visitor visa and permit)

Accommodation

Participants are responsible for their own accommodation arrangements. Accommodation options and rates are attached. Please note that the rates are quoted in New Zealand Dollars (NZD).

Funding for Developing Countries and Participating Territories

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. Developing country and participating territory nominations should be submitted to the Secretariat's Finance and Administration Manager, Aaron Nighswander (Aaron.Nighswander@wcpfc.int) by **Wednesday, 1 November 2023**. Late nominations, including changes to any completed bookings, are unlikely to be accommodated as they add significantly to the costs of travel.

Additional information on the meeting venue, hotels, transportation, and activities in the Cook Islands has been provided by the host and is attached. Further inquiries about the WCPFC20 meeting can be addressed to the Secretariat's Finance and Administration Manager, Aaron Nighswander: Aaron.Nighswander@wcpfc.int.

Thank you, and I look forward to welcoming delegates to WCPFC20 and its associated meetings in December.

Yours sincerely,



Rhea Moss-Christian
EXECUTIVE DIRECTOR

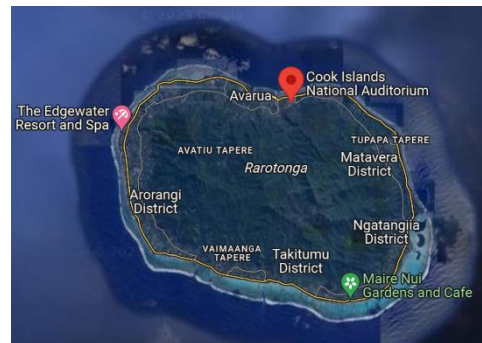
Information for WCPFC20 meeting

Issued: 23 August 2023

Meeting Venue

The meeting venue is the Cook Islands National Auditorium. It is located on the northern side of the island within the main township of Avarua, on the island of Rarotonga (see map). FAC17, Heads of Delegation, and WCPFC20 meetings will take place here.

Additional information about the venue can be found at <http://www.culture.gov.ck/outputs/national-auditorium/>



Visas and immigration

Entry requirements can be found on the Ministry of Foreign Affairs and Immigration website <https://mfai.gov.ck/immigration>.

International visitor requirements can be found here:

https://mfai.gov.ck/visa-and-permit-criteria#international_visitor Visa and permit

COVID-19 requirements

There are currently no Covid-19 entry requirements for visitors travelling to the Cook Islands, however visitors should monitor the Cook Islands COVID-19 website <https://covid19.gov.ck/> for any changes in status.

Currency

The New Zealand Dollar (NZD) is used in the Cook Islands, supplemented by local \$5, \$2 and \$1 coins and \$3 notes. The local coins and notes are valued collectors' items.

The main banks on the island are:

Bank of the Cook Islands <https://bci.co.ck/>

Bank of the South Pacific <https://www.bsp.co.ck/>

ANZ Bank <https://www.anz.com/cookislands/en/personal/>

ATMs are available around the island and most vendors accept credit cards.

Accommodation

There is a multitude of accommodation options on Rarotonga from backpacker lodges to rental homes and luxury resorts. Delegates will need to make their own accommodation bookings. However, a few hotel options have been secured with preferential rates for WCPFC20 delegates. Please view the following information and contact details to benefit from these rates:

The Rarotongan Beach Resort and Lagoonarium

The Rarotongan Beach Resort and Lagoonarium is located on the south-western side of Rarotonga in the district of Aroa. <https://www.therarotongan.com/>

The resort has 110 different rooms at this link [https://book-directonline.com/rarotongan/properties/%20therarotonganbeachresortdirect?locale=en&referrer=canvas&items\[0\]\[adults\]=2&items\[0\]\[children\]=0&items\[0\]\[infants\]=0¤cy=NZD&checkInDate=2023-04-20&checkOutDate=2023-04-21&trackPage=yes](https://book-directonline.com/rarotongan/properties/%20therarotonganbeachresortdirect?locale=en&referrer=canvas&items[0][adults]=2&items[0][children]=0&items[0][infants]=0¤cy=NZD&checkInDate=2023-04-20&checkOutDate=2023-04-21&trackPage=yes)

The resort also has 49 suites at this link [https://book-directonline.com/sanctuary/properties/sanctuaryrarotongaonthebeachdirect?locale=en&referrer=canva&items\[0\]\[adults\]=2&items\[0\]\[children\]=0&items\[0\]\[infants\]=0¤cy=NZD&checkInDate=2023-04-20&checkOutDate=2023-04-21&trackPage=yes](https://book-directonline.com/sanctuary/properties/sanctuaryrarotongaonthebeachdirect?locale=en&referrer=canva&items[0][adults]=2&items[0][children]=0&items[0][infants]=0¤cy=NZD&checkInDate=2023-04-20&checkOutDate=2023-04-21&trackPage=yes)

When making reservations at The Rarotongan use the promo code WCPFC to get a 15% discount on all room types.

The Edgewater Resort and Spa

Located on the western side of Rarotonga, about a 10-minute drive from the airport in the village of Arorangi is the Edgewater beach resort and spa. <https://www.edgewater.co.ck/>

Follow this link <https://www.edgewater.co.ck/rooms> and use booking code WCPFC when making a reservation.

The Edgewater have provided delegates with an early bird rate valid to 30th September 2023. Please refer to the table below.

Early Bird Rate Sales Period to 30 Sept 2023	T3	Standard Rate Sales Period After 1 October 2023	T5
Garden View Room	\$312.00	Garden View Room	\$382.00
Garden Superior Room	\$358.00	Garden Superior Room	\$428.00
Lagoon View Room	\$404.00	Lagoon View Room	\$475.00
Beachfront Room	\$468.00	Beach Front Room	\$538.00
3 Bedroom Garden Villa	\$854.00	3 Bedroom Garden Villa	\$1,004.00
3 Bedroom Beachfront Villa	\$1,023.00	3 Bedroom Beachfront Villa	\$1,173.00

Club Raro Resort

Club Raro Resort is the Edgewater's sister resort and is adults only. The resort is located just past the Avarua township in the village of Tupapa. <https://www.clubraro.co.ck/>

Copy this link [https://book-directonline.com/properties/clubraro?locale=en&items\[0\]\[adults\]=2&items\[0\]\[children\]=0&items\[0\]\[infants\]=0¤cy=NZD&checkInDate=2023-05-22&checkOutDate=2023-05-23&trackPage=yes](https://book-directonline.com/properties/clubraro?locale=en&items[0][adults]=2&items[0][children]=0&items[0][infants]=0¤cy=NZD&checkInDate=2023-05-22&checkOutDate=2023-05-23&trackPage=yes) and use booking code WCPFC when making a reservation.

Club Raro Resort is providing delegates an early bird rate valid to the 30th September 2023. Please refer to the table below.

Early Bird Rate Sales Period to 30 Sept 2023	T3	Standard Rate Sales Period After 30 Sept 2023	T5
Standard Room	\$236.00	Standard Room	\$266.00
Poolside Room	\$262.00	Poolside Room	\$292.00
Studio Room	\$279.00	Studio Room	\$309.00
Tamure Room	\$288.00	Tamure Room	\$318.00
Ocean View	\$303.00	Ocean View	\$333.00

Terms and Conditions for Edgewater and Club Raro are as below

All bookings include:

- Tropical Breakfast daily per person, use of tennis court, daily activities programme. Snorkelling gear is available at the resort.

Bookings and Payment Conditions:

- A 30% non-refundable deposit is required at time of booking

- Full Payment will be due 90 days out from date of travel
- Cancellations made inside 90 days of travel will incur full penalty.
- Transfers are not included and must be requested at time of booking.
- Booking Code must be quoted at time of booking.
- All rates referred to are quoted in NZ Dollars and include all Government taxes.
- Minimum 5 nights stay

Transportation

There are many modes of transportation around Rarotonga. The island is 32kms in circumference and has a main road that follows the coastline, so you can't get lost!

Cooks Islands buses provide a public transport service with clockwise and anticlockwise schedules. Follow this link for more information <https://www.cookislandsbus.com/>

However, if you wish to rent a vehicle below are some recommended providers:

Avis - <https://www.avis.com/en/locations/ck/rarotonga>

Island Car and Bike hire - <https://islandcarhire.co.ck/>

Go Cook Islands - <https://www.go-cookislands.com/>

Polynesian Rentals - <https://www.polynesianhire.co.ck/>

If you choose to rent a vehicle you must have a valid driver's license from any of the overseas listed countries including, Australia, Canada, UK and USA or alternatively, you may apply for a Cook Islands visitors license at the Avarua Police Station. For more info visit <https://cookislands.travel/news/advisory-note-visitors-cook-islands-licenses>

There are also Taxi's available at the airport, different rates apply therefore its best to inquire directly.

Sights, sounds and activities

The Cook Islands offers a plethora of activities to experience and enjoy. We encourage meeting delegates to make the most of their time in the Cook Islands and immerse themselves in our islands, culture, and local hospitality. Here are a few websites to assist with finding out more about what you can do while in the Cook Islands.

Tourism Cook Islands <https://cookislands.travel/home>

Island Hopper Vacations - Close encounter packages for southern group islands

<https://www.islandhoppervacations.com/PicsHotel/TuramaPacificTravelGroup2016/IslandHopper2017/Brochure/2023/2023-2024-Close-Encounters-Package.pdf>

Air Rarotonga – for domestic flights and travel packages <https://airraro.com/>