



**Regional Observer Programme
Second Intersessional Working Group**

Nadi, Fiji

7th – 10th July, 2008

NOTICE OF MEETING AND MEETING ARRANGEMENTS

**WCPFC/IWG-ROP2/2008-01
22 March 2008**

Following extensive consultation by the Executive Director to determine the most suitable meeting dates for the second meeting of the Intersessional Working Group for the Development of the Regional Observer Programme (IWG-ROP2) of the Commission, so they do not clash with other meetings, it has been determined by the IWG-ROP Chair, that the meeting will be held from 7 – 10 July 2008. The IWG-ROP2 meeting will take place at the Novotel Nadi Hotel, Nadi, Fiji (previously the Mocambo Hotel).

In accordance with the Rules of Procedure, Members, Cooperating Non-Members and Participating Territories (CCMs) are invited to attend the IWG-ROP2.

Agenda

In accordance with Rules of Procedure, the following preliminary agendas have been prepared:

- a. preliminary agenda (WCPFC/IWG-ROP2/2008-02);
- b. indicative schedule for the meeting (WCPFC/IWG-ROP2/2008-03); and a
- c. annotated agenda (WCPFC/IWG-ROP2/2008-04)

The inclusion of any supplementary items in the agenda accompanied by a written explanation may be requested at least thirty days before the meeting, i.e. Friday 6 June 2008. The documents are available at www.wcpfc.int on the “Meetings” page.

Information

All enquiries regarding the IWG-ROP2 should be addressed to the Chair, Dr Charles Karnella, NOAA Fisheries, Honolulu, Hawaii Charles.Karnella@noaa.gov with a copy to the WCPFC Executive Director, Andrew Wright dreww@mail.fm or to the Observer Programme Coordinator, Karl Staisch karls@mail.fm. These are the principal contacts in relation to the technical content and structure of the IWG-ROP2, and the provision of logistical and administrative support in Nadi, Fiji.

IWG-ROP2 Meeting Documents

Meeting documents will be posted on the WCPFC website as they are prepared with every effort being made to have all meeting documents posted prior to 6 June 2008. All participants will be individually responsible for downloading their meeting papers and printing them, as required.

Please advise the Secretariat (wcpfc@mail.fm) when registering, of any anticipated difficulties with downloading meeting papers.

Meeting Venue

The meeting venue will be at the Conference Room 1, Novotel Nadi Hotel, Nadi, Fiji. The hotel is located across the road from the Tanoa Hotel, a short distance from the Nadi Airport.

Accommodation

Accommodation in Nadi is available at many of the hotels, however the rates at the Novotel Nadi are competitive and if you decide to make a booking with the Novotel Nadi, do not forget to mention that you will be attending the WCPFC IWG-ROP2 meeting 7 – 10 July to attain the special conference accommodation rate. It is suggested that prospective participants make bookings and arrangements for accommodation as early as possible as Nadi is a major tourist centre, and hotel bookings can be hard to make on short notice.

Participants are advised to inform the WCPFC Secretariat, preferably by email (wcpfc@mail.fm) or fax (+691 320 1108) as soon as possible about their anticipated arrival and departure details.

Banking

The currency used in Fiji is FJ dollars. International banking facilities are available in Nadi. Credit Card facilities are available at most hotels and restaurants.

Registration

Participants are asked to complete their registrations at wcpfc@mail.fm as soon as possible. To assist with meeting arrangements, it would be appreciated if registrations could be sent by 6 June 2008. For delegations with more than one participant it is preferred that registrations are submitted in batches by a key contact for each CCM.

Airport Transfers

Transfers from the airport may be arranged with the hotel you chose to stay with or a taxi can be hired. Please ensure that you include the requirement to be picked up from the flight when making your hotel bookings.

Visa

Holders of Passports from certain countries are granted visitors visas valid for four (4) months on arrival into the Fiji Islands. Visitor must have sufficient funds to facilitate duration of stay, and also valid passport (valid for 3 months) beyond the intended period of stay in Fiji. For a current list of countries that have an exemption for visas see www.fiji.gov.fj/publish/fiji_faqs.shtml

For up-to-date information on immigration requirements contact Fiji Immigration Department:
Phone: (679) 3312622 Fax: (679) 3301653

Funding for Developing Countries and Participating Territories

The Commission will support funding for the participation (daily allowance and most direct, economy-class airfare) of one observer programme expert from small island developing countries. To ensure funding is available before the meeting, formal nominations for participants to receive support should be submitted to the WCPFC Secretariat under the signature of the WCPFC Official Contact for the qualifying CCM no later than 6 June 2008. Nominations received after 6

June requiring funding support will be paid on a reimbursable basis, on presentation of an official invoice or claim after the IWG –ROP2 meeting.

I wish to thank you in advance for providing prompt, complete details relating to your proposed participation in this important meeting of the WCPFC.

Andrew Wright

Executive Director