



**SEVENTH REGULAR SESSION**  
Honolulu, Hawaii, USA  
6-10 December 2010

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**Heads of Delegations**  
**To WCPFC7**  
**5pm Sunday December 5<sup>th</sup> 2010**

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**WCPFC7-2010/06**  
**19 October 2010**

**Paper prepared by the Secretariat**

The Chairman of the Commission Ambassador Satya Nandan (Fiji) invites all Heads of Delegation for members, co-operating Non members and participating Territories (CCMs) to an informal meeting at 5pm Sunday 5<sup>th</sup> December 2010 at the Hotel JW Marriot Ihilani Resort, Ko Olina, Honolulu Hawaii. Directions to the meeting room will be clearly marked. The meeting in keeping with tradition is expected to take no more than one hour. CCMs are invited to raise any other matters they believe would benefit from informal discussion at the meeting.

**Agenda**

1. Opening of the meeting

Brief on the dignitaries and procedures for the opening session. Opening ceremony schedule will be distributed.

2. Meeting procedures and logistics

- a) Registration and meeting time arrangement (lunch, refreshments)
- b) Secretariat services: location of the Secretariat office, break-out rooms and resources, document management and control through intranet website, internet arrangements
- c) Delegation credentials, statements (provide copies to the Secretariat)
- d) Record of the meeting – lead rapporteur and support rapporteurs
- e) Social functions

3. Agenda and prioritization

- a) Review provisional agenda including supplementary agenda items and prioritize
- b) Review of indicative schedule, FAC meeting time arrangements, and choice of possible night session date if required.

4. Brief review of Observer/CNM applications

HOD will briefly discuss how to process Observer/CNM applications.

5. New/additional CMMs

HOD will provide any new/additional CMM proposals, and delegates will decide on the best approach for resolving these at the meeting.

6. Election of officials

HOD will determine a process for any elections that need to occur at this meeting.

7. Other matters