

**SCIENTIFIC COMMITTEE**

**THIRTEENTH REGULAR SESSION**

Rarotonga, Cook Islands

9 – 17 August 2017

**MEETING ARRANGEMENTS**

**WCPFC-SC13-2017/01 (Rev.01)**

In accordance with the Commission Rules of Procedure, the Thirteenth Regular Session of the Scientific Committee of the Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean (WCPFC-SC13) will be held in Rarotonga, Cook Islands, 9 – 17 August 2017. Ms Berry Muller will serve as the Chair of the SC13. The venue of the meeting will be the National Auditorium, Marairenga, Rarotonga.

The following documents are posted on the SC13 website with this revised Meeting Notice:

* Provisional agenda for the meeting (WPCFC-SC13-2017/02);
* Provisional annotated agenda for the meeting (WPCFC-SC13-2017/03);
* Indicative schedule for the meeting (WPCFC-SC13-2017/04); and
* Registration form (WPCFC-SC13-2017/05).

**SC13 meeting structure**

SC has four theme sessions during the plenary: Data and Statistics, Stock Assessment, Management Issues, and Ecosystem and Bycatch Mitigation Theme. Steering Committee meetings will be held for the Japan Trust Fund and the Pacific Tuna Tagging Project. Informal small group meetings, as agreed during the Heads of Delegation Meeting, may be held during the SC meeting.

**Registration**

Participants should use web registration (<https://www.wcpfc.int/node/29312>). For those delegations with more than one delegate (or with difficulties in accessing our on-line registration), a batch registration will be submitted to the Secretariat (Lucille.Martinez@wcpfc.int) at the earliest convenient, but no later than **15 July 2017**, for compilation of a provisional list of participants.

**Convener’s Meeting and Heads of Delegation Meeting**

Two preparatory meetings will be held at National Auditorium, Marairenga, Rarotonga on **8 August 2017**:

1. The Convener’s Meeting with the SC Chair at **14:00** to finalize their theme session arrangements and meeting procedure; and
2. The Heads of Delegation Meeting at **16:00** convened by the SC Chair. All Theme Conveners are expected to attend.

**Guidelines for submitting meeting papers**

The procedure for submission of papers for SC13, as determined at SC2, is as follows:

1. Annual Report – Part 1

Following WCPFC13, an updated template is available at <https://www.wcpfc.int/guidelines-procedures-and-regulations> (symbol: SC-01). Annual Report Part 1 shall be submitted to the WCPFC Secretariat (BOTH anthony.beeching@wcpfc.int and contact.ar@wcpfc.int) by **10 July 2017**.

* + 1. Meeting documents

Titles and preliminary abstracts of meeting documents MUST be submitted as early as possible, but no later than **5 July 2017** (five weeks in advance of the start of SC13). Authors who intend to present a Working Paper or submit an Information Paper (refer to Item 3 below) must contact the relevant Convener(s) as soon as possible after this SC13 Meeting Notice is posted, to discuss both the suitability of their paper and advise for which specific agenda item their paper has been prepared. Please refer to the Provisional Annotated Agenda posted together with this Meeting Notice. After the submission of abstracts, the Agenda will be revised and agenda items for which no new substantive information is forthcoming may be deleted.

All full papers MUST be submitted by **22 July 2017** (18 days in advance of the start of SC13). Please submit titles, abstracts and full papers to:

1. SC Chair (Berry Muller; mullerbk@gmail.com),
2. relevant Theme Conveners below, and
3. the Secretariat (Anthony Beeching; anthony.beeching@wcpfc.int)

There is a need to limit the number of presentations to the SC and to allow sufficient time for delegates to read papers before the meeting. As such, late papers submitted after the above deadline may only be considered as Information Papers. The need for authors to discuss any submission with the relevant Theme Convenors well in advance of the above deadlines for submission is therefore reinforced.

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| **Theme** | **Convener** | **Email** |
| Data and Statistics | Valerie Post (USA) | valerie.post@noaa.gov  |
| Stock Assessment | Jon Brodziak (USA)Hiroshi Nishida (Japan) | jon.brodziak@noaa.gov hnishi@affrc.go.jp  |
| Management Issues | Robert Campbell (Australia) | robert.campbell@csiro.au  |
| Ecosystem and Bycatch Mitigation | Aisake Batibasaga (Fiji)John Annala (NZ) | abatibasaga@gmail.comjohn.annala@mpi.govt.nz  |

All papers received will be posted on the SC13 website by **26 July 2017** (two weeks in advance of the start of SC13). All participants will be responsible for downloading their papers and printing them out, should that be desired. Limited printing and photocopying services will be available at the meeting venue.

* + 1. Working and Information Papers

The Chair and Theme Conveners will be responsible for accepting or rejecting a paper, and if accepted, directing the Secretariat to post the paper as either a Working Paper or an Information Paper.

**Working Papers (WP):** Papers considered by Theme Conveners and the Chair as a working paper for presentation to the SC should be directly relevant to a specific agenda item, and will support substantive discussion. Relevant Conveners will attach a cover page, assign a unique number and send it to the Secretariat (e.g. WCPFC-SC13-2017/EB-WP-XX).

**Information Papers (IP):** Papers considered by Theme Conveners and the Chair as an information paper should be of general interest – i.e. a supplementary paper circulated for information only and not for presentation –but may be referred to in discussion. Relevant Conveners will attach a cover page, assign a unique number and send it to the Secretariat (e.g. WCPFC-SC13-2017/EB-IP-XX)

**Funding for Developing Countries and Participating Territories**

The Commission will fund the participation (a daily allowance and most direct economical airfare) of one representative from each developing country and participating territory that is a member of the Commission. Formal nominations for participants to receive this support should be submitted to the Secretariat (aaron.nighswander@wcpfc.int) by **1 July 2017** under the signature of their WCPFC Official Contact for eligible developing countries and participating territories.

**Entry requirements**

Visitors with a valid passport and a return ticket will **NOT** need an entry permit if they intend to stay in the Cook Islands for less than 31 days. Extensions may be granted on a monthly basis – for up to 6 months. New Zealand citizens are eligible for a 90-day stay on arrival.  For extensions, apply 2 weeks before your permit expires. This does not guarantee admission to the Cook Islands. Immigration officers at a port of entry will have the final determination.

For further information on immigration, please visit the Ministry of Foreign Affairs and Immigration's website at [www.mfai.gov.ck](https://www.cookislands.travel/page/www.mfai.gov.ck). You must have sufficient funds for your maintenance and confirmed booking/payments and contact information of the accredited accommodation you intend to stay at, as camping is not permitted in the Cook Islands.

**Holders of passports with less than 6 months’ validity**

With the exceptions indicated below, holders of passports that are valid for less than 6 months beyond the intended period of stay in the Cook Islands must seek authority to travel to the Cook Islands from the Ministry of Foreign Affairs and Immigration in Rarotonga.

**Exceptions:**

This travel restriction does not apply to Cook Islanders and Permanent Residents of the Cook Islands. New Zealand (NZ) and Australian passport holders may also travel to the Cook Islands without seeking authority from the Ministry of Foreign Affairs and Immigration provided their passports are valid for at least seven days beyond their intended period of stay in the Cook Islands.

**Meeting Venue**

Name: National Auditorium

Address: Ministry of Cultural Development, Marairenga, Rarotonga

Phone: (682) 20 725

**Access to Venue/Accommodation**

Participants are responsible for their own transportation to the meeting venue and their accommodation.

Transportation options from the Rarotonga International Airport:

1. Hotel/Motel transportation (pick up and drop direct from Hotel) will have to be made on reservation.
2. Other accommodation – i.e., private villas, homes etc., will have to be inquired upon reservation
3. Taxis – around $20 per person on green taxis run by the Cook Islands Taxi Association; other taxis may charge higher per person.

**Public transport**

In Rarotonga you can catch the island bus (Cooks Buses). It goes clockwise and anti-clockwise and will pick up and drop off upon request.

**Currency**

The currency in the Cook Islands is the New Zealand dollar (NZD), supplemented by local notes and coins.

### Time zone

Cook Islands’ time is GMT-10 hours.

### Telecommunications

The telecommunications network in the Cook Islands is operated by Bluesky. There is an outlet located at the CITC Shopping Complex in the main strip of Avarua which is open 8am-4pm Monday to Friday, and Saturday 8:30 am-1 pm. Local SIM cards are available from the main office, down the road from the Cooks Corner bus stop (also in Avarua), and open 7 am-11 pm daily. Local SIM cards and WiFi vouchers may also be purchased at the Bluesky Booth on arrival at the Rarotonga International Airport (inside the Terminal).

International telephone, mobile telephone, facsimile and internet services (including broadband) are available through these Bluesky outlets. Several internet cafés are located on Rarotonga and Aitutaki, with WiFi hotspots (where you can login with prepaid vouchers) also widely located around these islands.

### Getting around

The standard left hand rule applies to driving in the Cook Islands. Rental cars are available on the main islands and scooters are everywhere. Helmets are required for tourists. Do NOT drink and drive – the laws are strict and enforced.

**Rental vehicles**

Listed below is a selection of rental vehicle companies that participants may hire from:

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| **Name** | **Website** |
| Polynesian Rental Cars & Bikes | <http://polynesianhire.co.ck/>  |
| Island Car & Bike Hire | <http://www.islandcarhire.co.ck/>  |
| Raro Cars | <http://rarocars.com/>  |
| Avis Cook Islands  | <http://www.aviscookislands.com/>  |
| Rarotonga Airport Go Cook Islands Car Rentals | <http://www.rarotongaairportcarhire.com/>  |

**Accommodation**

Participants are asked to make their own accommodation arrangements. It is recommended that participants go directly to accommodation provider’s website.  It is important to note that August is peak tourism season in the Cook Islands therefore, accommodation may be scarce. It is highly recommended, that participants make their reservations as early as possible.

These links below will provide you with a selection of resorts and other options on Rarotonga

 <https://www.cookislands.travel/accommodation-view?field_islands_target_id=13>

or at

<http://www.tourismcookislands.com/accommodation/rarotonga.html>

There is a wide range of accommodation styles from Studios to 2-3 Bedroom Villas to self-catering properties, motels to the budget hostels. The table below also highlights some properties that participants may wish to consider.

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| **Name** | **Price From** | **Website** |
| Paradise Inn(This is the closest tourist accommodation to Meeting venue about 3 min walk) | $85+ NZ | <http://www.paradiseinn.co.ck/>  |
| Central Motel (About 10 min walk to Meeting Venue) | $105 NZ | <http://www.central-motel.com/>  |
| Club Raro | $108 USD | [www.clubraro.co.ck](http://www.clubraro.co.ck) |
| Kiikii Inn and Suites (formerly Kiikii Motel) | $76 USD | <http://thekiikiimotel.weebly.com/>  |
| The Islander Hotel | $153 USD | [www.islanderhotel.co.ck](http://www.islanderhotel.co.ck)Email: natura@oyster.net.ckPhone: +682 21003Contact person: Rohan Ellis |
| The Rarotongan Beach Resort and Spa | $183 USD | [www.therarotongan.com](http://www.therarotongan.com) |
| The Edgewater Resort and Spa | $134 USD | [www.edgewaterhotel.com](http://www.edgewaterhotel.com)Email: res1@edgewater.co.ckPhone: +682 25345Contact person: Maeva Henry |
| Sunrise Beach Bungalows | $105 USD | [www.sunrisebeachclub.com](http://www.sunrisebeachclub.com) |
| Sea Breeze Bungalows | $87 USD |  |
| Lagoon Breeze Villas | $160 USD | [www.lagoonbreezevillas.com](http://www.lagoonbreezevillas.com) |
| The Black Pearl at Puaikura | $170 USD | [www.theblackpearlcookislands.com](http://www.theblackpearlcookislands.com) |
| Wellesley Hotel Rarotonga | $145 USD | <https://www.bedandbreakfast.eu/bed-and-breakfast/muri/wellesley-hotel-rarotonga/2028066/>  |
| Ocean Escape | $72 USD | <http://www.destination-cook-islands.com/Ocean-Escape.html>  |
| Anchors Rest (5 bdrm house) | $550 NZ (8 pax) | <http://www.holidayhousesrarotonga.com/anchors-rest.html>  |
| Air BnB properties | Varies | <https://www.airbnb.com/>  |
| Budget accommodation - Atiu Enua Hostel (1 min walk to meeting venue) | Varies$25 a single room - $90 en-suite room | Contact Mr Nooroa (Bim) Tou nooroa.tou@cookislands.gov.ck |
| Mauke Hostel – (1 min walk to meeting venue) | Sleeps for 2 persons per room$40 per night own bathroom and shared kitchen | Contact Tara TaireaHm: +682 22 340Mob: +682 78 345 |
| Pukapuka Hostel- (1 min walk to meeting venue) | Sleeps up to 3 persons per room$50 per night | Contact Tina Akamatina.akama@agriculture.gov.ck |
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**Further enquires**

For further enquires please contact Ms Uirangi Bishop at the Ministry of Marine Resources, Rarotonga, phone (682) 28 730, email: u.bishop@mmr.gov.ck

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