



**EIGHTH REGULAR SESSION
FINANCE AND ADMINISTRATION COMMITTEE
Fifth Session
Koror, Palau
04 - 09 December 2011**

**RECOMMENDED REQUIREMENTS FOR HOSTING THE SCIENTIFIC COMMITTEE
OR ANNUAL COMMISSION MEETINGS OF THE WCPFC**

**WCPFC8- 2011-FAC/11
21 October 2011**

Over the years the attendance at the Commission's Scientific Committee, Technical and Compliance Committee and Annual Meetings have continued to grow, thus posing administrative and logistic challenges which require addressing. The Secretariat has outlined below what could be approved as basic requirements for members considering hosting a meeting of the Commission.

The TCC meeting has not been included in this paper as there was an understanding with the late Bernhard Toulag that this meeting would be held in Pohnpei each year so that the people of FSM and Pohnpei saw some return on their investment in hosting the Commission and providing the headquarters building.

Hosting meetings in the Federated States of Micronesia allows the Commission to save money on airfare and daily subsistence Allowance (DSA) related to the travel required by the Secretariat staff. The money saved on airfares and DSA is then used to offset the cost of hosting the meeting in the Federated States of Micronesia. The current cost of hosting a meeting in Pohnpei is around \$145,000. The portion used for airfare and DSA for participants from developing countries and territories is roughly \$100,000. This amount varies depending on how many members and Territories request travel funding.

Requirements for Hosting a Scientific Committee meeting

The minimum requirements for hosting Scientific Committee Meetings include:

Meeting Venue

- 1 A venue that can hold a minimum of 150 people and provide a side meeting room and facilities for the Secretariat. Other delegates and the FFA may also require delegation rooms.
- 2 Hotel rooms to accommodate all participants
- 3 Internet services

On-ground costs.

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The hosting country will be responsible for the following costs:

1. Rental costs of the venue for 150 participants and a Secretariat office.
2. Tables, chairs, podium and electrical cords for the meeting venue
3. Two high volume photocopiers
4. Two high volume printers
5. Two computers for general use
6. Tea, coffee and snacks during breaks
7. Transportation to the venue
8. Opening or Closing dinner for participants
9. High speed internet for the Secretariat office
10. Emergency electrical generation if required

If the costs for airfare and DSA are higher than the costs in Pohnpei, Federated States of Micronesia at the proposed meeting location, additional budget will need to be approved at the Commission's annual session.

Annual Commission meeting

Meeting venue

- 1 The meeting venue will need the capacity to accommodate a minimum of 450 people, and provide two smaller meeting rooms for 30-40 people for working groups and space for the Secretariat office. Some delegates and the FFA may also require delegation rooms.
- 2 Hotel rooms for all participants
- 3 Internet services

On-ground costs

1. Rental costs of the venue for 450 participants and a Secretariat office.
2. Tables, chairs, podium and electrical cords for the meeting venue
3. Two high volume photocopiers
4. Two high volume printers
5. Four computers for general use
6. Tea, coffee and snacks during breaks
7. Transportation to the venue
8. Opening or Closing dinner for participants
9. High speed internet for the Secretariat office
10. Emergency electrical generation if required

If a CCM is interesting in hosting a meeting but would like more information on logistics or funding, please contact the Commission's Finance and Administrative Officer Aaron Nighswander (Aaron.Nighswander@wcpfc.int).