



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

**Circular No.: 2017/73
Date: 29 September 2017
No. pages: 7**

Meeting Arrangements for WCPFC14 and Associated Meetings

Dear All,

1. Further to Circular 2017/67 of 14th September, 2017 I am pleased to advise additional information relating to the Fourteenth Regular Session of the Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean (WCPFC14) and associated meetings in Manila, Philippines.

Meeting Dates

2. The meeting dates for WCPFC14 and associated meeting are as follow:
- Intersessional Meeting to further progress the Draft Bridging CMM on Tropical Tunas - on Friday December 1, 2017;
 - Finance and Administration Committee and the Heads of Delegation meeting on Saturday December 2, 2017; and
 - WCPFC14 to be held from Sunday 3rd to Thursday 7th of December, 2017.

Meeting Venue

3. The meeting venue will be at the Philippines' International Convention Center (PICC) in Manila, Philippines. Additional information on the venue can be found at <http://www.picc.gov.ph/>

Heads of Delegation meeting

4. The Heads of Delegation will meet at 4:00 pm on Saturday, 2 December, at the PICC in Manila Philippines to review arrangements for the WCPFC14. The agenda for the meeting will be posted in due course.

The 11th Finance and Administration Committee Meeting (FAC11)

5. The Finance and Administration Committee will start its meeting at 8.30 am on Saturday 2 December. The provisional agenda and the meeting room for FAC11 will be advised in due course.

WCPFC14 Meeting Documents

6. All meeting documents will be made available on the website at <http://www.wcpfc.int/meetings/14th-regular-session-commission>.

7. In consultation with the WCPFC Chair, the Executive Director will very shortly be drawing up the provisional agenda for WCPFC14. Commission Members that may wish to propose items for inclusion on the WCPFC14 agenda should advise the Executive Director Feleti Teo (Feleti.Teo@wcpfc.int) and WCPFC Chair Rhea Moss-Christian (rhea.christian@wcpfc.int), by Monday 9 October.

8. Any Member of the Commission, the Chairman, or the Executive Director may, at least 30 days before the date for the opening of the Regular Session request the inclusion of supplementary items in the Agenda. A request for the inclusion of a supplementary item in the Provisional Agenda shall be accompanied by a written explanation of the proposed supplementary item, which will be communicated to all CCMs and observers at least 20 days before the opening of the Session.

Submission of Proposals

9. CCMs should submit to the Secretariat (Feleti.Teo@wcpfc.int) draft proposals for the consideration of the Commission 30 days in advance of the regular session, or by Friday 3 November 2017¹.

Registration

10. All participants are requested to register electronically through the WCPFC website.

11. In accordance with Rules 6 and 36 of the Commission's Rules of Procedure, Members, Cooperating Non-Members, Participating Territories, Observers and others desiring to participate in WCPFC14 are respectfully requested to advise the Secretariat (Lucille.Martinez@wcpfc.int) of contact details for official contacts, designated representatives, alternate representatives and advisers by 3 November 2017.

12. The Commission at its WCPFC13 meeting decided that observers from non-governmental organizations (NGO) would be required to pay a reasonable fee for participation at Commission meetings, taking into account international practice.

¹ 30. Concern was expressed over the short time frames available for consideration of draft resolutions. The Commission agreed in good faith that, despite Rule 20 of the Rules of Procedure that requires 24 hours' notice, Members would try to submit draft proposals 30 days prior to the Annual Session of the Commission in order to allow all Members adequate time for consideration and consultation.

Accordingly, a fee of \$500 must be paid by each NGO observer delegation wishing to participate as an observer at WCPFC14, which covers the participation of two representatives per NGO, and a further fee of US\$350 for each additional representative from the same NGO delegation. Payments should be made via a bank wire and must be received by Friday November 17th. Any payments after November 17th must be made in US Dollars, in exact change, at WCPFC14 meeting registration at the meeting venue.

13. Payment via bank wire should be made by bank wire to the following account:

Account name: Western and Central Pacific Commission
Account number: 209-292927
Bank Details: Bank of Guam
Branch: Kolonia, Pohnpei Federated States of Micronesia
SWIFT Code: GMBKGUGU
ABA: 1214-05115

14. Any query regarding NGOs registration fees mode of payment should be sent to the Secretariat's Finance and Administration Manager, Aaron Nighswander (Aaron.Nighswander@wcpfc.int)

Delegation Rooms and Breakout Rooms

15. Delegations who require their own delegation breakout rooms should make their own arrangements. A limited number of breakout rooms may be reserved for delegations during the meeting when not in use by the Commission. Scheduling the use of breakout rooms should be made through the Secretariat (Lucille.Martinez@wcpfc.int).

Currency in Philippines

16. The currency in the Philippines is the Philippine Peso and indicative exchange rates can be found at www.oanda.com.

Visas

17. For information on visa requirements for entering the Philippines, please visit <http://immigration.gov.ph/visa-requirements/special-visa/applications-for-visa-upon-arrival>

18. Questions regarding visas can be sent to wcpfc9_ph@yahoo.com.

Accommodation

19. Participants are asked to make their own accommodation arrangements. In the Manila area, there are a range of hotels. The Government of the Philippines has provided additional information on accommodation that is attached for reference.

Funding for Developing Countries and Participating Territories

20. As usual, 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 an economy airfare utilizing the most direct economical route available. Such developing country and participating territory should submit nominations to the Secretariat's Finance and Administration Manager, Aaron Nighswander (Aaron.Nighswander@wcpfc.int) strictly by Thursday 26 October. Late changes to booking are unlikely to be accommodated as they add significantly to the cost of bookings.

21. Any other queries about the WCPFC14 meeting can be addressed to the Secretariat's Finance and Administration Manager, Aaron Nighswander (Aaron.Nighswander@wcpfc.int).

Yours sincerely,



Feleti Penitala Teo, **OBE**
EXECUTIVE DIRECTOR

**14TH MEETING OF THE WESTERN AND CENTRAL PACIFIC FISHERIES COMMISSION
LIST OF HOTELS**

Name of Hotel	Address	Rooms	Rate/ night Excluding tax	Contact	Contact person/Email account
Sofitel Philippine Plaza Manila	CCP Complex, Roxas Blvd., Pasay City, Philippines	Superior Single	6,500.00	(632)551-5555	Ms. Madelene Sy
		Superior Double	7,500+++		H6308-SL10@sofitel.com
		Luxury Single	7,500+++		
		Luxury Double	8,500++		
Executive Hotel	A. 1004, 1630 Mabini St, Malate, Manila, Metro Manila	Twin Occupancy	2,000.00	(632) 5258979	Justine Jude Manalang
		Triple Occupancy	2,300.00		j.manalang@executive.com.ph
		Quadruple Occupancy	2,500.00		
Bayview Park Hotel	1118 Roxas Boulevard corner United Nations Avenue, Ermita, Manila	Single Occupancy	2,800.00	(632) 526-1555 loc. 1814	RAEMIE BELLE NICOLEI CRUZ MARICEL DUQUE
		Twin Occupancy	3,000.00	(0928) 828 8834	Sales Account Executive
		Triple Occupancy	3,500.00		raemiecruz@bayviewparkhotel.com
Aloha Hotel	2150 Roxas Blvd, Malate, Manila, 1004 Metro Manila	City side room (rm only)		<u>(02) 526 8088</u>	Manolo S. Villanueva
		Single occupancy	3,200.00	<u>9394740203</u>	Administrative & Sales Consultant
		Triple Sharing	4,200.00		alohahotel@yahoo.com
		bayside room			
		Single occupancy	4,000.00		
		City side room(w/buffet bf)			
		Single occupancy	3,500.00		
		Twin occupancy	3,800.00		
Triple occupancy	5,250.00				
Hotel Jen Manila	3001 Roxas Blvd, Pasay City, Manila, Metro Manila	De luxe room	5,500.00	Tel: 63 2 7958888 loc. 2929	MARY HAZZIE PALIZA MS. MARICEL DUQUE
		Extra person	2,000.00	Fax: 63 2 708986	Sales Manager Admin Officer
		Airport	1,200.00		Mary.paliza@hoteljen.com
			1,020.00		
Diamond Hotel	Roxas Boulevard, Corner Dr. J. Quintos Street, Manila,	De luxe room	6,200.00	<u>(02) 305 3000</u>	Edgardo P. Berin
					Business Development Manager
		One way airport transfer Toyota Camry *Php2,800.00 net Van *Php3,000.00 net			Mobile: 0917 8687399 EBerin@diamondhotel.com
AG New World Hotel	Pedro Gil St, Malate, Manila, 1004 Metro Manila	Superior Room King/Twin	6,500.00	<u>(02) 252 6888</u>	Stephanie Granada
		City Bay View Room (King/Twin)	7,500.00		Sales Manager
		Residence Club Deluxe	9,500.00		stephanie.granada@newworldhotels.com

	1004 Metro Manila				
		Transpo: Toyota Camry at PHP 2,800.00 per car per way Toyota Grandia Van at PHP 3,000.00 per car per way			
The Heritage Hotel	Roxas Blvd, Manila, 1300 Metro Manila	Single Occupancy	3,500.00	(02) 854 8888	PINKY TAPIA
		Twin Occupancy	3,800.00		Sales Manager
					pinky.tapia@millenniumhotels.com
					guest@heritagehotelmanila.com
Copacabana Apartment Hotel	264 Epifanio Delos Santos Avenue Extension, Pasay City	Twin sharing	2,480.00	(632) 851-8888	Mae Vizcarra
		Triple Sharing	3,130.00		sales@copasuites.com



" WE ARE EXPECTING YOU"

Bureau of Fisheries and Aquatic Resources

Western and Central Pacific Fisheries Commission (WCPFC) 14th Regular Session of the Commission
December 1 – 7, 2017, Philippine International Convention Center

ROOM RESERVATIONS REQUEST FORM

To help us offer you the best possible service, kindly complete the form and email to Madelene Sy at email address H6308-SL10@sofitel.com prior to **November 17, 2017**
Confirmation is based on room availability

1. Personal details:

First Name	
Last Name	
Le Club card number/ Membership Type	
Date of birth (DD/MM/YY)	
E-mail Address	
Contact Number	
Passport No./ Expiry Date (Please present upon check-in)	
Country/Mailing Address/ Postal Code	

Personal details of Guest sharing in the room:

First Name	
Last Name	
Date of birth (DD/MM/YY)	
E-mail Address	

2. Please specify the room type:

	Room Type	Dates of Stay	Room Rate (Per Room Per Night)
<input type="checkbox"/>	Superior Room – Single		Php 7,983.63 nett
<input type="checkbox"/>	Superior Room – Double		Php 9,211.88 nett
<input type="checkbox"/>	Luxury Room – Single		Php 9,211.88 nett
<input type="checkbox"/>	Luxury Room – Double		Php 10,440.13 nett
<input type="checkbox"/>	Luxury Club Room – Single		Php 14,984.65 nett
<input type="checkbox"/>	Luxury Club Room – Double		Php 16,212.90 nett

- Room rate inclusive of Buffet Breakfast at the Spiral and wifi in the guest room
- Room rate is **inclusive of** 10% service charge, 12% VAT and 0.825 local city Tax mandated by the government
- Special room rates are **subject to room type availability at time of booking.**

3. Flight Details:

	Flight No./Terminal No.	Time
Arrival Date :		
Departure Date:		

4. We can arrange your airport pick up - Net price

<input type="checkbox"/>	Airport Transfer	<input type="checkbox"/>	Airport Drop-Off
<input type="checkbox"/>	MB S-Class (white) PHP4,440	<input type="checkbox"/>	MB S-Class (white) PHP4,440
<input type="checkbox"/>	MB E-Class (black) PHP3,740	<input type="checkbox"/>	MB E-Class (black) PHP3,740
<input type="checkbox"/>	Toyota Grandia PHP 2,940	<input type="checkbox"/>	Toyota Grandia PHP 2,940
<input type="checkbox"/>	Toyota Altis PHP 1,840	<input type="checkbox"/>	Toyota Altis PHP 1,840

5. Room preference subject to availability at check in:

<input type="checkbox"/>	Smoking Room	<input type="checkbox"/>	Two Separate Single Beds
<input type="checkbox"/>	Non Smoking Room	<input type="checkbox"/>	King Size Bed

6. Guarantee Details to be used to secure the reservation:

Credit Card Type	
Credit Card No. (16Digits)	
Expiry Date	
Cardholder's Name	
Cardholder's Signature	

Cancellation should be received on or before **17th of November 2017.**

All confirmed reservations as of **17th of November 2017** will be charged 100% of the total room rate and booking is no longer cancellable. In case of non-arrival full stay rate will be charged.

7. Check-in/Check-out (Local Time):

The Hotel's check in time is 2:00pm and check out time is 12:00 noon. Additional charges may apply to early check-in and late check-out and are subject to availability. Check-out from 6:00pm will incur a full night charge at the room rate quoted.

8. Deposit:

Front Desk will request upon check-in an additional deposit of PHP 3,000 per day to cover incidental charges to be refunded accordingly at check-out time.

Thank you for completing our Guest Profile.

We wish you an enjoyable journey and look forward to welcoming you at the Sofitel Philippine Plaza Manila!